

**Department of Music  
Kansas State University  
Faculty Handbook**

**Contents**

<b>Mission Statement</b>	<b>3</b>
<b>Evaluation Procedures</b>	<b>4</b>
Annual Salary Timeline	4
Merit Salary	6
The Evaluation Portfolio	8
<i>Teaching, Creative/Research, and Service</i>	
<i>Teaching Portfolio Suggested List of Materials</i>	
Workload Formula	10
Mid-Tenure Review	12
Promotion and Tenure	13
<b>Minimum Performance Standards</b>	<b>17</b>
<b>Statement of Collegiality</b>	<b>19</b>
<b>Departmental Policies</b>	<b>19</b>
Getting Started	19
<i>The Appointment Paper</i>	
<i>Faculty ID Card</i>	
<i>Keys</i>	
<i>Parking Permits</i>	
<i>Photocopying</i>	
<i>Phone/Fax Services</i>	
<i>Facilities Use for Faculty and Student Recitals</i>	
<i>Facilities Use for Classes and Meetings</i>	
<i>Music Computer Lab and Smart Cart</i>	
<i>McCain Auditorium</i>	
<i>Recording</i>	
Recruiting	22
<i>k-state.edu/music</i>	
<i>Scholarship Days</i>	
<i>Invitational Events</i>	
<i>Conferences</i>	
<i>Prospective Students</i>	
<i>Music Minors and Non-Majors</i>	
Consulting/Travel	24
<i>Consulting Policy</i>	
<i>Faculty Travel</i>	
<i>Travel with Student Groups</i>	
Budget Requests	25

<i>Travel</i>	
<i>Equipment Requests</i>	
<i>Visiting Artists</i>	
<i>Student Government Association (SGA) Funding</i>	
Summer Employment/Intersession	26
Sabbaticals	27
Dispute Resolution	27
Committees	28
<i>Departmental Committee on Planning</i>	
<i>Course and Curriculum Committee</i>	
<i>Merit Salary Committee</i>	
<i>Personnel Evaluation Committee</i>	
Scholarships, Awards, and Competitions	31
<i>KSU Foundation Scholarships for Music</i>	
<i>Honors Recital</i>	
<i>Pi Kappa Lambda Awards</i>	
<i>Presser Foundation Scholarship</i>	
<i>Concerto/Aria Competition</i>	
<b>The Graduate Program</b>	<b>33</b>
Graduate Teaching Assistantships	33
<b>Curriculum</b>	<b>34</b>
Advising	34
Course Expectations	35
<i>Syllabus</i>	
<i>Statement of Academic Honesty</i>	
<i>Statement of Accommodation</i>	
<i>Prep Week/Fall and Spring</i>	
<i>Final Examination Schedule</i>	
<i>Academic Calendar</i>	
Applied	37
<i>Studio Lessons</i>	
<i>Applied Fees</i>	
<i>Section Permission</i>	
<i>Juries</i>	
<i>Staff Accompanist</i>	
<i>Seminar Hour/Divisional and General Student Recitals</i>	
<i>Recitals</i>	
<i>Recital Attendance</i>	
<i>Advising</i>	
Copyright Issues	40
<b>Awards and Grants</b>	<b>41</b>

## MISSION STATEMENT

The mission of the Kansas State University Department of Music is

- to nurture the artistic, educational, scholarly, and creative development of students pursuing studies in music.
- to enhance liberal education of all students by offering performance and academic courses to the university constituency.
- to contribute to the greater musical community through research, creative, and educational activities.
- to provide an environment that encourages the professional development of its faculty.

In fulfilling its mission, the department is dedicated to upholding a standard of excellence in all endeavors, attracting the best students, hiring and retaining the most qualified faculty, and taking an active role in the intellectual and cultural life of the university, the state, and the nation.

## **EVALUATION PROCEDURES**

### **Annual Salary Timeline**

#### **December:**

Faculty members submit to the Department Head a file summarizing their activities for the preceding calendar year. The file must include an annual summary of significant effort in the categories of Teaching (which includes student advising), Creative/Research, and Service. In addition the file must include a curriculum vita, one- and five-year plans, and a teaching portfolio. (See appendix for reporting template and for format of portfolio.)

#### **December/January:**

Merit Salary Committee (see description under “committees”) members and the Department Head read the files and make individual assessments on each faculty. They meet with the Department Head and report their assessments.

#### **January/February:**

After consulting with the Merit Salary Committee, the Head assigns numerical evaluations of faculty members in each of the three areas using a scale of 1-5, 5 being the highest.

Summary letters are submitted to the faculty. The letter includes a statement addressing the perception of whether the faculty member has

1. Fallen Below Minimum Acceptable Levels of Productivity regarding
2. Fallen Below but met Minimum Acceptable Levels of Productivity regarding
3. Met
4. Exceeded
5. Far Exceeded

the expectations of the department (see expectations) in each of the three evaluation categories (Teaching, Creative/Research, Service).

“Allocation of Effort Description” goes to faculty. Faculty members may negotiate the distribution of percentages assigned to each of the three categories of Teaching, Creative/Research, and Service.

A conference with the Department Head is scheduled to go over the evaluation. At that time, faculty members are asked to sign the evaluation indicating the meeting has taken place.

Faculty members may rebut the evaluation. Rebuttals must be submitted in writing directly to the Department Head. If rebuttals remain unresolved, the faculty member may articulate their position, in written form, with supporting documentation to the Dean.

Faculty members receive the original evaluation. At their evaluation conference with the Department Head they sign the original and return it to the Head. The faculty member receives a copy for their records. The original document is submitted to the Dean and a copy of that evaluation is kept in the Department personnel file for each faculty member.

**May/July:**

Actual salary amounts are determined once monies are allocated to the university by the state government in the spring. Contracts are usually sent out between May and July.

## **EVALUATION PROCEDURES**

### **Merit Salary**

- 1) Each semester the faculty member submits a load report describing all Teaching/Advising, Creative/Research, and Service activities. The Department Head uses these reports as a basis for calculating load averages consisting of the Department Head's perception of the percentage of load for each of the three major areas: Teaching/Advising, Creative/Research, and Service. These averages are given to the faculty member at the conclusion of their evaluation letters. Faculty members may negotiate the distribution percentages during their annual conference with the Head if so desired.

Prior to the evaluation, faculty members are asked to update their vita and to submit a summary of what they consider to be their significant efforts for the preceding calendar year.

A one- and five-year projection of professional goals is also requested from each faculty member. Since these projections are annually updated, changes may be expected to occur. The focus and content of the goals are an important line of communication between the faculty member and the Department Head to consider both personal and departmental needs. Progress toward the successful completion of the stated goals is considered in the evaluation process.

In addition, a portfolio consisting of supporting materials for Teaching, Creative/Research, and Service is submitted for consideration.

- 2) The Merit Salary Committee is elected by the faculty each year to serve in an advisory capacity to the Department Head regarding the evaluation of faculty. This committee reviews submitted materials and makes recommendations on all three areas of faculty assignment: Teaching, Research/Creative, and Service.
- 3) This process includes university sanctioned student evaluations. Non-tenured faculty have student evaluations of their courses each semester. (Non-tenured faculty teaching the same course each semester only need to do repeated courses once each academic year.) Tenured faculty have a rotating schedule for their regular classes to avoid excessive duplication of evaluation. The Merit Salary Committee, in conducting its review process, will utilize student evaluations as well as the faculty member's portfolio to evaluate teaching effectiveness.

- 4) The Department Head, after consultation with the Merit Salary Committee, assigns a numerical evaluation using a scale of 1 to 5 (with 5 being the highest) to each of the three areas (Teaching, Creativity/Research, Service). A letter is then written to each faculty member that includes concerns as well as positive statements concerning the individual's performance. The wording of the Department Head's evaluation letter will clearly state both the Department Head's scores (1-5) and the *average* of the Head's number with the Merit Salary Committee's scores for that review year.
- 5) A conference is held with the individual faculty members and the Department Head. Faculty members sign a copy of the evaluation letter stating that it has been reviewed. If there is disagreement, faculty members have the opportunity to articulate their position in written form with any supporting documentation to the Dean.

## **EVALUATION PROCEDURES**

### **The Evaluation Portfolio**

#### **Teaching:**

The Teaching portion of the portfolio should represent materials from each course taught, including syllabi and exams (as appropriate), and may include such documentation as programs from student recitals, relevant reviews, letters of appreciation, special course materials, etc.

#### **Creative Research:**

Creative/Research efforts may be documented by such items as concert programs, reviews, letters of invitation to conferences, relevant pages from conference schedule booklets, letters of acceptance for journal articles, relevant newspaper clippings, etc.

#### **Service:**

Service includes service to the department/university, to the profession, and to the public (if profession-based). Documentation can include letters of appreciation, relevant newspaper clippings, etc.

## **EVALUATION PROCEDURES**

### **The Teaching Portfolio**

#### **Suggested List of Materials:**

(One-inch wide three-ring binder is recommended for the presentation of material.)

#### A Full Description of Your Teaching Activities

##### Materials for Classroom Teaching

- Current course syllabi (should be on file in the music office)
- Instructional materials such as reading lists, recordings, films, etc.
- Tests, special projects, presentations, and SLO assessments

##### Materials for Studio Teaching

- Division policy
- Studio policy
  - Repertoire requirements
  - Jury requirements
  - Performance requirements (such as seminar or student recitals)
  - Practice requirements
  - Attendance policy
  - Method of evaluation
- Innovative teaching methods or special assignments
- Students' achievements
  - Degree recitals (including programs)
  - Awards and honors
  - Solo performances (featured soloist or role in opera/theater program)
  - Acceptance into graduate or pre-professional programs
  - Acceptance of teaching positions or professional opportunities

##### Materials for Ensemble Teaching

- Repertoire
- Classroom policy
  - Attendance policy
  - Method of evaluation
- Innovative teaching methods or special assignments
- Performances (including programs)
- Awards and honors

University sanctioned student evaluations of courses and teachers.

## EVALUATION PROCEDURES

### Workload Formula

Categories for determining workload:

Classroom, Ensembles, Studio, and Advising

Credit hours generated *are not considered* in the formula

**Classroom** is based on a Full Time Equivalent (FTE) of 12 contact hours/weekly

**Ensembles** are based on an FTE of 18 contact hours/weekly

**Studio** is based on an FTE of 18 contact hours/weekly

**Advising** credit is given at a rate of 4 student advisees = 1/100 of FTE

FORMULA: # of advisees x 0.25

A total workload percentage is the sum of the four categories.

The two semesters are averaged to determine the year's load.

*It should also be noted that other factors, at the discretion of the Department Head, may be considered in assessing a faculty member's workload. These factors would include a heavy service component, chairing a division, having a large number of advisees, etc.*

#### **Scenarios:**

(Typical load distributions explained across disciplines.)

#### **Classroom:**

For **classroom teaching**, the FTE value is based on the number of contact hours.

- For example, Theory 2 meets 3 hours per week. Therefore the FTE value is 3 hours.
- Low Brass Techniques meets 2 hours per week, although it is only assigned one credit hour. Since the FTE value is based on contact hours, the FTE value for this course is 2 hours.
- If a faculty member's load consists entirely of classroom teaching, teaching 4 classes that meet 3 hours per week would establish a full 12 hours of FTE credit.

#### **Studio:**

For **studio teaching**, the FTE value is  $\frac{2}{3}$  of the contact hours of applied teaching.

- For example, if a studio piano instructor teaches 18 contact hours of applied students, the FTE value would be 12 ( $\frac{2}{3} \times 18 = 12$ ).

Most KSU applied music faculty members teach a mix of classroom and studio courses.

- For example, if a faculty member teaches Theory 2 (FTE of 3) and has 13.5 hours of applied contact hours (FTE of 9, which is two-thirds of 13.5), an FTE of 12 would be established.

Courses that are taught by more than one faculty member (such as Clarinet and Saxophone Techniques), or courses that use a GTA to teach a percentage of class, will have the FTE reduced accordingly.

- For example, the flute instructor typically shares the Flute and Double-Reed Techniques course with the double-reed instructor. The course meets twice a week, so the total FTE value is 2. The flute instructor would therefore receive an FTE value of 1.

If the flute instructor also teaches Theory 1 (FTE of 3), and has 12 hours of applied contact hours (FTE of 8), an FTE total of 12 would therefore be established.

### **Ensembles:**

For **ensemble teaching**, the FTE value is based on the number of rehearsal hours. This is significant because the credit hour value of ensemble classes is typically low (usually 1 hour).

Ensemble periods at KSU are typically an hour and 50 minutes long. For the purposes of assessing the FTE value, this would count as 2 hours.

- For example, a faculty member directs the Symphony Band, which rehearses 6 hours per week, and directs the Marching Band, which rehearses 6 hours per week. The total FTE value would therefore be 8 hours ( $2/3 \times 12 = 8$ ).

This faculty member also teaches the instrumental conducting course, which meets twice a week. The FTE value of this course would then be 2 hours. Added to the 8 hours of ensemble, this would result in an FTE value of 10.

### **Music History/Literature/Theory Load Considerations:**

Courses listed in the catalog in the Music History/Literature/Theory area and carrying course numbers of 500 or higher that have an enrollment of ten students or higher will have one hour added to the professor's contact hour total. Music 714 (Orchestration) and 801 (Introduction to Graduate Studies) carry the one-hour bonus with an enrollment of five or higher because they are so time intensive.

Music 230, 320, and 360 (Theory 2-4) also have one hour added to their contact hours when enrollment reaches ten students or higher.

Professors of any of these courses that have enrollments of thirty students or higher may negotiate an additional contact hour into their load calculation.

## **EVALUATION PROCEDURES**

### **Mid-Tenure Review**

New faculty members are assigned faculty mentors who assist tenure-track faculty during the period leading up to the Mid-Tenure Review, and from that review through the time that leads to the tenure decision. The Mid-Tenure Review normally takes place during the second semester of the third year of a tenure-track appointment.

The faculty member under consideration is asked to complete Sections III through VI of the “Promotion and Tenure Documentation” packet that can be accessed via the Internet: (<http://www.k-state.edu/academic/services/forms/promotio.html>). This material, along with the Department Head’s description of the faculty member’s responsibilities and a current vita, is made available for review by the Personnel Evaluation Committee. This committee makes recommendations regarding the strengths and/or weaknesses of the candidate’s materials to the Department Head. The Department Head then meets with the faculty member under consideration to transmit these recommendations and suggestions from the committee. The materials are then made available to the entire faculty for review.

Tenured faculty members are asked to write a narrative concerning the candidate’s reappointment, including a positive or negative recommendation, and to provide a written statement concerning the candidate’s progress toward tenure.

The Department Head writes a recommendation on reappointment and a one-paragraph statement on progress toward tenure. This, together with the candidate’s materials, is forwarded to the Dean’s office.

## **EVALUATION PROCEDURES**

### **Promotion and Tenure**

The Department of Music follows the eligibility requirements for promotion and tenure as outlined in the *KSU Faculty Handbook*. Although tenure consideration is determined by contractual agreement, it is expected that the individual faculty member will initiate a request for consideration for promotion at such time as he or she feels that the necessary criteria have been met.

Forms pertaining to promotion and tenure can be accessed via the KSU Provost's Office Web Site (<http://www.k-state.edu/academicservices/forms/promotio.html>).

The faculty member under consideration completes the "Promotion and Tenure Documentation" packet and submits this information with supporting materials in time for review by the entire departmental faculty.

Recommendation letters and supporting narrative are solicited from all departmental faculty. In addition to the letters a paper ballot is distributed to faculty eligible to vote for promotion and/or tenure. The Head tallies the vote and reports the outcome to the Dean. Tenured associate and full professors may cast ballots for candidates seeking tenure and promotion to associate professor. Only full professors may vote for candidates seeking promotion to the rank of full professor. Recommendations from all faculty members are considered as supporting materials for the final decision. Under normal circumstances, the letters written by the faculty are seen only by the Department Head and Dean. All concerned must proceed in the knowledge that all documents will be reviewed and scrutinized should there be a grievance filed within the university or legal action pursued outside the university in the case of a disputed decision. All documents generated in the process of tenure and promotion should be treated in a highly confidential manner and preserved for clarity should the need arise.

Letters from at least three external evaluators from the candidate's discipline are solicited by the Department Head and are submitted with the candidate's materials. The external evaluators contacted are selected by the Department Head from lists submitted by the candidate, faculty colleagues, and/or the Department Head.

The Department Head prepares a written recommendation and a summary of the departmental faculty's recommendations. These are included in the candidate's package which is then forwarded to the Dean.

**CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE**

**TEACHING**

Document evidence that students are being engaged in the teacher’s field of expertise and that students are challenged to grow as musicians through their coursework (in courses, seminars, field experiences and workshops offered by the Department of Music).

**EVIDENCE OF EFFECTIVE TEACHING**

- ✓ Documentation of well organized syllabi for all courses taught
- ✓ Offering enrichment seminars & workshops
- ✓ Advising & mentoring undergraduate & graduate students
- ✓ Involving students in faculty scholarly & creative activities
- ✓ Student achievement in scholarly & creative activities
- ✓ Serving on or leading master & doctoral committees
- ✓ Contributing to curricular development, interdisciplinary programs & collaborative learning projects
- ✓ Studying curricular, mentoring and pedagogical issues
- ✓ Student evaluations, TEVAL: *Demonstrate a record of TEVAL scores that show consistency with regard to competencies in teaching across the range of questions. Seeking additional feedback from students in the form of written comments is highly desirable.*

**CREATIVE ENDEAVOR AND RESEARCH**

Document a record of progression selected from the following categories appropriate to the faculty member’s specific field of endeavor. Music faculty frequently serve in both academic and performance capacities. Crossover in creative and research activities is common, valued, and encouraged. Faculty who are considered performance-oriented may present at an academic conference, publish articles, or edit music. Academic faculty might perform or accompany others in recital or in conference presentations.

<b>PERFORMANCE</b>	<b>ACADEMIC</b>
On and off-campus performances at the local, state, and national levels	Presentations delivered at local, state, and national conferences
<ul style="list-style-type: none"> <li>✓ Presence in the community, state, &amp; nation through attendance at music conferences/workshops</li> <li>✓ The creation &amp; dissemination of pedagogical materials</li> <li>✓ Solo/chamber/large-group participation on a professional level</li> </ul>	Publications in the form of reviews, columns, feature articles, entries, chapters, monographs, books as appropriate within the faculty member’s discipline (delineating refereed and non-refereed status)
Professional consulting / adjudicating	Professional consulting / adjudicating

Document submissions for grants with an indication of those that have been submitted versus those that were funded.

**SERVICE**

Institutional Service includes administrative, committee, student recruitment, and advising work done on the Department, College, and University levels. Professional Service includes contributions to discipline-related organizations at the local, regional, national, and international levels. Other types of service may include public or community service.

INSTITUTIONAL	PROFESSIONAL	PUBLIC/COMMUNITY
<ul style="list-style-type: none"> <li>✓ Departmental: committees, recruiting activities, assisting student organizations</li> <li>✓ Service to the College of Arts &amp; Sciences</li> <li>✓ University service</li> </ul>	<ul style="list-style-type: none"> <li>✓ Holding office in a professional organization, organizing conferences or sessions, or chairing sessions</li> <li>✓ Editorial or refereed activities undertaken in the context of work done by professional organizations or by other academic institutions</li> <li>✓ Adjudicating performances or exhibitions for national/ professional organizations</li> <li>✓ Service to the profession</li> </ul>	<ul style="list-style-type: none"> <li>✓ Engagement activities that involve the candidate in partnerships with the community (ex: jointly developed/ financed/administered projects that address issues of mutual concern &amp; contribute to regional growth &amp; development)</li> <li>✓ Consulting work (paid/ unpaid) that benefits the university or the discipline</li> <li>✓ Community outreach</li> <li>✓ Community-based service learning projects that are not listed under the teaching section</li> </ul>

*MERIT SALARY EVALUATIONS: In all 3 areas of evaluation faculty should consistently receive scores that demonstrate that they are evaluated between “meeting expectations” (3.0) and “exceeding expectations” (4.0).*

**CRITERIA FOR PROMOTION TO FULL PROFESSOR\***

Full professor is the highest academic rank at Kansas State University. Standards for achievement and performance are higher for promotion to full professor than to associate professor. *The candidate must substantially exceed the requirements for the rank of associate professor.* Evaluation will focus on activities taking place *after* promotion to associate, particularly activities occurring within the last five years. The desired range of assessment by the Merit Salary Committee is between 3.5 and 4.0 in all three areas of assessment. The individual must adhere to all of the standards required for promotion to associate professor with the following additional requirements:

**TEACHING**

Documented outcomes of teaching must demonstrate tangible results at national or international levels of activity. Examples can include student participation, presentation, and/or performance at national and/or international conferences, competitions, master classes, and/or workshops. Compelling evidence must show that an impact has been made on the advancement of pedagogical practices in one’s area(s) of emphasis at the national or international level. TEVAL or other measures of teaching assessment must demonstrate consistency in the high quality of

instruction for courses taught at the university. A narrative explaining any anomalies in scoring assessment should be provided to the head at the time of application for full professor. Evidence of students' professional achievements following degree completion is an important indicator of instructional quality. Examples of student accomplishment include professional positions held, evidence of advancement in the field, awards or recognition for exemplary professional work, completion of further advanced degrees, performance awards, and teaching assistantships or fellowships.

### **CREATIVE/RESEARCH**

The candidate for promotion to full professor will have become a mature, productive, and well-documented performer, conductor, scholar, or composer on a national or international level. In areas appropriate to academic emphasis, evidence will include publications such as books or scholarly articles in prominent periodicals in the professor's field of expertise, with refereed publications given strong preference. In the areas of scholarly presentation, performance, and conducting, activities on national or international levels that result in published reports or reviews are important indicators of career development. Performing, conducting, or scholarly presentation at national or international venues that document an application, review process, or special invitation requirement for acceptance will carry greater weight in arguing the case for full professor. National and international performances or presentations that do not result in documentation are also considered valuable indicators of success, and will be evaluated on a case-by-case basis. Significant indicators of success in composition include commissions, awards, performances, commercial recordings, and commercial publication. For all areas, a steady level of documented activity appropriate to a professor's area(s) of concentration is required.

### **SERVICE**

The candidate must document service-related activities well beyond the department in the external professional community to which they belong. Examples of professional service that indicate progress toward promotion to full professor include, but are not limited to: serving as a moderator or on a panel at a major conference; serving as a conference or events organizer; chairing or serving on committees for professional organizations; serving at the editorial level for a prominent publication; serving as an officer, on the board of directors, or in some prominent capacity for organizations in their field. Within the university, examples of service could include serving on a college or university-level committee, serving in the KSU Faculty Senate, service to the KSU Foundation, Alumni Association, Department of Athletics, or serving on a high level administrative search.

Forms for promotion are available on the Provost's web site at the following location:

<http://www.k-state.edu/academicpersonnel/forms/index.html>

*\* Engagement in both academic and performance-related endeavors is common at KSU. This crossover between academic and performance realms is common, valued, and encouraged, and must be considered carefully during the promotion from one academic rank to another. It is important that the candidate for full professor work with a faculty mentor who has achieved this rank. This will help the candidate fully understand the expectations and preparation needed.*

**MINIMUM PERFORMANCE STANDARDS**  
**Kansas State University**  
**Department of Music**

**Introduction:**

Although the primary mission of the Department of Music at Kansas State University is teaching, our faculty must include:

- performers and conductors who excel in their chosen art and who exhibit, through artistic and creative endeavors, high standards of professional excellence.
- members who are active in music education scholarship, since the majority of the department's majors pursue degrees in music education.
- specialists in musicology, music theory, and composition.

Collectively, our faculty's teaching, creative efforts, and research are important to the reputation and image of the department at a local, regional, national, and international level. Many find their duties and responsibilities to be in more than one area. The realization of this necessity is important and was considered in the formulation of the *Minimal Performance Standards* for the Department of Music.

**MINIMAL PERFORMANCE STANDARDS**

**Teaching:** Minimal Performance Standards include:

- being well versed, and remaining current, in one's subject area.
- being present, and punctual, for scheduled class meetings; for studio teachers, providing make-up lessons in case of the teacher's absence.
- providing goals and objectives for the course of study through syllabi, course overviews, and other handouts.
- delivering instruction that is based upon the stated goals and objectives geared to student achievement.
- being accessible to students to answer questions and provide guidance.

Because the Department of Music's primary mission is Teaching, most faculty members will have this criterion as the primary portion of their individual workloads and assignments. Deficiencies in this area could be catastrophic, potentially, to one's evaluation. Therefore, special care should be taken to make sure that the load allocations are as accurate as possible.

**Creative/Research:** Minimal Performance Standards include:

- remaining current, in one's subject area.
- maintaining appropriate creative/research efforts.
- articulating goals and objectives in accordance with departmental policy and then demonstrating how these goals and objectives have been realized in recitals, lectures, workshops, symposia, conferences, or publications.

**Service:** Minimal Performance Standards in this area are threefold, being profession-based, institution-based and public-based. Faculty members are expected to make contributions in one, or more, of these areas, as outlined in the departmental document, “Merit Salary, Promotion, and Tenure Criteria.” Minimally, faculty members should:

- contribute positively to the department through attending faculty meetings.
- accept appropriate committee assignments.
- assist with appropriate outreach activities of the department, including recruiting new students.

**Collegiality:** Minimal performance standards are that faculty members should make a good-faith effort to adhere to the department’s Statement of Collegiality.

### **University Procedures:**

*Faculty Handbook* paragraph C31.5 prescribes specific action to be taken by the Department Head if a faculty member’s performance does not meet minimal standards:

Chronic failure of a tenured faculty member to perform his or her professional duties, as defined in the respective unit, shall constitute evidence of “professional incompetence” and warrant consideration for “dismissal for cause” under existing university policies. Each department or unit shall develop a set of guidelines describing the minimum-acceptable level of productivity for all applicable areas of responsibility for the faculty, as well as procedures to handle such cases. In keeping with regular procedures in matters of tenure ([C112.1](#) and [C112.2](#)), eligible departmental faculty will have input into any decision on individual cases unless the faculty member requests otherwise. When a tenured faculty member’s overall performance falls below the minimum-acceptable level, as indicated by the annual evaluation, the department or unit head shall indicate so in writing to the faculty member. The department head will also indicate, in writing, a suggested course of action to improve the performance of the faculty member. In subsequent annual evaluations, the faculty member will report on activities aimed at improving performance and any evidence of improvement. The names of faculty members who fail to meet minimum standards for the year following the department head’s suggested course of action will be forwarded to the appropriate dean. If the faculty member has two successive evaluations or a total of three evaluations in any five-year period in which minimum standards are not met, then “dismissal for cause” will be considered at the discretion of the appropriate dean.

To access this specific information on the Provost’s Web Site follow this link: (<http://www.k-state.edu/academicservices/fhbook/fhsecc.html#30.1>)

## STATEMENT OF COLLEGIALITY

Faculty members are evaluated on their record of teaching, scholarship, and service. Additionally, they will be evaluated on their ability to participate in the life of the department.

Faculty are expected to:

- attend faculty meetings.
- use facilities appropriately.
- be available to colleagues and students.
- be willing to engage in meaningful professional dialogue.
- respond favorably to reasonable assignments.
- maintain a demeanor that reflects positively upon the department.
- be respectful of other divisions within the department when scheduling events

## DEPARTMENTAL POLICIES

### Getting Started

#### **The Appointment Paper:**

This is your proof of employment accepted across campus until your university ID is completed. Make several photocopies of it and keep one with you for your first week on campus. You will need it to verify your employment status with various offices and services.

#### **Faculty ID Card:**

To obtain your K-State faculty ID, go to room 111 on the first floor of the K-State Student Union. You must bring a driver's license or passport and your appointment papers. The ID card is free; the whole process takes about ten minutes. Monetary value may be added to this card for use in campus vending machines or the laser printers in Hale Library. A machine for adding money to your card is located in Hale Library.

#### **Keys:**

To obtain a key for your office and McCain (MWD1) go to the department secretary (Teri Breymeyer) in McCain 109 and ask her for the appropriate key cards. The MWD1 is basically a submaster key that opens McCain classrooms, the office (109), the copy room, the two large rehearsal rooms (201 and 204) and the outside doors after hours. When the key cards have been filled out you need to take them to Key Control, located in Dykstra Hall on Claflin Avenue, just east of

the intersection of Claflin and Denison. It is a 15-20 minute walk by foot, 3 minutes or less by car. Your keys will not be available for pickup until the next day, i.e., this is a 24-hour process, so plan accordingly. In addition to the completed key cards you will need your appointment paper and a photo ID.

**Parking Permits:**

Parking permits are issued by Parking Services, located in 108 Edwards Hall on Denison Avenue. In order to obtain a Faculty Parking Permit you will need your appointment paper and a photo ID. The closest faculty parking lots for McCain are to the east, just beyond the Beach Art museum and at the bottom of the small hill beyond All Faiths Chapel. More information can be obtained via the Internet ([www.k-state.edu/parking/](http://www.k-state.edu/parking/)).

**Photocopying:**

Small jobs of no more than 25 copies may be done on the photocopy machine in McCain 109. Please help conserve departmental funds and adhere to this policy. For anything larger than 25 copies total, materials need to be taken to the Copy Center in the basement of Eisenhower Hall.

**Phone/Fax Services:**

Department policy is to allow faculty/staff to use their office phones and the departmental fax machine for personal purposes, though it is not a preferred practice. A bill for all charges to office phones is circulated each month. At that time faculty/staff are asked to identify personal calls and to reimburse the department for those expenses.

**Facilities Use for Faculty and Student Recitals:**

The facilities-use paperwork for faculty and student recitals should be filled out and sent in no later than the beginning of the semester in which the performance will take place. Request forms for All Faiths Chapel are in the music office. After being filled out, the form will be submitted by the department secretary (Teri Brey Meyer) to the Division of Facilities for approval and returned within a week. Be aware that use of AFC by the Music Department is limited. If the date is approved, the secretary will write the time in the Departmental Blue Schedule Book. NEVER write a time in this schedule book; the secretary is the only person authorized to do this. More information on the use of facilities at KSU can be obtained via the Internet ([www.k-state.edu/facilities](http://www.k-state.edu/facilities)).

**Facilities Use for Classes and Meetings:**

Classes in the line schedule are assigned rooms at least a semester in advance by the Lead Advisor. Faculty may schedule other classes for meetings by filling out a room request form (same form as for requesting use of AFC) and submitting it to Teri Brey Meyer.

**Music Computer Lab and the Smart Cart:**

The Music Computer Lab (324) contains 15 Mac G4 workstations with integrated keyboards and a state-of-the-art teaching station. All stations are connected to the Internet and have word processing, music notation, aural skills, and other music-related software installed on them. All software is maintained by KSU Computing Services. The scheduling of this room is coordinated through the Music Office. Software requests must be approved by the Head and installed by computing services (software installations occur over the summer and during the semester break between fall and spring). More information can be accessed via the Internet ([www.k-state.edu/music/mccain324.mov](http://www.k-state.edu/music/mccain324.mov)). The department's Smart Cart, overhead projectors, and other instructional equipment are available for use in the classroom and studio. The use of these resources is coordinated through the Music Office.

**McCain Auditorium:**

McCain Auditorium is used for large ensemble performances. The department must pay to use this hall. During the Spring semester, McCain concerts are scheduled for the following year in a joint meeting with ensemble directors, the Department Head and the Director of McCain. More information on McCain Auditorium is available through the Internet ([www.k-state.edu/mccain](http://www.k-state.edu/mccain)).

**Recording:**

Audio recording services for KSU Music are currently contracted out to Kyle Arnold through his business, Arnold Sound Recording (ASR) (<http://arnoldsound.com/>). Faculty recitals are automatically added to the recording schedule at the beginning of each semester. The location recording schedule is posted on the Arnold Sound website. It is strongly recommended you verify your event is correctly scheduled and that you inform Kyle of any special recording requirements should they exist.

Please see the list below for more information on various issues that should be addressed prior to a concert.

- Cancellations or changes of performance date/time
- Program, or concert date/time misprints.
- Starting music while *off* stage
- Multiple performing locations
- Extremely wide dynamic ranges
- Encore selections
- PA system / wireless microphones
- Special or unusual performances

The KSU Music department funds all Faculty recitals and all KSU Faculty and Student Ensemble groups. Guest Artist recitals are not funded by the KSU Music Department unless a KSU music faculty member is performing with the Guest Artist. Current recording rates for Guest Artists and Students may be obtained by

contacting ASR or visiting the website. Arnold Sound Recording also provides various products and services including P.A. systems, video recording, large and small scale CD & DVD production & duplication, audio archiving, and graphic design. For more information contact Kyle Arnold, 785.776.9902 Email ([kyle@arnoldsound.com](mailto:kyle@arnoldsound.com))

David Brown, who owns Brown Bear Sound, also does recording work for the Department of Music. He records jazz combo and big band concerts each semester, but is available for other faculty and student recitals. For more information contact David Brown, 785.341.9213 Email ([david@brownbearsound.com](mailto:david@brownbearsound.com))

## DEPARTMENTAL POLICIES

### Recruiting

The goal of the Department of Music is to attract students that will benefit the most from what we have to offer. The Department typically employs a variety of outreach to attract prospective students to the university. Some of these methods include the following:

**k-state.edu/music:** Students today find more information on the Internet than from any other source. The Department maintains a web site: (<http://www.k-state.edu/music/>). By navigating through this site, prospective students find out a great deal about our program. Faculty should strive to keep information about every aspect of their program up-to-date on this site. Keeping our Internet presence current must never stop and is crucial to staying competitive in the eyes and ears of prospective students. Every faculty member should maintain a web presence. The music department's web master, Tod Kerstetter, coordinates *all* posting on k-state.edu/music.

**Scholarship Days:** The Department of Music holds an average of three to four scholarship days in February and March of every year. Prospective students should be encouraged to come to campus on one of those days to audition for scholarships. Faculty members need to be available to hear students on those days and should provide input and make recommendations on the scholarship forms, keep a copy for their records, and give you the original to their division chairs.

**Invitational Events:** Various events are scheduled throughout the year for the express purpose of creating high visibility for our Department of Music. On both state and regional levels, high school and college programs are invited to observe and/or participate in activities ranging from medium to large-scale events. These serve as vehicles to display the offerings of the Department in the most favorable light, and thereby function as primary recruitment opportunities. Examples of this type of activity include the Concert Band Clinic, Central States Marching Festival, String Fling, and Summer Choral Institute.

**Conferences:** Many faculty members choose to attend the conferences within their specialty areas for the sole purpose of circulating and making contacts with prospective students who would contribute to our program. The intent is to show visibility on a regional, state and national level for the betterment of the music program at large. Examples of this type of activity include the conferences of groups like the Kansas Music Educators Association (KMEA), the Kansas Music Teachers Association (KMTA), the Midwest Band and Orchestra Clinic, Music Educators National Conference (MENC), the International Association of Jazz Educators (IAJE), the American Choral Directors Association (ACDA), the American String Teachers Association (ASTA), the American Guild of Organists, and the National Association of Teachers of Singing (NATS). Regional, national, and international events occur for many organizations of a more specific nature, for example virtually all instruments have national or international organizations that hold annual conferences.

**Contacting Prospective Students:** Every division is regularly engaged in ongoing contact with student recruits throughout the year, as a result of making contacts through the vehicles mentioned above. It is important to use correct protocol in regard to maintaining contacts with prospective students, which include the following:

- Always return an Email or phone call from a student, a student's teacher, or a student's parent, and preferably soon after the initial contact.
- Do your best at answering every question as thoroughly as possible, without judgment of how important or relevant the inquiry might be.
- Be aware that the concerns of the student and parents may vary significantly, and always have compassion for both parties.
- Use discretion with regard to issues of privacy, issues of sensitivity (e.g., medical history, psychological/social issues, etc.).
- Make follow-up contact to stay in touch with students, teachers and parents, if for no other reason than to keep them abreast of what we are doing, find out what they are doing, and keep KSU's Music Program on their minds.

Every interaction with prospective students, their teachers, and their parents, should be approached with the utmost integrity in regard to representing and maintaining positive images for the department. Encourage prospective students to attend concerts featuring our university performing ensembles and set up times before or after the events when KSU music students can talk to them. Current students who speak positively about our program will make a deep impression on recruits as they consider K-State in their future plans.

The KSU Admissions Office coordinates all campus visitation appointments that originate through that office regardless of intended major. Any student considering K-State for their college studies may request an appointment with a member of the music faculty to talk about their options for further music study at the university. Professors need to return calls to this office and to work with the staff in that office to find a time to meet with prospective students interested in music. Admissions Office contact information is as follows: 785.532.6250 (<http://consider.k-state.edu/admissions/>)

**Music Minors and Non-Majors:** Some of our best students major in engineering, architecture, mathematics, etc. The department seeks every opportunity to build a university community that is sensitive to the arts. Maintaining the strong tradition we have with non-major participation in our activities is central to the mission of the department.

## **DEPARTMENTAL POLICIES**

### **Consulting/Travel**

#### **Consulting Policy:**

*University Handbook* [www.k-state.edu/academicpersonnel/fhbook/fhsecd.html](http://www.k-state.edu/academicpersonnel/fhbook/fhsecd.html)

**D40** Faculty members and unclassified professionals may accept outside consulting assignments that support professional growth, as long as the assignments do not interfere with the effective discharge of university responsibilities. Faculty members and unclassified professionals who perform consulting services outside the university must obtain prior approval from their Department Head, the Dean, or appropriate Vice President, and the Provost. Such outside activities are to be reported in writing on the consulting request form for inclusion in personnel files. For faculty members only, personal, professional activities that occur within a single 24-hour period need not have prior approval but must be reported annually in writing on the Annual Declaration and Disclosure form. Normally, faculty members and unclassified professionals are allowed four working days per month on the average to participate in consulting activities. Regular instructional service to other educational institutions while fulfilling contractual responsibilities to K-State normally is not considered an appropriate consulting activity (See K-State Policy on Conflict of Interest and Conflict of Time Commitment, Appendix S). (FS 1/15/08)

With regard to obtaining approval from the Department Head, faculty members should be available to students during the first and last two weeks of the semester. Faculty members are asked to avoid scheduling off-campus activities during those critical weeks of the semester.

#### **Faculty Travel:**

Faculty are required to fill out a “Faculty Absence Form” whenever they will be off-campus during the school year, both to advise the departmental office of the event, and to provide contact information in case of emergency. If the faculty member is requesting reimbursement, an Out-of-State Travel Request must also be submitted to the Administrative Officer at least two weeks prior to the trip.

### **Travel with Student Groups:**

The Music Advisory Committee must approve any off-campus student trips. Submit student names and a travel itinerary to the committee by sending an Email to the Department Head with all pertinent information at least three weeks in advance of the trip. It is the student's responsibility to communicate with their professors when approved trips will take them off campus and away from class so that all can plan accordingly. Students who represent the university on trips must be enrolled in the appropriate course.

## **DEPARTMENTAL POLICIES**

### **Budget Requests\***

#### **Travel:**

The Music Department has a limited budget for faculty and student group travel; requests should be submitted in writing to the Department Head as far in advance of the proposed trip as possible. All appropriate travel forms should be presented to the Administrative Officer in McCain 109 in preparation for travel requesting reimbursement.

#### **Equipment Requests:**

Requests may be submitted to the Department Head and are prioritized based on resources and need.

#### **Visiting Artists:**

Requests for funds for visiting artists may be submitted to the Department Head and are considered based on available resources and the benefits derived from the residencies to our student population.

#### **Student Government Association (SGA) Funding:**

The use of SGA funds is severely restricted. Because SGA funds involve assessments on all K-State students, regulations regarding their use are very specific. A defining factor in the use of this money relates to the ability of disbursements to positively impact the larger K-State student population. The more narrow the request, the less likely these funds can be used. All requests involving the use of SGA funds must go through the department's Administrative Officer. Major ensembles receive first priority in the allocation of these funds.

\*All budget request forms are kept on the shelves in Room 109B.

## **DEPARTMENTAL POLICIES**

### **Summer Employment/Intersession**

#### **Summer:**

*University Handbook* [www.k-state.edu/academicpersonnel/fhbook/fhsecc.html](http://www.k-state.edu/academicpersonnel/fhbook/fhsecc.html)

**C23.1** The university offers a variety of variable-length sessions during the summer. All nine-month faculty members who will teach in summer school are notified that their names have been included at specified salaries in the tentative summer school budget. The summer salary for a faculty member will be negotiated between the faculty member and the department head when the summer school assignments are made. Faculty members who teach a three credit-hour summer course which is not part of their regular teaching assignment will be compensated at the negotiated salary, which may range between 70 to 100 percent of one-ninth of their full-time, nine-months' salary. This agreed-upon percentage will not be reduced at a later time for a course that enrolls at least the predetermined minimum required number of students, regardless of the capacities that are expected to be adhered to except for negotiated arrangements. If a class fails to meet the predetermined minimum enrollment, then at the instigation of the faculty member, negotiations may take place for a salary below the seventy percent figure provided the faculty member wishes to teach the class.

For instances in which a faculty member's assigned summer duties are more than a normal load, additional compensation or support may be approved by the Dean of the college and the Provost. The additional salary policy, modified to reflect approval by the Dean and Provost, and in cases of continuing education courses, approval also by the Dean of the Division of Continuing Education, would be followed. (See Chapter 2, Section 2-141 of the business Procedures Manual (5-1-91).

Advising during the summer enrollment period and during the summer teaching period is an essential component of the university's mission. Thus, it is expected that advising will be recognized as a legitimate component of recompensed activities during the summer period.

Faculty on summer appointments will be compensated at their current rate of pay through the end of the fiscal year. At the beginning of the fiscal year faculty will be compensated at their new rate of pay. Such compensation also applies to faculty supported on grant funds during the summer. Employment in the summer session earns for the faculty member all the fringe benefits that accrue monthly for regular nine-month appointments, except that sabbatical leave benefits do not take into account previous summer school employment. For 12-month faculty members, the summer session is considered a normal part of their duties.

During the fall semester, the Department Head surveys faculty to determine who is interested in summer teaching. If there are more faculty interested in teaching than there are courses to be staffed, staffing is determined based on a rotation (who has taught most recently) in an attempt to be fair in the allocation of summer positions.

## **Intersession:**

Intersession courses are taught during three major breaks in the academic year: early January, late May, and early August. Any course listed in the K-State catalog may be offered, although it is ideally a time to offer courses that are new or experimental, providing students with an opportunity to examine academic areas not scheduled in their current curricula and faculty members with a means to explore new ideas and formats for teaching. Teaching intersession is open to regular and adjunct faculty members. Intersession is coordinated through the Division of Continuing Education (DCE). For more information go to: <http://www.dce.k-state.edu/courses/intersession/>

All courses are self-funded (not a part of the regular university line budget). Instructor pay is based on the number of students enrolled. Generally a full class in music is around 25 to 30+ students, which pays 1/9 of an instructor's annual salary for a three-hour class. Calls for intersession proposals are distributed to faculty about nine months before the intersession is to be held. Any *new* course proposed during an intersession must first be approved by the Department of Music faculty and Faculty Senate Academic Affairs Committee *before* it may be sent to the Division of Continuing Education.

## **Sabbaticals**

The Department of Music follows all university policies regarding sabbatical programs for its faculty members. To access guidelines for sabbaticals see: [www.k-state.edu/academicpersonnel/fhbook/fhsecd.html](http://www.k-state.edu/academicpersonnel/fhbook/fhsecd.html)

Faculty must complete the Application for Sabbatical Leave form: [www.k-state.edu/academicpersonnel/forms/sabbat.html](http://www.k-state.edu/academicpersonnel/forms/sabbat.html)  
[www.k-state.edu/academicpersonnel/forms/sabbat.pdf](http://www.k-state.edu/academicpersonnel/forms/sabbat.pdf)

Additional information on sabbatical programs can be accessed through the *University Handbook* [www.k-state.edu/academicpersonnel/fhbook/fhsece.html](http://www.k-state.edu/academicpersonnel/fhbook/fhsece.html)

## **Dispute Resolution**

In the spirit of cooperation, community, and empathy, the Department of Music strives to resolve disagreements within the department. The Department Head, whenever practical, can mediate disputes between the parties concerned. The Head's further responsibility is to make sure that all parties are aware of the procedures and resources in place beyond the departmental level to assist in resolving disputes.

The Department of Music follows all university procedures regarding the resolution of disputes involving faculty, students, and staff. University procedures and resources can be accessed on the Provost's Web Site: [www.k-state.edu/disputeresolution/](http://www.k-state.edu/disputeresolution/)

## **DEPARTMENTAL POLICIES**

### **Committees**

#### **Departmental Committee on Planning (DCOP):**

The Departmental Committee on Planning is elected from the ranks of the faculty, with the Department Head as an *ex officio* member. The DCOP deals with matters of departmental policy, planning, NASM accreditation and reporting, and approves off-campus student activities and on-campus activities involving class conflicts. A minimum of two members are chosen from each of the three academic ranks (two assistant professors, two associate professors, two full professors); each departmental division must have someone on the committee that represents that division (no single member of DCOP can represent more than two divisions). The seven divisions include: 1) Conductors, 2) Keyboard, 3) Music Education, 4) Strings, 5) Theory/History/Composition, 6) Voice, and 7) Wind & Percussion. Membership cannot exceed two consecutive years of service.

#### **Course and Curriculum Committee:**

The Course and Curriculum Committee is a standing committee. Members are elected at the beginning of each academic year. The committee is made up of voting members representing the various constituencies in the Department. The Department's Lead Advisor and the Chair of Graduate Studies are standing members. Other members are elected each year, one from each of the following divisions: Combined Applied (voice, strings, wind & percussion, and keyboard), Theory, History, and Composition (THC), Ensemble Conductors, and Music Education. One undergraduate student member carrying music major status is assigned to the committee. No one person can hold more than one place on the committee. A Chair and a Secretary shall be elected from the faculty members of the committee.

The committee's charge is to review for passage all formal recommendations of modification of undergraduate or graduate courses and curriculum. Once a recommendation for modifying the curriculum has passed a simple majority vote of the committee (more than 50%), the proposed recommendation is made available to the faculty for discussion during a faculty meeting. Voting on the proposal can take place once all concerned feel they have the necessary information to make an informed decision on the proposal. A proposal must pass with a simple majority vote from the full-time faculty.

Any faculty member may submit a new course for consideration. The material sent to the Course and Curriculum Committee should be on the forms used by the College of Arts and Sciences or the Graduate School. A new course needs to be accompanied by a syllabus that includes grading procedures and course materials.

The Chair of the Curriculum Committee forwards a passed proposal for signature to the Department Head. From there the proposal goes to the College Curriculum Committee. Approved course proposals or revisions in the music education curriculum must go to the College of Education for approval before being submitted to the College of Arts and Sciences. Graduate courses submitted to the Arts and Sciences Curriculum Committee must simultaneously include the graduate course proposal form.

**Merit Salary Committee:**

The Merit Salary Committee is formed at the beginning of each calendar year. The committee is composed of five members from the ranks of tenure-track assistant and tenured associate and full professors. One member of the committee will be a tenure-track assistant professor with at least two years of experience at that rank. At least one member must also be from each of the ranks of associate and full professors. Four members of the committee are elected by faculty vote, and one member is assigned by the Head to achieve proper balance on the committee. The responsibilities of the Merit Salary Committee include making recommendations to the Department Head on matters of merit salary. The Merit Salary Committee evaluates all three areas of faculty assignment – Teaching, Research/Creative, and Service. After serving on the committee, members are excused from serving for the next two years.

**Personnel Evaluation Committee:**

The departmental Personnel Evaluation Committee is composed of three full professors, elected by faculty vote, at the beginning of the academic year. The responsibilities of the Personnel Evaluation Committee include making recommendations to the Department Head on all matters of reappointment, promotion, and tenure. In their recommendations to the Head, the Personnel Evaluation Committee considers all three areas of faculty assignment – Teaching, Research/Creative, and Service

**Departmental Committee Structure**

**Departmental Committee on Planning\* (DCOP) (seven members)**

- 1) Assistant Professor (Division Representative)
- 2) Assistant Professor (Division Representative)
- 3) Associate Professor (Division Representative)
- 4) Associate Professor (Division Representative)
- 5) Full Professor (Division Representative)
- 6) Full Professor (Division Representative)
- 7) The next highest faculty member by vote, gender, and division representation.

**Course and Curriculum Committee\*** (seven members)

- 1) Lead Advisor
- 2) Graduate Chair
- 3) Combined Applied (drawn from Voice/Strings/W&P/Keyboard)
- 4) Theory/History/Composition Representative
- 5) Major Ensemble Directors Representative
- 6) Music Education Representative
- 7) Undergraduate Student

**Merit Salary Committee\*** (five members)

- 1) One tenure track assistant professor with two years at that rank
- 2) Associate Professor
- 3) Full Professor
- 4) Associate or Full Professor
- 5) Associate or Full Professor

**Personnel Evaluation Committee\*** (three members)

- 1) Full Professor
- 2) Full Professor
- 3) Full Professor

\* DCOP and Course and Curriculum must have at least two members representing each gender classification. Merit Salary and Personnel Evaluation must have at least one member representing each gender classification.

## **DEPARTMENTAL POLICIES**

### **Scholarships, Awards, and Competitions**

#### **KSU Foundation Scholarships for Music:**

These scholarships are awarded each year to undergraduates and are allocated based on the assessment of talent by faculty during the audition process. Each division decides individually how they will recommend that their funds be apportioned. Funding for new scholarships varies from one year to the next based on the performance of music endowment funds invested by the KSU Foundation. Once all continuing scholarships have been ascertained, the Head and the Administrative Officer for the Department match new student scholarship requests from each Division with the information received from the Foundation stating what funds are expendable for the following academic year.

#### **Honors Recital:**

The purpose of the spring Honors Recital is to recognize and reward outstanding student performers at K-State and to showcase their talents to the public. The competition is open to any music major (undergraduate or graduate), music minor, or K-State student enrolled concurrently in lessons and an appropriate ensemble. Students will be chosen in a preliminary audition round at least two weeks before the date of the recital. Faculty must nominate competitors at least three weeks in advance of the recital. Works performed are limited to a maximum of ten minutes duration. Prizes: By virtue of passing the preliminary round, all competitors in the Honors Recital will be awarded the Certificate of Excellence. In addition, the top three performers will be awarded a place citation on the certificate and a monetary prize as follows: 1<sup>st</sup> Place \$250 Scholarship, 2<sup>nd</sup> Place \$150 Scholarship, 3<sup>rd</sup> Place \$100 Scholarship. Further information concerning the Honors Recital is available through the music office. 1<sup>st</sup> Place winners cannot compete the following year.

#### **Pi Kappa Lambda Awards:**

Pi Kappa Lambda, national music honorary, sponsors several awards for outstanding students. Members of the local chapter (Delta Lambda) of Pi Kappa Lambda vote in the spring semester to elect new members and select winners of the chapter's various awards. According to the national by-laws, the chapter may elect any candidate for the degree of Master of Music (or its equivalent) considered by the faculty to be outstanding in scholarship and musicianship, satisfactorily completing requirements for that degree, provided that the grade for no fewer than 2/3 of the graduate credits required for the degree are an A. According to the national by-laws, the chapter may elect any graduating senior

considered by the faculty to be outstanding in scholarly achievement and musicianship who ranks not lower than the highest twenty percent of the graduating (music) class.

The Delta Lambda chapter presents a cash award to the person voted by the faculty as the outstanding graduating senior. The chapter also awards a Certificate of Honor to those selected by the faculty as the outstanding junior, outstanding sophomore, and outstanding freshman music majors. The winners of the outstanding junior and outstanding sophomore certificates also receive a music dictionary.

### **Presser Foundation Scholarship:**

The Presser Foundation Scholarship is given to an outstanding music major at the end of or after the junior year. The selection is based solely on excellence and merit. The award is for one year only. At KSU, the tradition is to consider potential candidates at the end of their third year of music study.

### **Concerto/Aria Competition:**

The KSU Orchestra Concerto/Aria contest is open to any undergraduate or graduate KSU student enrolled full-time during the academic year for which they entered the contest. Previous winners are not allowed to compete. Prior to the audition, each candidate must get the approval of the orchestra director regarding the suitability of the selection. Additional information is available from the KSU orchestra director.

## THE GRADUATE PROGRAM

The Department of Music at Kansas State University offers Master of Music degrees in performance, performance with pedagogy emphasis, theory/composition, music education, and music history/literature.

Faculty members in the Department of Music need to secure membership on the graduate faculty in order to teach graduate students. Admission to the graduate faculty is achieved through nomination by the graduate faculty in music, with the approval of the Department Head. Faculty members who are tenured, or who are in tenure-track positions, may be nominated for membership to the graduate faculty in music. Separate nomination forms are available from the Graduate School for those holding the terminal degree and for those who do not have it. Admission criteria differ for these two categories; for further information about graduate faculty membership, see the Graduate Handbook via the Internet ([www.k-state.edu/grad/gscurrent/handbook/index.htm](http://www.k-state.edu/grad/gscurrent/handbook/index.htm)).

Further information on the graduate program is available in the Department's *Graduate Music Handbook* online ([www.k-state.edu/grad/gscurrent/catalog/music.htm](http://www.k-state.edu/grad/gscurrent/catalog/music.htm)) or from the Director of Graduate Studies in Music.

### Graduate Teaching Assistantships

The KSU Department of Music offers a limited number of graduate teaching assistantships during the regular academic year. Assistantships are not available in the summer. These are given in specific areas, according to the needs of the Department. Teaching assistants are normally needed in the following areas: aural skills instruction, grading, voice class instruction, piano class instruction, accompanying, monitoring the Music Technology Lab, monitoring attendance, and assisting with the music education, band, choir, orchestra, and jazz programs. Assistantships often involve multiple assignments drawn from the list mentioned above.

Graduate assistantships require up to 16-20 hours a week, which is regarded as five-tenths of full time. Such an appointment (which carries an annual salary of \$7,000) entitles the student to a 100% waiver of tuition and out-of-state fees.

All applicants for full-time study in the M.M. program at KSU are automatically considered for assistantships; no additional application form is needed. Assistantships are awarded for a maximum of two years with the expectation that the student will spend those two years in residence. Satisfactory performance will bring renewal of the assistantship for the second year.

Graduate Teaching Assistants are chosen using the following criteria:

- Priority is given to complete application files received by February 1
- Support from faculty reviewing application materials and auditions

- Documentation supporting the candidate's ability to successfully complete graduate studies. i.e. letters of reference, transcripts, vita, and audition results
- Matching candidates qualifications with departmental needs
- Faculty supervisors of graduate assistants will make final decisions to fill their particular positions

All non-native English-speaking applicants, including those with an undergraduate degree from a U.S. college or university, must score at least 600 on the Test of English as a Foreign Language (TOEFL) or at least 213 on the computer-based test before being appointed to a graduate teaching assistantship in the Kansas State University Department of Music.

## **CURRICULUM**

### **Advising**

In the Department of Music the responsibilities for advising are divided by undergraduate and graduate areas. Undergraduate advising is coordinated by the department's Undergraduate Lead Advisor and graduate advising is coordinated by the Director of Music Graduate Studies. It is the responsibility of those two persons to orient and update music faculty members to university and departmental advising procedures.

Undergraduate students are usually advised by their studio teachers throughout their programs of study. The exceptions to this are music education majors, who are transferred to a music education professor upon their admission to teacher education, usually around the end of their fourth semester. Graduate students are advised by the Director of Music Graduate Studies in consultation with their major professor.

## **CURRICULUM Course Expectations**

### **Syllabus:**

All courses taught must be represented by a syllabus, a copy of which should be on file in the music office. A syllabus must include contact information for the professor, and an explanation of how the students will be evaluated for their course grade. In addition, each syllabus should contain information regarding KSU's Academic Honesty Policy and a Statement of Accommodation.

### **Statement of Academic Honesty:**

To find the most current Academic Honesty Policy (to include on your syllabus), go to: <http://www.k-state.edu/honor/>

In Spring 2008, the statement read as follows:

“Undergraduate and graduate students, when they register, acknowledge the jurisdiction of the K-State Honor System. The policies and procedures of the Undergraduate Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, as well as on-line. A component vital to the Honor System is the inclusion of the Honor Pledge, which applies to all assignments, examinations, and other course work undertaken by students.”

The honor pledge reads:

“On my honor, as a student, I have neither given nor received unauthorized aid on this academic work.”

For information regarding the investigation and adjudication of academic dishonesty, go to: <http://www.k-state.edu/honor/honorsystem/investadjudpro.htm>

### **Statement of Accommodation:**

The following may be found on the Disability Support Services webpage:

<http://www.k-state.edu/dss/>

K-State and DSS encourage instructors to include a statement in each class syllabus as follows:

“Any student with a disability that needs a classroom accommodation, access to technology or other assistance in this course should contact Disability Support Services and/or their instructor.”

or

“Any student with a disability who needs an accommodation or other assistance in this course should make an appointment to speak with me as soon as possible.”

**Prep Week/Fall and Spring:**

The most current information regarding prep week may be found at:

<http://www.k-state.edu/registrar/enroll/prep.htm>

In Spring 2008, the policy stated the following:

“The week before semester final examinations period (known as prep week) is set aside as a period of curtailed social activity. Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination (either unit or comprehensive) must be given during the final examination period published on the web. No examination (unit or final) may be scheduled seven calendar days prior to the first scheduled day of semester examinations.”

**Final Examination Schedule:**

The following link is for the spring semester, 2009. To find information for more current semesters, replace the bolded portion of the link with the semester in which you are interested.

<http://courses.k-state.edu/spring2009/information/xam.htm>

**Academic Calendar:**

<http://www.k-state.edu/cgi-bin/eventview/registrar/academic>

## **CURRICULUM Applied**

### **Studio Lessons:**

Studio lessons are offered for one to four credits. The instructor is responsible for teaching weekly lessons of 30 minutes for one credit hour, 50 minutes for two credit hours, and two 50-minute lessons for four credit hours. Students typically sign up for one or two credit lessons. Lessons may be taken for three or four credits if the student is preparing a recital, to reflect the additional time that the instructor would spend in recital coaching. The expectation is that students practice one hour per day for each credit taken. Applied requirements vary between music degrees. Check the *K-State Undergraduate Catalog* for requirements. (<http://courses.k-state.edu/catalog/undergraduate/degrees/>) Applied course numbers and descriptions are as follows:

- Music 251: Pre-Performance Study. These lessons should be given to students that do not yet meet the standards for regular performance study. Students in Music 251 are not allowed to declare a major in music.
- Music 254: Secondary Performance. These lessons are offered for students who wish to study an instrument or voice outside their major area of concentration.
- Music 255: Lower-Division Performance. These lessons are typically assigned to freshman and sophomore music majors/minors or to students of equivalent performance level.
- Music 455: Upper-Division Performance. Each division (wind/percussion, voice, and string) determines a proficiency policy for Music 455. Usually, a student's proficiency is determined at the end of the student's 4th semester in Music 255 (by jury).
- Music 641: Secondary Performance. These lessons should be given to graduate students who wish to study an instrument or voice outside their major area of concentration.
- Music 855: Graduate Level Performance. Lessons given to graduate students in their specific area of performance concentration.

### **Applied Fees:**

University students enrolled in the Bachelor of Music, Bachelor of Music Education, Bachelor of Arts in Music degrees, or students who are minoring in music are exempt from applied fees. Students not majoring or minoring in one of these music curricula may take private music lessons (pending faculty availability) by paying an applied fee of \$50 for one credit hour or \$80 for two credit hours.

**Section Permission:**

Faculty members must grant the student permission to take applied lessons in their studio by filling out a permission slip available in 109B (permission slips must be filled out by a faculty member not by a student).

**Juries:**

Each applied student is required to take a jury examination at the end of the semester. Sign up sheets for juries are usually posted two to three weeks before finals week. Each division will determine the jury requirements for MUS 251, 254, 255, 455, 641, and 855. The instructor should make sure that the student has sufficient preparation with the accompaniment. Jury and repertoire forms are available online at the following locations:

<http://www.k-state.edu/music/juryexam.pdf>

**Staff Accompanist:**

The staff accompanist is available to play for faculty recitals, junior and senior recitals, and general student recitals unless there is a schedule conflict with a required course.

**Seminar Hour/Divisional and General Student Recitals:**

Applied faculty and music majors must keep Tuesdays and Thursdays at 11:30 a.m. open for seminar hour and recitals. Forms to sign up for General Student Recitals are available online: <http://www.k-state.edu/music/gensignup.pdf> or you may pick one up in the music office.

- The Division Chair will assign the time and place for each studio's seminar hour. This hour may be used for a seminar, master class or an ensemble rehearsal.
- Divisional and general student recitals offer the student an opportunity to perform. Divisional recitals are held each month. Students perform only for other students in their division, which is a less formal recital experience. The general student recital occurs on the last Thursday of each month. This recital takes place in All Faiths Chapel and is a more formal event than the divisional recital. Any student may apply to perform in the general student recital with written permission from his/her teacher. The student must complete and return the form to the music office one week prior to the recital date.
- According to the *K-State Undergraduate Catalog 2006-2008*: "Each student [music major] is required to perform at least once a semester either in a studio seminar or in a student recital."

**Recitals:**

- Procedure for recital sign-up is as follows:
  - 1) Check to see when All Faiths Chapel is available.
  - 2) Complete a request form to reserve AFC.
  - 3) Check in the office to confirm approval (this is the performer's responsibility).
  - 4) The date will be recorded in the blue scheduling book.

Faculty members are encouraged to apply for a recital date as early as possible, so that recital dates can be included in the official Department of Music Calendar.

- The same procedure is used to apply for rehearsals in All Faiths Chapel.
- Music Performance majors are required to perform both a junior and senior recital. Music Education majors should perform a half recital. According to the *K-State Undergraduate Catalog*, "a half recital or an extended 'jury' recital is required [of a music ed. major] before graduation. Divisional recommendation determines the methods of satisfying this requirement."  
(<http://courses.k-state.edu/catalog/undergraduate/as/music.html>)
- The recital program will be printed by the office (the recital template can be uploaded from the music department's web site) and must be submitted two weeks prior to the recital date. If programs are self-generated, five copies must be submitted to the music office for departmental records.

**Recital Attendance:**

Music majors are required to attend a minimum of fifteen recitals and concerts per semester for seven semesters. This attendance is to be divided among the various performance areas. The Department's complete policy on recital attendance is available in hard copy form from the music office.

**Advising:**

Applied music faculty serve as advisors to the students assigned to them. The exceptions to this rule are music education majors who have been accepted into the teacher education program. A member of the music education division will advise these students.

## **CURRICULUM Copyright Issues**

The following excerpts are taken from page nine of the government circular regarding copyright law for educational purposes:

<http://www.copyright.gov/circs/circ21.pdf>

### **A. Permissible Uses**

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
2. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.

### **B. Prohibitions**

1. Copying to create or replace or substitute for anthologies, compilations or collective works.
2. Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.
3. Copying for the purpose of performance, except as in A (1) above.
4. Copying for the purpose of substituting for the purchase of music, except as in A(1) and A(2) above.
5. Copying without inclusion of the copyright notice which appears on the printed copy.

### **K-State Information Regarding Copyright:**

<http://www.k-state.edu/academicpersonnel/intprop/copyright.htm>

### **K-State’s Statement on Notetaking:**

<http://www.k-state.edu/academicpersonnel/intprop/notetakers.htm>

## **AWARDS AND GRANTS**

### **Selected Awards and Grants Available to KSU Music Faculty**

#### **Big 12 Faculty Fellowship Award**

The Big 12 Faculty Fellowship Awards are available in two categories: a regular Fellowship Award or a mentoring Fellowship. Either fellowship provides up to \$2,500 for expenses related to a visit by a faculty member to another Big 12 institution. Information and applications are available on the Provost's home page. <http://www.k-state.edu/provost/academic/big12/big12guide.htm>

#### **Kansas Arts Commission**

Funding for certain local arts projects is available from the Kansas Arts Commission. See their web site for information about various grant projects available through this organization. <http://arts.state.ks.us/grants/index.shtml>

#### **KSU Department of Music Travel Assistance**

Limited funds are available to assist with travel to conferences or performances. You must submit your request to the Department Head for travel in that same academic year. Submit requests to the Administrative Officer in 109. Returning faculty should submit requests by July 1 for the next academic year. New faculty should submit requests no later than the third week of the fall semester.

#### **KSU Office of Research and Sponsored Programs**

This office issues a weekly publication, "Funding Bulletin," which is sent to all KSU faculty by campus mail listing fellowships and other extramural funding opportunities for creative activities, instruction, international programs, research, and service. Funding sources, as well as application deadlines, are given. For further information see the web site. <http://www.k-state.edu/research/>

#### **Mid-America Arts Alliance**

The Mid-America Arts Alliance is a consortium funded primarily by state and national arts agencies. The MAAA strives "to help organizations and artists survive and thrive, and to broaden and deepen public participation in the arts." The MAAA supports exhibits, international cultural exchanges, and performance and community programs in the arts. For more information see their web site. <http://www.maaa.org/>

#### **National Endowment for the Arts**

The National Endowment for the Arts supports arts education and access, the creation and presentation of the arts, and heritage and preservation projects. For further information see the web site. <http://www.nea.gov/>

#### **National Endowment for the Humanities Grants**

The National Endowment for the Humanities has programs of interest to music faculty. Among these are the fellowships for university and college teachers,

summer stipends, summer seminars for college teachers, and summer institutes. For further information, consult the web site. <http://www.neh.gov>

### **Faculty Development Awards (FDA)**

FDA awards are available to KSU faculty holding appointments at the assistant professor level or above. FDA awards serve primarily as travel awards. Priority will be given to requests for travel to international meetings outside the U.S., for travel for foreign exchange (either for a KSU faculty member going to a foreign institution or a visitor coming to KSU), for travel to the office of potential external sponsors, and for matching funds on certain fellowships (such as NEH). This funding source cannot be used for research travel. For further information consult the web site. <http://www.ksu.edu/research/funding> See web site for deadlines.

### **University Small Research Grants (USRG)**

University Small Research Grants are available to KSU faculty holding appointments at the Assistant Professor level or above. USRG awards are designed to support research, scholarly activity, and other creative efforts. These small grants can cover student (graduate or undergraduate) hourly assistance (but not assistantships), small equipment, supplies, materials, services associated with the activity, computing for data processing, and travel to a site where the activity will occur (but not travel to meetings). Two competitions are held annually. See web site for deadlines. <http://www.ksu.edu/research/funding>