

SUNY FREDONIA SCHOOL OF MUSIC

FACULTY & STAFF HANDBOOK

(ver. August 19, 2011)

Welcome to the Fredonia School of Music! This handbook has been prepared to help you get settled. We strongly recommend that you review the “New Faculty Survival Guide” prepared by the Professional Development Center. The “Guide” may be viewed at www.fredonia.edu/pdc/newfacultyorientation/survivalguide.asp.

The topics highlighted below are specific to the School of Music.

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SUNY FREDONIA SCHOOL OF MUSIC

FACULTY & STAFF HANDBOOK

ADMINISTRATION AND STAFF

Dr. Karl Boelter	Director	673-3151
Dr. Patricia Corron	Associate Director (Academic Affairs)	673-3151
Mr. Barry Kilpatrick	Assistant Director (Admissions)	673-4635
Jennifer Darrell-Sterbak	Community Relations Assistant	673-3686
Lori Deemer	Media Production Assistant	673-4753
Marc Levy	Facilities Manager & Special Projects	673-4628
Christi Schmittendorf	Administrative Secretary	673-3151
Linda Howard	Office Secretary	673-3151
I-Fei Chen Markham	Staff Accompanist	673-4872
Matthew Wilson	Tech Lab Supervisor	673-3151
Graham Howes	Head of Piano Tech Services	673-3247
John Caruso	Recording Services	673-3473
Saori Sagala	Auditions Manager	673-4859

Office Phone: 716-673-3151

Office Fax: 716-673-3154

ACCOMPANYING

Information on Accompanying is available at www.fredonia.edu/music/forms/accompanying.pdf.

ADVISING & GRADES

Advising Workshops are offered by the Associate Director for new advisors & those who have questions. Dates and times are TBD.

- **Curriculum Checklists** are available online at www.fredonia.edu/music/online.asp and in the Faculty Mailroom for all undergraduate and graduate degree programs except Music Education. Advising information for Music Education may be found in *The Music Education Handbook*, also available online at www.fredonia.edu/music/online.asp.
- **Class rosters** are available online at “*Your Connection*.” Check class rosters at the beginning of each semester and often to be sure your students are correctly registered.
- **Mid-term and Final grades** are to be submitted on line. Instructions will be sent from the Registrar’s Office, including due dates and how to submit grades.

ANGEL

ANGEL is a course management tool where faculty can post syllabi, course materials and assignments, and communicate with students. It is accessed from Fredonia’s main webpage. ANGEL training is available through the Office of Educational Technology.

BUSINESS CARDS

Business cards will be provided for all full-time faculty.

COMPUTER ASSISTANCE

The Help Desk will assist you with any questions or problems encountered with the computer in your office or any lab. For assistance, please use “FredQuest” to submit a request. You may find “FredQuest” on the University home page.

CONCERT ATTENDANCE: MUS 120

MUS 120 approved concerts are listed on the School of Music web page (www.fredonia.edu/music/current.asp). Other concerts may be counted at the discretion of individual studio instructors. MUS 120 is a faculty-monitored requirement, and individual faculty are asked to sign up to hand out and collect MUS 120 slips for MUS 120 approved on-campus events.

MUS 120 slips are stored in the cabinet in the Faculty Mailroom. The faculty member responsible for MUS 120 at a concert should make sure to have the slips needed ahead of time, and to be at the concert hall no later than 10 minutes before the event ready to pass out the slips. The slips are to be distributed only just prior to the concert, and the completed slips are to be gathered from the students only immediately after the event. The slips are then distributed to the faculty mailboxes (each student’s studio instructor or advisor should be indicated on the completed slips).

COPYING MACHINES

The School of Music has two self-service copiers. One is located in the School of Music Office and the other in the adjacent mailroom. Each time you use a copier, you must enter the appropriate PIN number on a keypad located near the machine, followed by the # sign.

The staff in the music office will be happy to make copies of non-copyrighted materials with at least 48 hours notice. Please fill out a *Copy Request Form* (available in the mailroom) and including any specific instructions (i.e., front/back, stapling, etc.).

A faculty member can have a student helper make copies, but this is permitted only with clear authorization of the faculty member. Please fill out the *Authorization For Student Copying Form* (available in the mailroom) completely.

Students may not use copiers for any other purpose or any other circumstance.

Note: The Copiers are for teaching materials only, and not for personal use.

COURSE EVALUATIONS

Course evaluations are to be done by ALL members of the faculty (no exceptions) in the fall semester (during the last week of classes). Faculty who are on the tenure track must do course evaluations every semester prior to tenure. [Note: course evaluations must be collected and turned in to the Music Office by students]

DEAD WEEK and FINAL EXAMS

The last week (Monday through Sunday) before finals is recognized as “dead week,” which means that the University refrains from holding special events, requirements and activities during this period because they could interfere with students’ preparation for finals. Sometimes there is a good reason for exception; a request for a dead week activity must be made to the School’s Director well in advance who will confer as needed with the Dean. Such a request must include a convincing rationale.

Final exams, especially, may not be held during dead week. Final exams must occur during exam week, consistent with the published final exam schedule. This includes juries which are to occur only during the exam week. Piano juries may be held early specifically to allow pianists to be available to play for other juries during exam week.

DINING SERVICES

Upbeat Café is located on the main floor of Mason Hall near the entrance closest to Jewett Hall (Mason 1003). The student lounge is located in the next room. Menu items include regular blend and specialty coffees, baked goods and flavored toppings, lunches, cold drinks, and specialty drinks. Hours are Monday – Thursday: 7:30 am to 7 pm; and Friday: 7:30 am to 3 pm.

There are three **vending machines** in the room next to the Student Lounge (Mason 1005). The machines accept cash, coin or FredCard.

There are several dining options on campus including: **Starbucks Coffee** (University Commons); **Centre Pointe** (Williams Center); **Cranston Marche** (University Commons); and **MarketPlace** (Erie Dining Center). Hours and menus are available at <http://fsa.fredonia.edu/diningservices/index.asp>.

DISSEMINATING INFORMATION TO STUDENTS

When Faculty and Staff need to contact students, they may do so by posting announcements in one or more of the locations listed below.

- Student Fredonia Email (Webmail)
- Student Mailboxes (located in Student Lounge)
- Bulletin Boards in Mason Hall

A daily/weekly schedule of School of Music classes is available in the office, and upcoming events are posted on the **EVENTS BULLETIN BOARD** in the main lobby of New Mason. All public School of Music concerts and recitals are also listed on the Fredonia web page at www.fredonia.edu/music/news/enews.

Notices from Ensemble Directors are posted on the **ENSEMBLE BULLETIN BOARD**, located in the main lobby of Mason. Students should also check bulletin boards outside their Ensemble Director's studio.

Theory Information is posted on the **THEORY BULLETIN BOARD**, located outside Dr. Murphy's office (Mason 3154).

Postings for Musicians Wanted (including wedding gigs, ceremonies, events, etc) are posted on the **MUSICIANS WANTED BULLETIN BOARD**, located outside Mason 1140.

General notices from and for students are posted on the **STUDENT BULLETIN BOARD**, located in the Student Lounge (Mason 1004).

Announcements from and for members of student organizations are posted on appropriate student organization bulletin boards, located throughout Mason Hall.

ANGEL is an effective way to communicate with students registered in your courses.

NOTE: It is campus policy that postings are allowed on bulletin boards ONLY. Any postings found on doors, walls, windows, etc. will be removed immediately. Students wishing to post signs campus-wide

must have the flyer approved by Student Association (Williams Center), and all postings must display the SA approval stamp.

E-MAIL

Your SUNY Fredonia e-mail account will be set up by Information Technology Services. General instructions for e-mail are located on the ITS website. Aside from using Outlook from your office computer, you may use Outlook Webmail from any location on or off campus.

You must use your Fredonia e-mail for University business. Official communications from the School of Music and the University will not be sent to other e-mail accounts.

EMERGENCY CONTACTS

University Police	673-3333
Health Center	673-3131
Facilities Services: Heating/Cooling	673-3452

ENSEMBLES: ENCOURAGING A BREADTH OF EXPERIENCE

The School of Music's intention is to make strong core ensembles while providing and encouraging a breadth of music-making experience. Based on auditions at the beginning of Fall Semester and, if necessary, Spring Semester, each BA and BM undergraduate and relevant BS and graduate student will be assigned to one core ensemble. The students are bound by the syllabus of the core ensemble to which they are assigned. Other ensemble participation may be elected by the students according to their interests and advice from the faculty.

The students should be able to expect an excellent learning experience in all their ensembles; therefore, while there may be leading ensembles or "top groups," there is no ensemble that is considered more important than another. It is our intention that all students will gain experience with large ensembles, chamber ensembles, new music collaborations, theatrical production ensembles, jazz, world music, and improvisation, *but not all at the same time*. The studio instructors are responsible for monitoring their students' ensemble activities such that breadth and growth are being achieved, and simultaneously guiding them not to be regular members of more than four curricular ensembles in a given semester or taking on too many extra projects.

ENSEMBLE REHEARSAL POLICY

Ensembles rehearse at the time cited for that course in the Course Offerings. Ensembles typically give a final performance as one of the course requirements, and it is understood that this performance will usually be outside of class time and will be stated clearly on the syllabus that is made available to the students no later than the first day of classes each semester.

Whenever possible, the concert's dress rehearsal will take place in the performance hall during the regular class time just prior to the concert date. Only if this cannot be accommodated, or other extenuating circumstances exist, may a dress rehearsal be scheduled in the hall outside of the regular class time.

Circumstances under which a rehearsal may be scheduled outside of the scheduled class time:

- The performance space is not available for a dress rehearsal during the regular class time just prior to the concert date.
- The performance is more than 48 hours after the last regular class time.

- The performance involves a guest artist who cannot be available for rehearsal during regular class time.
- The performance is a theatrical production, such as opera or musical theatre, for which the required pattern or rehearsals is a concentrated series of rehearsals prior to opening night.

The normal length of a dress rehearsal will be two hours. This may be expanded to two and a half hours if necessary without prior approval. No rehearsal will last longer than two and a half hours.

If rehearsal time is necessary outside of the normal rehearsal time according to these guidelines, this additional time must also be cited on the syllabus provided at the beginning of the semester.

Required rehearsals that are beyond this stated policy must be approved by the Director of the School of Music.

The School of Music adopts the standard of a ten-minute rehearsal break for each hour of rehearsal.

ENSEMBLE REQUIREMENT

The Ensemble Requirement is stated in the University Catalog. The following is provided as a summary and clarification.

- Each BA and BM undergraduate student in the School of Music is required to be in a core ensemble (one credit ensemble) each semester of residency, normally using their principal instrument. The student and advisor should follow the specific requirements of the student's curricular major. If a student is at Fredonia in a fifth (or later) undergraduate year, the requirement remains in force if the student is taking private lessons. Normally, students will be in only one core ensemble in any given semester. Students may be asked to be in more than one core ensemble in a semester, but they cannot be required to do so.
- BS undergraduate students (SRT, Music Therapy) need to earn a total of four (4) credits in any configuration of core or non-core ensembles as deemed appropriate by their private instructor and the head of their degree program.
- Graduate students are involved in ensembles if taking private lessons as advised by their private instructor.
- No student will be allowed to be in more than two core ensembles in a given semester.
- Students may be regular participants in up to four curricular ensembles (core and non-core) in a semester.

Exemption from ensemble policy requires agreement between the ensemble director and the studio instructor, and may be appealed to the Director of the School of Music.

ENSEMBLE TOURING

Ensemble touring involves taking students and faculty away from campus. This kind of activity must be prepared as well in advance as possible, preferably in the academic year prior to the tour dates so that the tour can be part of the ensemble schedule planning and potential issues can be worked out with colleagues. Before the tour is confirmed, however, budget approval must be sought from the Director of the School of Music (regardless of funding source). Before the tour, Travel Authorizations must be completed and signed. An Excused Absence Request memo should be prepared for the students to seek

accommodations from faculty members if the tour will take the students from campus when classes are in session (see Student Absences).

FACULTY ABSENCES: COVERING CLASSES AND LESSONS WHILE AWAY

If you are going to be away or otherwise unable to teach your classes or lessons, the best option is to ask a colleague to cover your sessions for you with the understanding that you will return the favor.

Sometimes it may be suitable to assign outside work to the students in the class that will further their knowledge and skills even in your absence. You should not independently “sub-contract” your teaching responsibilities; for example, don’t pay someone out-of-pocket for teaching on your behalf. If your situation requires that someone come in to teach a class or a set of lessons, he or she should be contracted by the university. When such a situation becomes absolutely necessary, it will need to be arranged with the Director of the School of Music, who will need to seek approval from the Dean.

Sometimes it is appropriate to use students in a supervised way to assist in instruction. Please refer to the university policy on Learning Assistants for guidance, and any questions regarding this should be discussed with the Director of the School of Music.

Giving a student extra lessons in a week to make up for missed weeks is a reasonable strategy on occasion. The regularity of the weekly lesson concept must be maintained.

FACULTY ABSENCE: TRAVEL PROCEDURES AND POLICY

Members of the faculty who travel during the academic year for professional or personal reasons must be in communication with students, colleagues, the music office and the administration as appropriate.

A faculty member’s work is defined by their teaching, service and professional activities. Therefore, much of the travel by a faculty member is related to his or her employment. Each time a faculty member will be away from campus for these purposes, a Travel Authorization is to be completed, submitted and approved. This form and other travel forms are available from Christi Schmittendorf. Unless a Travel Authorization is completed and approved, the absence from campus will not be recognized as related to your employment and you will not be covered by employment insurance (e.g., “workman’s comp”). The document also informs the Director and Dean when you are away, which is good business practice.

The same form is used when requesting funds to support your professional travel. If this is the case, enter in the cost estimates of your trip. If you are not requesting funding, you may leave this part of the form blank and just write “for insurance purposes only” in the margin.

Funding for professional travel is usually provided by the Dean, to the extent possible. Each year, the Dean’s office will establish guidelines regarding the amount and policy for professional travel support.

Support for recruitment travel and other activities may be funded by the School of Music, the Dean, the Foundation, or another office. The Travel Authorization is still the form to use. Indicate that the travel is specific to recruiting.

Even if you have completed a Travel Authorization, it is helpful to remind or inform the Music Office and colleagues that you will be away.

In the case of last minute absence, such as due to illness or weather, please contact the Music Office, or a colleague if necessary, so that notices can be posted on any/all appropriate classrooms to make your students aware your classes are canceled.

Please post your weekly schedule on your office door. Also, please provide a copy of the same to the Music Office so there is some knowledge of your teaching schedule.

A Travel Policies packet is available in School of Music Office. Information is also available at www.fredonia.edu/admin/accounting/TravelPolicy.asp.

FACULTY AVAILABILITY

During the academic year while classes are in session, it is expected that faculty will be on campus holding classes and giving weekly lessons that comprise their teaching loads. However, the School of Music recognizes that the faculty is engaged professionally and personally that will occasionally require them to be away from campus. Please follow the procedures described under Faculty Absence: Travel Procedures and Policy and Faculty Absence: Covering Classes and Lessons While Away.

The Music Office and your students need information about your general routine and availability. Faculty are required by the University to hold at least two hours of office hours each week. Please post your weekly schedule on your office door. Also, please provide a copy of the same to the Music Office.

The Director of the School of Music must sign travel forms before they are valid, so please do not submit them at the last minute or, worse, after the fact. If the Director finds that the absences are too extensive or that the nature of class and lesson coverage is inappropriate or insufficient, the Director and the faculty member should discuss a resolution in advance of the trip. The Director reserves the right to decline an authorization if resolution is not found.

FACULTY BYLAWS, COMMITTEES, ETC.

Information on Faculty Bylaws, Personnel Committee Policies, etc. are available at www.fredonia.edu/music/faculty/staff.asp.

FACULTY MEETINGS

Tuesdays from 3:30-4:30 are reserved in the class schedule for Faculty meetings. Full faculty meetings are held in Rm. 3140 and typically occur on the first and third Tuesdays of each month. A schedule of faculty meetings is distributed each semester. Faculty minutes are distributed via email.

Full-time regular faculty members are expected to attend all full faculty meetings as a basic responsibility of their positions.

FACULTY LOUNGE

The faculty lounge is located in Mason 2140. A kitchenette is available with a refrigerator, stovetop, microwave and sink. The lounge is usually reserved for faculty lunches Monday through Friday from 11 am to 2 pm. There is an additional break room in Mason 2139 with a refrigerator and microwave.

The faculty lounge also serves as a classroom and reception room.

FACULTY PRIVATE ENTERPRISE

It is understood that faculty are likely to engage in private enterprise outside of their University positions, such as a private business, or in-service activities or performances for which they receive professional fees. Some activities of private enterprise may be closely aligned with a faculty member's University work, and others may be clearly independent of it.

If a faculty member earns pay at another state agency, such as another SUNY campus, an authorization form needs to be signed at Fredonia, generally by the Director of the School of Music. These forms are part of a process to encourage fair communication and avoid the appearance of a conflict of interest.

As a general rule, students will not be involved in a faculty member's private enterprise. However, if students are to be involved, the faculty member will disclose the nature of the project to the Director and seek approval for the students' involvement at least two weeks prior to the engagement.

FACULTY RECITALS AND GUEST ARTIST EVENTS

Faculty members may schedule faculty and/or guest artist recitals starting on February 15 for the following academic year. To schedule a recital, review the EMS calendar located in the School of Music office for available dates. Then complete and submit a Mason Hall Request Form to the Director of Facility Operations.

Any anticipated expenses associated with an event, such as accompanying, guest artist fees, travel reimbursements, meals, lodging, promotion, etc. must be authorized in advance by the Director of the School of Music or his/her designee. The funds for these activities are very limited and usually expended within just the first few weeks of the academic year.

Faculty do not receive additional compensation for performing faculty recitals or for performing on them.

FAX MACHINE

A fax machine is located in the School of Music office. The fax number is 716-673-3154. Faxes being sent outside the local calling area will require your PIN.

Note: The fax machine is for official use only, and not for personal use.

FINAL EXAMS

See Dead Week and Final Exams

FORMATION OF ENSEMBLES

The College Catalog and the Course Offerings Bulletin list the standard ensembles that exist in the School of Music. New ensembles can be offered under the generic course numbers MUS 046, 047 or 048. If an ensemble is offered under these course numbers twice within a two year period, it must be recommended for approval by the Curriculum Committee and approved by the School of Music faculty and the Academic Affairs Committee or the Graduate Council before it can be offered again.

FREDCARD

Your FREDCard is a multipurpose identification and account card. The card provides photo identification and serves as your library card. The card is also a debit card for those who have a balance in their SUNY Fredonia Debit Account. This prepaid, taxable declining balance account offers a convenient, flexible payment option that is accepted at a wide range of campus locations, including food services, vending

machines, the bookstore, and copiers. Deposits, \$15 minimum, may be made during normal business hours at the FSA office (first floor of Gregory Hall) or online at www.myfredcard.com. Deposits can also be made using ValuePorts located in Gregory Hall, McEwen Hall, and University Commons. You may obtain your FREDCards through the FSA office. There is no cost for your FREDCard.

The same card is used to authorize access to rooms and doors equipped with card readers, including external doors to Mason Hall, the Faculty Mailroom, and Rosch Recital Hall.

GUEST ARTIST RECITALS

See Faculty Recitals and Guest Artist Events.

HOURS OF OPERATION

Mason Hall Building Hours

Building Hours when classes are IN SESSION	7am to 11pm (M-F) 7am to 11pm (Sat/Sun)
Building Hours during breaks	7am to 6pm (Mon-Fri) Closed (Sat/Sun)
Building Hours on Observed Holidays	Closed
Building Hours during Summer	8am to 10pm (Mon-Sun)

*Access outside these hours is by **FredCard only** at the following entrances: Main Entrance (west side) and Quad Entrance (east side) adjacent to Rosch Recital Hall Lobby*

Note: Building Hours are subject to change

School of Music Office Hours

Office Hours when classes are IN SESSION	8:30 am to 5pm (Mon-Fri)
Office Hours during breaks	8:30 am to 5pm (Mon-Fri)
Office Hours on Observed Holidays	CLOSED
Office Hours during Summer	8:00 am to 4:00 pm

Note: The Music Office is closed on weekends

Music Library Hours

The Music Library follows the hours of Reed Library. Contact Reed Library or visit www.fredonia.edu/library for information.

Music Technology Labs

Open lab times are posted outside the labs. Please refer to these schedules for the most current information.

KEYS (office, building, classroom, etc.)

You will receive a key authorization form for your office/studio, classroom, audio cabinet from the School of Music's Director of Facility Operations, Marc Levy. Please sign and return the form at least two weeks prior to arriving on campus so your keys are ready upon your arrival. You may pick up the keys from the School of Music office in Mason 1151.

You must obtain a FREDCard through the FSA office. This card is used to authorize access to rooms and doors equipped with card readers, including external doors to Mason Hall, the Faculty Mailroom, and Rosch Recital Hall.

LISTSERV

A number of listservs are available, should you choose to join them. The Help Desk maintains a list of these listservs. PROFTALK is used most frequently by faculty. Instructions for joining a listserv may be found at www.fredonia.edu/HelpDesk/Listserv/Listserv.asp.

LOST AND FOUND

Objects that are found in classrooms, practice rooms and studios, etc, may be brought to the Music Office.

MAIL

The School of Music has a mail room (Mason 1151A) where the faculty mailboxes can be found. This is where you will pick up your daily mail, as well as place outgoing campus mail and U.S. mail. University and School of Music stationery and envelopes are available in the Music Office. For University-business, off-campus U.S. Mail, be sure the School of Music "charge" code (690066) is stamped or written on envelopes under the return address. If you have personal mail, you should use your own stamps. Stamps may be purchased at the credit union or the bookstore.

Students may leave notes, papers or other class-related materials for faculty members in the Music Office, clearly indicating the instructor for whom the material is intended. Music Office staff will deliver materials to appropriate faculty mailboxes. ***Students are not permitted to enter the Faculty Mailroom.***

MASON HALL

Mason Hall is the home of the School of Music, and nearly all of its activities are housed within it. The original structure was built in 1940 and is commonly known as "Old Mason." The façade faces the campus courtyard with its main entrance leading to the lobby of Diers Recital Hall. The "Mason Annex" was added in the 1960s to the north end of Old Mason, and in the 1970s "New Mason," a three story complex of offices and classrooms, was added on the west side of the original building. This part of the building now houses the Music Office and the adjacent main lobby. In 2004, the School of Music opened Rosch Recital Hall, and two years later new recording studios opened on the second floor of the "Rosch Wing." In Fall 2010, new, larger rehearsal rooms were added to the north of the "Mason Annex." The next phase of construction will likely connect Mason Hall to the Rockefeller Arts Center, home of the Department of Theatre and Dance, Department of Visual Art and New Media, and three primary performance venues: King Concert Hall, Marvel Theatre, and Bartlett Theatre.

MASON HALL POLICIES

Please see 'Mason Hall Usage Policies (User Services Policy Manual)' for the rules, regulations and procedures by which the whole of the Mason Hall facility is run. This manual describes in detail the expectations that users should have of the facility. www.fredonia.edu/music/bpolicies.asp.

MUSICAL JOURNEYS PROGRAM

The Musical Journeys Program is a division of the Fredonia School of Music. The mission is to provide quality musical experiences to students of all ages in Western New York. Fredonia's students and faculty work together to give a broad range of individual instrumental and vocal instruction as well as activities through summer music programs, Pathways to Music, the New Horizons Band of Western New York, the Chautauqua Children's Chorale and other ensembles. For more information, please see Marc Levy.

MUSIC LIBRARY

Reed Library is centrally located off the first floor of McEwen Hall. Your FREDCard serves as your library card; however, it needs to be activated first. To do this, simply stop by the library checkout desk at any time. Library resources such as online full-text journal collections, databases, reference materials and e-books are available around the clock by accessing the library's website. If the library doesn't have what you're looking for, resources may be located through the SUNY system's Interlibrary Loan Office. Visit the library's Web site to request ILL materials and to find general information about library services.

The Music Library is located up the stairway on the mezzanine. Reed Library's music collection is the largest subject collection in the library, primarily supporting the curricular and research needs of the students and faculty of the School of Music. The collection contains over 12,000 books on music, ranging such topics as music history, theory, education, performance studies, criticism and biography. Over 30,000 scores and parts are available, including miniature study, full-size, and piano-vocal scores, as well as performance parts for ensembles up to 9 players. Sound recordings number nearly 5,000 compact discs, 15,000 LPs, and 1,000 cassettes of both music and spoken word recordings. Videocassettes and DVDs are available on many different aspects of music from full-length operas to music pedagogy.

MUSIC TECHNOLOGY LABS

The music technology labs are found in Mason 2016 and 2017. These state-of-the-art MIDI labs consist of 30 Macintosh Computers, each connected to a multitimbral MIDI synthesizer. These labs may be used by music majors for ear-training, notation and composition. The numerous software titles available for student use include the following: Practica Musica, Auralia, Mibac Music Lessons, Freestyle, Digital Performer, Logic Audio, Band in a Box, Peak, iTunes, Adobe Premier, and Finale. The lab is open for student use over 60 hours per week. A schedule of open lab times is posted outside each lab.

Those students who can exhibit a high level of technical aptitude may choose to become a lab proctor. The student lab proctors maintain the labs, and help student lab users with software and hardware questions. Any student with previous Macintosh/MIDI experience who is interested in being a lab proctor should contact the lab director at matthew.wilson@fredonia.edu.

The School of Music offers a number of courses in the Mason Hall Music Technology Labs. These classes include MUED 291 and 292 (Technology in Music 1+2). Students interested in learning to use the software and hardware in the labs are urged to enroll for the classes offered there. The Mason Hall Technology Labs are music labs only, and may not be used for non music applications (word processing, email and internet). Students may use the numerous non music labs found throughout campus (and in the dorms) to send email and word process.

PARKING PERMIT

Faculty permits. Faculty members must register their vehicles and obtain a parking permit to park on campus. Annual permits are available for \$5 per vehicle at the Office of Student Accounts, located at

E148 Thompson Hall (ext. 3236). Faculty vehicle registration forms are available for downloading at www.fredonia.edu/admin/studentaccounts/forms.asp. There is a \$15 fine for vehicles found without permits or parked illegally.

Parking lots and regulations. A campus map with labeled parking lots will help you locate the nearest parking. For a complete overview of parking regulations, visit the SUNY Fredonia Police website.

PAYCHECKS

All University State employees are paid on a biweekly lag basis on Wednesdays. This means that you are paid for a two week pay period (beginning on a Thursday through the second Wednesday) two weeks after the conclusion of that pay period (exception: hourly employees are paid three weeks after conclusion of a pay period). You will also continue to receive checks after you separate from service until the lag is paid out. New hires and returning adjuncts will NOT receive a paycheck for the first pay period – this is because of a lag in the NYS payroll system.

You must stop by the Payroll Office to complete new employee paperwork (Form W-4, NYS Form IT2104, Form I-9, etc.) in order to activate your payroll. It may take up to four weeks from the date of paperwork completion to receive your first check.

Direct deposit is available. Direct deposit paystubs or paychecks will be placed in your mailbox on payday (usually after 11 am). If you wish your paycheck or pay stub mailed to your home, at any time, provide the music office with a self-addressed, stamped envelope.

PLANNING THE ENSEMBLE PERFORMANCE AND REHEARSAL CALENDAR

Each Fall Semester, the next academic year's concerts and events are planned. The calendar must be laid out such that the students can avoid being over-extended. The first stage of calendar development will place the major concerts of most core ensembles, the opera, the musical, ensemble touring, and other special events. Rehearsals that must be scheduled outside of the normal rehearsal hours are also scheduled at this time. Once this scheduling plan is set, other events may be scheduled according to the timeline and priorities found in section 4 of the Mason Hall Usage Policies. These policies can be found at www.fredonia.edu/music/bpolicies.asp.

PRACTICE ROOM POLICIES

Students may **not** reserve or “hold” a practice room by leaving personal property (coat, music, instruments, etc.) while attending class or being somewhere else. Rooms unoccupied for more than ten minutes may be claimed by another student. In the event that this practice is repeatedly ignored, a student may file a formal report in the School of Music office. This report will list the parties involved, day, time and room number. When sufficient information is available, the student's advisor and studio teacher will be notified.

Please do not leave personal property in a practice room unattended. The Fredonia School of Music does not assume responsibility for lost or stolen property. Articles left unattended in a practice room may be removed by campus police and taken to the lost and found in the School of Music office.

Practice rooms are not to be used to study. There are other areas in the building available for studying.

PRINTERS

The faculty and staff whose offices are on the first floor of New Mason are networked to the copying machine in the Music Office, which serves as a printer. Faculty on the second and third floors of New Mason are networked to printers in their hallways.

Faculty who are served by these printers should use them for their needs. We are phasing out the use of personal inkjet printers, which may be cheap to buy but are very expensive to use.

Faculty who have inkjet printers may continue to use them, but may be asked to replace their ink cartridges at their own expense.

PROGRAMS, PRINTED CONCERT

Concert programs are the responsibility of the user. If the event is a presentation of the School of Music, final preparation of programs is managed by the Community Relations Director, and information must be coordinated with that office according to program preparation guidelines. School of Music concert programs that do not adhere to the style and quality standards may not be used.

PURCHASING

The procedure to purchase anything, regardless of the source of funding, is to submit an Expenditure Authorization form for review and approval by the Director of the School of Music. DO NOT order merchandise and services that will be later billed to the School of Music, or pay for items and then ask for reimbursement. This is against SUNY Fredonia and New York State policy.

Once an expenditure has been approved, Christi Schmittendorf will place the order using the department procurement card or requisition form. The procurement card is a credit card that allows for quick purchase and delivery.

The Expenditure Authorization form allows you to provide a description and a rationale for the purchase, and for the Director to provide account information and approval. Once this is complete, the purchase can be processed quickly.

Office supplies are handled by Linda Howard. If you need anything, the items are likely in stock in our supplies cabinet. Just ask. If you want something we don't have, Linda can order it for you.

RECORDING

The School of Music normally records (audio) all concerts occurring in the performance facilities for the purpose of archive and students' direct educational value. Many events are also video recorded for the same purposes. Some professional contracts do not include a provision for recording, and the School of Music will not record the event when this is the case.

The director of the ensemble or event will receive a recording, and the student will receive a no-cost recording of his or her recital.

Recordings are available through John Caruso of the School of Music Recording Services. Students may order recordings of any recorded event by completing the Performance Recordings Request Form in the Music Office. (Charges apply).

REGISTRATION

The faculty member should make an effort to ensure that the students attending class are in fact on the class roster. The University does not have a provision for students to audit classes without registration.

It is the student's responsibility to register for the appropriate section of a given course.

- If a student is attending a class and is not on the class roster, it is the student's responsibility to add the class to their schedule (Drop/Add Forms are available in the Music Office). If they do not do so, they will not receive a grade for that class, and will not receive credit for the course.
- If a student is incorrectly registered for a course, such as incorrect section number, it is their responsibility to change the class/section on their schedule (Drop/Add Forms are available in the Music Office). If they do not do so, they will receive a grade of "E" on their transcript.

For detailed information about scheduling, transcripts, grades and more, log onto "Your Connection" at www.fredonia.edu. Students may also register online at "Your Connection."

Note: there are late fees associated with adding and dropping courses after the deadlines published by the Registrar's Office.

ROSCH CARD ACCESS

To access Rosch Recital Hall, you need to swipe your FredCard through a card reader located in the Green Room (Mason 1037).

SCHEDULING

Classroom sign-out

The Associate Director is responsible for the scheduling of regular classes and the Director of Facilities coordinates and oversees the general use of the building's facilities. If there is a change to the location or the facility use of any scheduled course, both of these staff members must be notified.

If you wish to use a room for any activity that is not otherwise regularly scheduled, first review the EMS calendar on the computer in the Music Office to determine room availability. Reserve your desired location and time using the reservation form available next to the computer in the Music Office, and your reservation will be confirmed by email. All room usage must be confirmed prior to use. Please note that priority is given to curricular activities.

If you have any questions about scheduling classrooms, rehearsal spaces or concerts in Mason Hall, see Marc Levy.

To inquire about scheduling special events that require special publicity and/or funding, or for events outside of Mason Hall, see Jen Darrell-Sterbak.

Student Recitals, studio recitals, non-curricular recitals

The School of Music provides performance space on an as-needed basis, first come, first served. An effort is made to accommodate curriculum-required student recitals as the higher priority. Diers Recital Hall and Rosch Recital Hall are the principal locations for these events and, while there is often preference for one or the other, both are equally viable for performance. The School of Music intends that a student will be able to perform at least one formal solo recital in Rosch Recital Hall according to the following guidelines:

Students may schedule their recital in Rosch Recital Hall if they are performing one of the following: Graduate, Graduation, Honors Graduation, Senior Performance or 2nd Performer's Certificate Recital. A student must schedule their recital in Diers Recital Hall if they are performing one of the following: Junior Performance, 1st Performer's Certificate or any recital that is not curriculum-required. Pianists and percussionists may schedule any of their recitals in Rosch. Detail of policies are found in the Student Recital Handbook.

Studio recitals are to be scheduled in Diers Recital Hall.

Student recitals are to occur during Fall and Spring Semesters. They may not be scheduled during breaks and holidays when classes are not in session, nor the following:

- The weekend adjacent to Fall break and Easter
- The weekend(s) adjacent to Thanksgiving break and Spring break
- Dead week, which includes the weekend before finals
- Finals week

Exceptions with permission of the University, through the Director of the School of Music.

Practice Rooms – student access

Students may use any of the open practice rooms (located on the 2nd and 3rd floors of New Mason) for practice and rehearsal – no advance scheduling is required. Students may not reserve a room by leaving items in the room. Items left unattended for more the 15 minutes may be removed and taken the Music Office "lost and found."

Rehearsal Rooms – student access

Students must submit a scheduling request form (available in the office) WITH FACULTY SUPERVISOR'S SIGNATURE to reserve rooms in Mason for larger ensemble rehearsals. The faculty supervisor is responsible for providing student access to scheduled room. Scheduling requests will be confirmed or denied via email. It is the student's responsibility to print the scheduling confirmation and keep it with them while using scheduled space; failure to present printed confirmation may result in students being asked to leave the room and/or building.

Concerts, recitals, etc.

Scheduling for Mason Hall for the following academic year begins in October and is accomplished in several phases as listed below. (The following is excerpted from the Mason Hall Usage Policy for convenience. The full policy document can be found at www.fredonia.edu/music/bpolicies.asp.)

Scheduling Procedure

Scheduling will be completed in order of Priority Group according to their respective deadlines (I – V). A potential facility user may check availability in the Music Office by checking the EMS electronic calendar. To request a facility, the Mason Hall Event Scheduling Request Form must be completed. These forms must include the type of event, the purpose, dates and times of performances, rehearsal times, ticket prices if any, support space needs, and any additional information that will help the School of Music know more about the event, the audience or participants. Once approved, the event will be confirmed with the user via e-mail and the event will be entered onto the Campus Calendar. The Ticket Office must be notified if tickets are to be sold.

Priority Groups and Timelines

The following priority group listing will be used as a guideline for scheduling space allocation. Deadlines have been established to protect priority group's standings. Scheduling request forms received after the published deadlines will be served on a first-come, first-served basis.

Priority Group I (October - January)

Generally, this group represents the academic functions of the School of Music: all academic courses and activities, including classes, ensemble rehearsals, curricular performances, juries, hearings and examinations; recruitment activities, such as orientation days and audition days; and special events and programs sponsored by the School of Music, such as a high-profile series (i.e. Rosch Recital Series), camps, and major residencies. This group does not include student recitals, master classes, faculty and guest recitals, etc.

The scheduling of this group for the following academic year is an ongoing process through the Fall Semester, starting in October.

Priority Group II (after February 1)

The Office of the President, the Vice President for Academic Affairs, and the Dean of the College of Arts and Humanities.

Priority Group III (after February 15)

School of Music faculty and guest artist recitals, master classes, and special programs/projects

Priority Group IV (after March 1)

Student recitals. Other performances and events not specifically within the School of Music may also be scheduled if they are linked to our education programs and mission of the School of Music, such as Ethos, SOTA, MENC, and other such activities as approved by the Director.

Priority Group V (after April 1)

School of Music affiliate organizations (e.g. Western New York Chamber Orchestra, Chautauqua Children's Chorale) and the primary, non-revenue generating activities of University units and student organizations not included in higher priority groups.

Priority Group VI (after April 1)

Any activity not in Priority Groups I-V, such as revenue generating campus activities and groups and individuals not affiliated with the university.

Hold Policy

It is not possible to "hold" a date. An event that is scheduled will be assumed to be firm and definite. Users are asked to make sure the School of Music is informed immediately of any cancellations. The user is to inform the Director of Facility Operations and the Scheduling Coordinator of any cancellations.

SMOKING, FOOD AND DRINK

No smoking is allowed anywhere in Mason Hall. No alcoholic beverages are allowed anywhere in Mason Hall except by rare special contract arrangement. There are no foods or beverages of any type allowed in the performance facilities or the instructional labs.

SOUVENIR SALES

Souvenir items such as recordings, souvenir programs, t-shirts, buttons, etc—related or unrelated to an event—are subject to advance written approval by the School of Music. The School of Music reserves the right to collect a house commission determined from time to time by the Director and published in the fee schedule (faculty, staff, and affiliate events are exempt).

The Director reserves the right to prohibit the sale or display of items at his/her discretion. The location and manner of selling items shall be at the discretion of the Director. The Director at his/her sole discretion may disallow any sales.

STUDENT ABSENCES

During the academic year while classes are in session, it is expected that students will be **in residency** attending the classes in which they are enrolled, unless they are assigned to activities off-campus, such as an internship or exchange program. Students who are in residency are engaged in a multifaceted learning experience that will sometimes call on the student to make priority decisions between two important simultaneously occurring obligations. Perhaps a master class will occur during a scheduled class time, or an off-campus performance or conference becomes expected of them.

Most of these conflicts will involve faculty sponsorship. In such cases, that faculty member may request authorization for the activity from the Director of the School of Music no later than two weeks (14 days) before the potential conflict is to occur. If authorization is given, a memo to faculty will be created by the sponsoring faculty member and approved by the Director. The basic content of this memo will be:

Heading:

School of Music

Excused Absence Request

Date of the memo's creation

From: Name of the faculty sponsor

To: Faculty

Date and time of the proposed activity

Description of the activity

Statement as follows: This is a request for an excused absence so that the students below can participate in this activity. The students realize that they are responsible for any missed work.

List of the students involved

Approval signature by the Director of the School of Music

Once completed and approved (at least 10 days before the activity), the sponsoring faculty member will distribute copies to the students listed. The memo is a tool for the students to negotiate an excused absence with their teachers and to seek any necessary accommodation in advance.

Excused Absence Requests are never to be created and distributed without the Director's Authorization.

STUDENT RECITAL HANDBOOK

Please review the Student Recital Handbook for policies and procedures. The Handbook is provided to help students be proactive in their recital preparation, and for the student and applied studio instructor to work together toward a successful experience.

STUDENT REQUIREMENTS BEYOND THE CURRICULUM AND COURSES

In our effort to give students the range of experiences the faculty wishes for them, there is the temptation to require activities and responsibilities beyond the curriculum. We should be cautious of this. For example:

- MUS 120: The requirement is to attend eight (8) approved concerts each semester of private instruction. We should avoid requiring MUS 120 *plus* additional sets of concert attendance expectations.

- Additive situations between curricula: In their course of study, music students are engaged in ensembles, studio performance, musicianship core courses, general education and coursework within their specialization. Care should be taken not to expand students' workloads by requiring standards in each of these areas beyond what are established by their home curricula.
- The faculty should avoid assigning students to additional performance projects in a given semester after that semester has started. Students should avoid taking on such projects without discussing it with their studio instructor.
Ensembles should not add extra rehearsals, except as allowed by policy *and* included in the course syllabus.

STUDIO/ENSEMBLE COMMUNICATION

The performance activities of the students are primarily the result of requirements of the studio and the ensembles, so it is imperative that studio and ensemble faculty communicate effectively with each other to gain awareness about the students' obligations as performers. To encourage this communication, we can apply these guidelines.

- Directors of ensembles will consult with studio faculty before assigning students to special ensemble work.
- Studio instructors will be proactive in knowing which ensembles a student is in for the purpose of guiding workload type and quantity.
- Assignments should be avoided once a semester has begun.
- The students should be discouraged by their studio instructors from being regular participants in more than four curricular ensembles in a given semester.

Faculty mentoring of students will have these central goals in mind:

1. Our undergraduate students must receive a wide variety of musical experience, and we must encourage this, not prevent it.
2. We wish to prevent strained emotions and tension that can result in psychological and physical injury.
3. We must support the curricular needs of our colleagues.

STUDIO INSTRUCTION

All private instruction should be scheduled as regular weekly lessons as soon as possible during the first week of classes. The semester is approximately 14 weeks long plus a week for exams. At the very minimum, a student should be able to expect 12 weekly lessons during the semester.

SYLLABI

You must have syllabi for all your classes and any other teaching activities for which a student is enrolled in a course number and receiving credit, and these syllabi must be shared with your students. Please provide a hard-copy syllabus for each of your courses to the Music Office by the end of the second week of each semester. Linda Howard maintains a file for internal reference and record keeping.

TELEPHONE

Internal extensions. To reach another office on campus, simply dial the office's extension (the four numbers following "673").

Local calls. Dial "9" to get an outside line for local calls.

Long distance calls. Just as when making copies, you will be assigned two PIN numbers for making phone calls: one for University use, and one for personal use. When making a long distance call, dial "8" and wait for the dial tone. Then dial the telephone number (including 1 + area code). When you hear a steady tone, enter the appropriate five-digit PIN code (college or personal). 1-800 numbers may be dialed directly by dialing "9" for an outside line.

PIN Numbers. Pin numbers for new faculty and staff to use for long distance calls are not automatically generated. The department secretary or the school's director must send a request that includes the new employee's full name, campus address, and account number to be charged for business use. A letter containing the pin codes will be sent in the campus mail to the new employee.

Voicemail. For information on how to set up or use your voice mailbox, please contact University Services at ext. 3257 or you may contact Marc Levy.

TEXTBOOKS

Each semester, Connections Bookstore will send you textbook order forms for the following semester. You must place your book order with the Connections Bookstore. You may also be approached by bookstores that operate off-campus, as well. If you wish, you may indicate to them which books you expect to be using for that semester.

TICKET OFFICE

No outside sponsor of a performance event may charge admission without using the Ticket Office. The Ticket Office provides ticket printing, box office services and personnel at established rates.

TV/VCR EQUIPMENT

Faculty must sign-out the equipment in the Music Office prior to usage. You may reserve TV/VCR equipment in advance. All equipment is available on a first-come, first-served basis. (Note: in case of a scheduling conflict, priority will be given to curricular classes). See Linda Howard to sign out equipment.

USHERS, HOUSE MANAGERS AND STAGE MANAGERS

The Director of Facility Operations will organize, train and assign appropriate staff for an event as requested and required. The School of Music routinely uses student organizations to assist with ushering and stage management. No usher or stage assistant may serve without having received appropriate training by the Director of Facility Operations, or designee.

"YOUR CONNECTION"

Your Connection is a web-based information and data link accessed from Fredonia's main webpage. Here you can learn about your courses, class rosters, and student and advisee information. Your Connection is also the place to submit grades. The log in screen for Your Connection will walk you through the process of obtaining the appropriate User ID and password for both Your Connection and eServices. The eServices username and password are required to access all of your newly created electronic accounts, including e-mail and ANGEL.

WEBSITE

The School of Music website (www.fredonia.edu/music) includes information on many topics such as: Calendar of Events, Prospective Students, Current Students, Faculty & Staff, Degree Programs, Ensembles, Community Programs, etc.

Each faculty member has a bio page on the Fredonia School of Music site (browseable from www.fredonia.edu/music/faculty/main.asp). This page includes your Fredonia contact information, academic area, a headshot, and a professional bio. You may submit a recent headshot/portrait if you have one you like or contact campus photographer Roger Coda to schedule a photo shoot for public relations use. (If you just need a simple quick photo, one can be taken when you are on campus by a staff member. Contact Lori Deemer to schedule this.)

Your bio text should be your professional bio as it relates to your academic area(s) at SUNY Fredonia, and it should be between 200-600 words. Please keep in mind the bio that you submit for the website will also often be used in conjunction with press releases and some print materials in the School of Music.

Additionally your bio page can include a link to your personal professional site and/or to your CD recordings.

You may submit update request for your bio and or photo at any time, via email, to Lori Deemer.

Quick Reference

Karl Boelter, x3151

Please make appointment with Christi in Music Office

Funding Requests
Personnel Matters
Graduate Assistants
Other

PJ Corron, x3151

Please make appointment with Christi or Linda in Music Office

Advising
Adjunct Contracts
Graduate Admissions
Course Offerings
All Academic Affairs issues

Barry Kilpatrick, x4635

Auditions & Admissions
Convocation
Coordination of Internet inquiries

Jen Darrell-Sterbak, x3686

Community Relations
Rosch Musical Arts Series
Summer Workshops
Ensemble Tours
Concert Programs
Advertising/Publicity
Community Student Performances
Recruitment materials

Lori Deemer, x4753

"Notes from Mason"
Website

Marc Levy, x4628

Facilities
Rosch Recital Hall
Musical Journeys Program
New Horizons Band
Summer Music Festival

Student Keys
Faculty Offices, keys, phone

Christi Schmittendorf, x3153

Travel Forms
Purchasing Requests
Audition Scheduling
Office Procedures
Maintain Calendar for Karl
Work-Study supervision
Pay check distribution
Coordination of internet inquiries

Receipts for auditions and outreach/marketing
Extra-service payroll
Accompanist reimbursements
Student payroll paperwork
Summer Camp payrolls
Payroll forms - adjunct
Campus Visit Appointments
receipt payments for instrument rentals,
class fees, tape requests etc.

Linda Howard, x3151

Faculty Attendance/Absence
Mail distribution
Mail, Photocopying, Filing
Process Scheduling Requests
TV/VCR & stereo sign-out
Independent Study grades
Course Evaluations processing/distribution
Concert Program Reminders

Student Services contact person
order supplies
maintain form inventory
lost & found
processing recital programs
Maintain EMS Calendar for School of Music
Maintain calendar for PJ

Saori Sagala, x4859

Auditions
Admissions