

# Faculty Handbook 2017-2018

[www.uidaho.edu/music](http://www.uidaho.edu/music)

Note: This handbook is designed to address faculty matters. Handbooks regarding undergraduate students and graduate students are available on the LHSOM website.

Revised April 25, 2018

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### 1. Accompanying Procedures

- a. Faculty are encouraged to contact piano colleagues directly regarding collaborative piano needs.
- b. For student accompanying procedures, see the [Undergraduate Handbook](#)

### 2. Administrative Duties

- a. Director, Vanessa Sielert ([vanessas@uidaho.edu](mailto:vanessas@uidaho.edu) or 885-6231)
  - i. Administrative, academic, fiscal, and artistic leader of the unit
  - ii. Advocate for LHSOM to CLASS and campus community
  - iii. Assigning of duties to faculty and staff
  - iv. Personnel matters
  - v. Evaluation of faculty and staff
  - vi. Fundraising in consultation with CLASS Director of Development
  - vii. Faculty meetings
- b. Associate Director for Academic Affairs (assist current students). Leonard Garrison ([leonardg@uidaho.edu](mailto:leonardg@uidaho.edu) or 885-6709)
  - i. Advising Coordinator
  - ii. Class Schedule
  - iii. Curriculum
  - iv. Production Crew
  - v. Recitals
  - vi. Retention
  - vii. Student Issues
- c. Associate Director for Recruiting (assist future students), Spencer Martin ([spmartin@uidaho.edu](mailto:spmartin@uidaho.edu) or 885-4129)
  - i. Prospective student meetings
  - ii. Future student correspondence
  - iii. Recruiting events
  - iv. Audition process
  - v. LHSOM promotional materials
- d. Administrative Coordinator, Patti Heath ([pattih@uidaho.edu](mailto:pattih@uidaho.edu) or 885-6233)
  - i. Director assistance
  - ii. Payroll
  - iii. Personnel, searches, and hiring
  - iv. Purchasing Card sign-out
  - v. Purchasing
  - vi. Work-study Coordinator
- e. Administrative Assistant, Cari Espenschade ([music@uidaho.edu](mailto:music@uidaho.edu) or 885-6231)
  - i. Calendar of Events
  - ii. Coordination of auditions and student visits

- iii. Facilities (all requests)
  - iv. Inventory & Insurance
  - v. Keys
  - vi. Minor computer and sound system support
  - vii. Office supplies
  - viii. Office work-study supervisor
  - ix. Printing through Printing & Design
  - x. Prospective student information management including auditions and visits
  - xi. Reception
  - xii. Scheduling: rooms, Haddock Hall, and University Auditorium
  - xiii. Webpage updates
  - f. Financial Technician, Vickie Kersten ([vkersten@uidaho.edu](mailto:vkersten@uidaho.edu) or 885-9083)
    - i. Budget management
    - ii. Financial transactions, reconciliation, and authorizations
    - iii. Travel document processing
    - iv. Prep Division accounting
    - v. Lionel Hampton Jazz Festival finances
  - g. Music Events Manager, Caleb Parker ([cparker@uidaho.edu](mailto:cparker@uidaho.edu) or 885-7557)
    - i. Auditorium Chamber Music Series
    - ii. Lionel Hampton Jazz Festival
    - iii. Lionel Hampton Summer Camp
- 3. Administrative Procedures Manual (APM)**
- a. Website: <http://www.uidaho.edu/apm>
- 4. Advising**
- a. The Associate Director for Academic Affairs ([Leonard Garrison](#)) coordinates all advising within LHSOM.
  - b. Advising is done by most LHSOM faculty and should be included in annual position descriptions under “Teaching & Advising”
  - c. LHSOM advising assignments and resources are available on the web [here](#)
  - d. UI Academic Advising office: <http://www.uidaho.edu/academic-advising>
- 5. Attendance, Field Trips, and Official Student Travel**
- a. M-1. Attendance. (15-16 Catalog) Instructors will make clear at the beginning of each course the extent to which grades are dependent on attendance and in-class participation. Students are responsible for class attendance. Students are accountable for communicating with the instructor and making up missed work in the event of any absence. Instructors shall provide reasonable opportunity for students to make up work when the student’s absence from class resulted from: (a) participation in official university activities and programs, (b) personal illness, (c) family illness and care, or d) other compelling circumstances.
  - b. See the complete policy in the [Catalog – Section M](#)

## 6. Auditions (undergraduate)

- a. Auditions are coordinated by the Associate Director for Recruiting ([Spencer Martin](#)) and the Administrative Assistant ([Cari Espenschade](#)).
- b. Contact information for all prospective students must be shared with the Administrative Assistant ([Cari Espenschade](#)).
- c. Faculty must notify the Administrative Assistant immediately after auditioning a student, so that a follow-up letter is sent in a timely manner and that the student is fully considered for financial aid and music scholarships.
- d. Faculty must complete the [Faculty Response for Undergraduate Audition](#) form for each student who auditions.
- e. Faculty must provide specific reasons/deficiencies (appropriate for a rejection letter) for denying admittance.
- f. The annual deadline for priority consideration for scholarships and admission is the last Saturday of February.
- g. LHSOM does not specifically advertise auditions during the following festivals, but you should be aware of these dates when prospective students might be in town:
  - i. Future Vandal Game Day (early fall)
  - ii. Band Day and Homecoming Parade (mid fall)
  - iii. “Bandfest/Stringfest” High School Festival (January)
  - iv. Lionel Hampton International Jazz Festival (late February)

## 7. Auditions (graduate)

- a. Graduate admissions is managed by the Graduate Coordinator ([James Reid](#))
- b. The College of Graduate Studies will forward applications to LHSOM once complete. In addition to the requisite approval of the Graduate Committee, studio teachers must approve applications for performance related applications.
- c. See [Graduate Handbook](#) for more information.

## 8. Building Hours

- a. Fall and Spring semesters
  - i. Music Building: Monday-Friday from 7:00 am – 9:00 pm; Saturday from 7:00 am-3:00 pm; Closed Sunday.
  - ii. Ridenbaugh: Monday-Saturday from 7:00 am – 7:00 pm; closed weekends
- b. Summer
  - i. Music Building: Monday-Friday from 7:00 am – 5:00 pm, closed weekends
  - ii. Ridenbaugh: closed
- c. Ridenbaugh hours follow general university policies (this space is shared with other departments)
- d. Holidays: all buildings are closed

## 9. Business Cards

- a. Order through the Administrative Assistant.

- b. Content and design should follow standard UI and LHSOM formats.
- c. Personal professional websites may be included.

## 10. Bylaws

- a. This is the primary governing document of LHSOM.
- b. Download [PDF file](#)

## 11. Calendars

- a. LHSOM Events: <http://www.uidaho.edu/class/music/events>
- b. LHSOM Rooms: <http://25livepub.collegenet.com/calendars/lhsom-faculty-and-staff-calendar>
- c. General Academic Calendar: <http://www.uidaho.edu/registrar/calendar>
- d. Final Exam Calendar: <http://www.uidaho.edu/registrar/classes/finals>
- e. Future Calendars (major dates for many years in advance – FSH 4620 download): <http://www.webpages.uidaho.edu/fsh/4620.html>

## 12. CLASS Leadership

- a. Office: 885-6243
- b. Dean: Andrew Kersten, [andrewkersten@uidaho.edu](mailto:andrewkersten@uidaho.edu)
- c. Dean's Assistant: Jean Planagan, [jeanp@uidaho.edu](mailto:jeanp@uidaho.edu)
- d. Associate Dean for Research: Diane Kelly-Riley, [dianek@uidaho.edu](mailto:dianek@uidaho.edu)
- e. Associate Dean for Undergraduate Studies: Torrey Lawrence, [torreyl@uidaho.edu](mailto:torreyl@uidaho.edu)
- f. Associate Dean for Graduate Studies: Mark Warner, [mwarner@uidaho.edu](mailto:mwarner@uidaho.edu)
- g. See the [CLASS webpage](#) for a complete list of personnel

## 13. Committees:

- a. A list of committee membership will be circulated to faculty each semester.
- b. Committee descriptions and duties are available in the [LHSOM Bylaws](#):
  - i. Described in Article V:
    - 1. Advisory Committee
    - 2. Personnel Committee
    - 3. Graduate Committee
  - ii. Described in Article VI:
    - 1. Student Advisory Board
  - iii. Described in Appendix I:
    - 1. Curriculum Committee
    - 2. Scholarship Committee
    - 3. Library Committee
  - iv. Described at the end of Appendix II:
    - 1. Tenure Recommending Committee
    - 2. Promotion Committee
    - 3. Third-Year Review Committee

#### **14. Computer Support**

- a. Contact Administrative Assistant and provide detailed information regarding the issue. They will put in a support ticket with ITS.

#### **15. Convocation**

- a. Whenever possible, faculty should attend Convocation on selected Thursdays at 2:30. This is the only time when the entire music community assembles on a regular basis.
- b. [Convocation Schedule](#)

#### **16. Copy Machines**

- a. Large print jobs should be sent to the Commons Copy Center:  
<https://printonline.uidaho.edu/login.asp>
- b. Two machines are available in LHSOM. See the Administrative Assistant for copy codes
- c. Faculty should not use the fax machine in Music 206 to make copies
- d. Copy machines are not to be used for personal use.

#### **17. Credit Card Procedures**

- a. The LHSOM credit card is available from the Administrative Coordinator ([Patti Heath](#)) for official UI purchases.
- b. The [Credit Card Authorization Form](#) must be submitted with Director approval to borrow the card.
- c. A receipt must be returned with the credit card. Email receipts are acceptable.
- d. Receipts must include all transaction details
- e. Do not store the credit number with online vendors for future purchases.
- f. The credit card cannot be used for alcoholic beverages, controlled substances, ammunition, weapons, food, water, entertainment, gifts, hospitality expenses (food/flowers/plants), household moving expenses, decorations, consulting fees, one-time services, independent contractors, radioactive/hazardous materials, personal items, utilities/cellular phone charges, and on-campus purchases.
- g. Credit card purchases are exempt from Idaho State Sales Tax. The purchases must point this out to cashiers prior to the transaction!
- h. Credit card use is expressly limited to a maximum of \$5,000.

#### **18. Dean**

- a. Andrew Kersten keeps regular office hours; however, faculty are strongly encouraged to discuss issues with the LHSOM Director prior to bringing up requests or problems with the Dean. This is not necessary if the subject of the discussion is the LHSOM Director's performance.
- b. Contact: 208-885-6426 or [andrewkersten@uidaho.edu](mailto:andrewkersten@uidaho.edu)

#### **19. Drop for Non-attendance**

- a. M-4. Drop for Non-attendance. (17-18 Catalog) Students are responsible for notifying their instructors through the Registrar when extenuating circumstances not covered as an official absence as defined in M-1 prevent their attendance during the first week of the semester. Instructors may notify the Registrar to drop students who have not attended class or laboratory meetings nor notified the instructor through the Registrar by the end of the sixth business day following the start of the class. Valid reasons for missing classes do not relieve the student of making up the work missed.

## 20. Event Scheduling

- a. LHSOM Events: <http://www.uidaho.edu/class/music/events>
- b. LHSOM Rooms: <http://25livepub.collegenet.com/calendars/lhsom-faculty-and-staff-calendar#/?i=1>
- c. Use the [Scheduling Form](#) to request reservations
- d. See Guest Artists below for information about scheduling guest artists

## 21. Facilities

- a. Offices and LHSOM spaces may not be used for private endeavors that benefit the faculty member, including private lessons.
- b. Private lessons for additional compensation are allowed if done through the [Preparatory Division](#). Contact [Miranda Wilson](#) or [Jovanni de Pedro](#) for more Information.
- c. Faculty may teach free lessons for outreach/recruiting purposes.

## 22. Faculty Meetings

- a. LHSOM Faculty meetings will be scheduled throughout the year on selected Tuesdays at 2:30 pm in Room 116. See schedule [here](#).
- b. Other Tuesdays at 2:30 pm should be reserved for LHSOM committee meetings.
- c. General UI Faculty meetings are scheduled by the Faculty Secretary. All faculty are strongly encouraged to attend.

## 23. Faculty Staff Handbook (FSH)

- a. Website: <http://www.webpages.uidaho.edu/fsh/>

## 24. Field Trips

- a. Faculty should alert all LHSOM faculty at least two weeks in advance if a field trip will require students to miss other classes. This may be done via email to all faculty.
- b. Field trip policies are in section [M of the UI Catalog](#)
- c. Private vehicle use policies are in section [M of the UI Catalog](#) and [Chapter 5](#) and [Chapter 70](#) in the [Administrative Procedures Manual](#)
- d. Documentation completed at least two weeks in advance:
  - i. **All trips** that include students should complete the [LHSOM Pre-Travel Authorization Form](#) (one form for the group): (see

Travel section below)

- ii. **All trips** that include students should complete the [CLASS Field Trip Authorization Form](#) (one form for the group)
- iii. **All travelers** must complete the Risk Management Office's [Acknowledgement of Risk and Waiver of Liability Form](#)
- iv. If private vehicles will be used, each driver must complete the **Form**
- v. See "Travel" below

## 25. Final Exams

- a. Final exams must be given at times assigned by the Registrar's office: <http://www.uidaho.edu/registrar/classes/finals>
- b. Specific permission must be obtained before an exam can be offered at any time other than the time posted in the university's official Class Schedule. For regulations, see also Catalog Part 3, H1.
- c. Final Exam Calendar: <http://www.uidaho.edu/registrar/classes/finals>

## 25. Fundraising

- a. Faculty must discuss ideas with the LHSOM Director prior to engaging the Director of Development or CLASS Dean with any projects or ideas.
- b. CLASS is currently searching for a new Director of Development. This position has not yet been filled and may not be continued in the same manner as before.

## 26. Grades

- a. Grades should be determined by the process outlined in the course syllabus
- b. Per Family Education Rights and Privacy Act ([FERPA](#)) regulations, faculty may not post grades or leave students' graded reports or projects in public places.
- c. All grades must be submitted on or before the deadlines that are published by the Registrar.
- d. Early Warning Grades
  - i. [Early Warning Grades](#) are due approximately four-weeks into the semester and are intended to identify students who are not making satisfactory progress in order to provide support to make them successful.
  - ii. Early Warning Grades are not recorded on a student's record.
  - iii. Colleges will be provided with a list of their students with Early Warning grades from the Registrar's Office, so that they may intervene and provide support early in the semester.
  - iv. If a student is enrolled in wrong course or in the wrong section or wrong level of lessons, give them an "F" for Early Warning Grades and midterm grades. This grade does not show up on their final transcript and will serve as a "wake-up call" for registration corrections.
- e. Midterm Grades
  - i. Midterm grades must be submitted for all course at all levels.
  - ii. Midterm grades must be submitted on or before the deadlines that are published by the Registrar, usually the Monday following "midterm" week.
- f. "Incomplete" Grades (Catalog, part 4, section F)



- i. **F-1.** A grade of "Incomplete" is assigned only when the student has been in attendance and has done passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time (Extenuating circumstances include serious illness, car accidents, death of a family member, etc. It does not include lateness due to procrastination, the student's desire to do extra work to raise his/her grade, allowing a student to retake the course, etc.). Graduate students on probation, see College of Graduate Studies section on Probation, Disqualification, and Reinstatement. If a grade of "Incomplete" is submitted, the instructor will assign a reversion grade in the event the missing work is not completed. The instructor must also specify conditions and requirements for completing the deficient work, as well as any deadline shorter than the maximum time period allowed in F-2. At the end of each semester, the Registrar's Office will send an Incomplete Grade Report (IGR) to departmental administrators detailing every "I" grade submitted by their faculty that semester and the conditions for student completion.
- ii. **F-2. Completion of "Incomplete" Grades.** Final grades for incompletes received in the Fall semester or Intersession, must be assigned by the last day of the following Summer semester. Final grades for incompletes received in the Spring semester or Summer Session, must be assigned by the last day of the following Fall semester. When a student has completed the deficient work, the instructor will assign a final grade. An incomplete that is not completed within the time limit specified above would automatically be changed to the reversion grade assigned by the instructor at the time the incomplete was submitted. Instructors may assign a final grade anytime within the time period specified above. In the event the instructor leaves the university, the departmental administrator may assign the final grade. An incomplete remains on the student's permanent record and is accompanied by the final grade (i.e. I/A, I/B, I/C).
- iii. **F-3. "Incomplete" Grades on Record at End of Final Term.** A student cannot graduate with a grade of "Incomplete" on his or her record. At the end of the term in which the student will graduate, a grade of "Incomplete" in any UI course on that degree level (undergraduate, graduate, law, etc.) reverts to the grade that the instructor had specified on the on-line grade roster (see F-1). Reverted grades are included in the computation of the student's cumulative grade-point average at graduation. Nonetheless, a student who has graduated may make up the incomplete work within the usual time limit in an effort to raise the grade on the permanent record.

## 27. Grants for UI Faculty

- a. All grant proposals should be discussed with the LHSOM Director in advance of writing the proposal.
- b. Any grant proposals requiring support from the Dean or CLASS is due to the CLASS office approximately two weeks before any official grant deadline.
- c. Most grants must be submitted using the Electronic Internal Proposal Routing System ([EIPRS](#)) system. Expect extra time for using this system.
- d. [Office of Research and Economic Development](#) for proposal assistance.
- e. Proposal development information:  
<http://www.uidaho.edu/research/fundingagencies/proposal>
- f. LHSOM faculty have often been successful with these internal UI grants:
  - i. Seed Grant ([Office of Research and Economic Development](#)):  
<https://www.uidaho.edu/research/faculty/find-funding/internal-funding/seed-grant>
  - ii. Kurt O. Olsson Early Career Research Fellowship Grant:  
<https://www.uidaho.edu/class/research-creative-works/resources/funding-opportunities>
  - iii. Key Grant for Collaborative Undergraduate Research:  
<https://www.uidaho.edu/class/research-creative-works/resources/funding-opportunities>
  - iv. CLASS Summer Grant (see annual call for proposals)

## 28. Guest Artists

- a. See the Performance Hall Use Policy below for timelines and procedures.
- b. Guest artist recitals must be approved by the LHSOM Director when any financial compensation or reimbursement is planned.
- c. Any financial requests must be specifically approved by the LHSOM Director.
- d. Most guest artists are paid via a UI contract. See the Administrative Coordinator ([Patti Heath](#)) for assistance. This must be done at least four weeks in advance. It cannot be completed late or after the event.
- e. A [Checklist](#) for planning guest artist/ensemble events is available on the website

## 29. Health, Safety, and Wellness

- a. All faculty and staff are encouraged to consult resources on the LHSOM website:  
<http://www.uidaho.edu/class/music/student-resources/health>
- b. Any safety issues should be immediately reported to the [LHSOM office](#).

## 30. Instruments

- a. The TA responsible for instrument checkout may be reached at:  
[LHSOMlocker@uidaho.edu](mailto:LHSOMlocker@uidaho.edu)
- b. Studio instructor may elect to have certain instruments available to select students only.
- c. Rental Policy

### 31. Library

- a. Our primary contact with the main library is [Associate Dean Ben Hunter](#), 885-5858  
Faculty are encouraged to contact Ben with purchasing requests.
- b. When faculty request a CD, book or score to be “held”, the materials are sent to LHSOM through campus mail.
- c. All books, scores, and recordings are held in the Main Library:  
<http://www.lib.uidaho.edu/>
- d. Interlibrary Loan is a great resource for materials beyond UI (ILL):  
<http://www.lib.uidaho.edu/services/ill/index.html>
- e. Music Library Guide: <http://libguides.uidaho.edu/music?hs=a>

### 32. Lionel Hampton International Jazz Festival

- a. All music classes are cancelled on Friday during the festival.
- b. Faculty should be clear with students about attendance during the entire festival week including lessons, ensemble rehearsals, etc.
- c. LHJF website: <http://www.uidaho.edu/jazzfest>
- d. International Jazz Collections: <http://www.ijc.uidaho.edu/>

### 33. Logos

- a. Faculty are encouraged to use the LHSOM logo rather than other logos with text added.
- b. LHSOM logos are available on the Shared Drive (see Shared drive below for connection directions) or from the Administrative Assistant.
- c. Guidelines and additional resources are available from the online Brand Resource Center:  
<http://www.uidaho.edu/advancement/departments/communications/brand-resource-center>

### 34. Mail

- h. Personal mail and packages should not be sent or received through the campus mail system. No stamped mail may be sent.
- i. Outgoing mail must have a complete institutional return address (in the PO Box format) and a budget number bar code for metering.
- j. LHSOM return address labels with barcodes are available near the mailboxes.
- k. The Administrative Assistant should be consulted in advance on any special mailing projects.
- l. All packages must be given to the Administrative Assistant as there are additional forms that must be completed prior to mailing.
- m. The official LHSOM mailing address is:  
Lionel Hampton School of Music  
University of Idaho  
875 Perimeter Drive MS 4015  
Moscow, Idaho 83844-4015

### **35. Mailbox**

- a. Each faculty member will have a mailbox in the office and should check it regularly.
- b. Mailboxes are not for long-term storage.
- c. Please remove packages from the LHSOM as soon as possible.

### **36. Mission, Vision, and Goals**

- a. See the LHSOM website:  
<http://www.uidaho.edu/class/music/resources/lhsommissiongoalsandvision>

### **37. National Association of Schools of Music (NASM)**

- a. LHSOM is a member of [NASM](#)
- b. [NASM Handbook](#)
- c. Code of Ethics: see the fourth section of the [NASM Handbook](#)

### **38. No Exam Week (aka “Dead Week”)**

- a. We attempt to observe dead week honorably.
- b. [Catalog, Part 3, H1-a](#):
  - i. **H-1-a.** No quizzes or exams may be given in lecture-recitation periods during the week before finals week. Exams in lab periods and in physical education activity classes, final in-class essays in English composition classes, and final oral presentations in speech classes are permitted.

### **39. Performance Hall Use Policy**

- a. Priority Use (in order of priority)
  - i. Concerts/Recitals (including dress rehearsals for ensemble concerts), guest lectures and workshops
  - ii. Regularly scheduled classes for which there is no available or more suitable space (maximum of one consistent hour for studio classes)
  - iii. Faculty ensemble rehearsals where there is no available or more suitable space
  - iv. Piano/organ tuning and maintenance
  - v. Dress rehearsals for concerts/recitals
  - vi. One-time rehearsals and class meetings
  - vii. All other uses approved by the Advisory Committee
- b. Scheduling
  - i. Courses will be placed on the calendar according to University timelines.
  - ii. All university ensemble concerts and their dress rehearsals will be placed on the calendar during the spring of the preceding academic year.
  - iii. Faculty and chamber music ensembles
    1. Faculty solo and chamber ensemble recitals and their dress rehearsals, as well as all guest artist recitals and workshops, may be placed on the calendar prior to week four in the fall semester, and prior to week three in the spring semester.

iv. Student Recitals

1. See information in "[Student Resources](#)" section of the LHSOM website
2. Students should not expect to perform their recital auditions in the Haddock Performance Hall. However, if the hall is available on the day prior to the scheduled recital audition, the student may schedule the Haddock Performance Hall for the audition.

v. Other: All other events and late requests for recitals/concerts will be placed on the calendar on a first-come basis.

c. General Scheduling Policies

- i. In order to print an accurate and timely calendar of events for the public, events should be placed on the calendar no later than the fifteenth day of the month prior to the month in which the event is to occur.
- ii. Concerts/recitals, except for large ensembles, will not be scheduled during dead week (defined as the Monday through Friday immediately prior to the commencement of final exams). Large ensembles will be encouraged to perform before dead week if possible.
- iii. Concerts/recitals will not be scheduled during final exams, the weekend before final exams, during spring break, or during any University holidays.
- iv. Elective or non-LHSOM recitals/concerts will not be scheduled in the Performance Hall after mid-term of each semester.
- v. Faculty recitals/concerts will not normally be scheduled after fall and spring breaks.
- vi. Student chamber ensemble recitals may not be scheduled in the last three weeks of classes prior to dead week.
- vii. Guitar Ensemble, a degree required ensemble for guitar majors, may not be scheduled during dead week.
- viii. Studio recitals may be placed on the Calendar of Events, but will not count towards convocation. If studio recitals take place in the Performance Hall, they may not be scheduled at prime times (Tuesday and Thursday evenings and Sunday afternoons) and not during the last two weeks of classes prior to dead week. No crew and no programs will be provided for studio recitals.
- ix. The preferred concert time is 7:30 p.m. for weekday evenings and 4:00 pm for weekend matinees. If necessary, recitals/concerts may be scheduled for 6:00 pm on weekdays and 1:00 pm or 7:30 pm on weekends. Full-length required recitals will have priority at 7:30 pm on weekdays and 4:00 pm on weekends, while half recitals will normally be scheduled at 6 pm on weekdays and 1:00 pm or 7:30 pm on weekends.
- x. All performers are encouraged to use Tuesday and Thursday evenings, and Sunday afternoons for recitals/concerts (except for Jazz concerts). In an effort to reserve ample rehearsal time in the Performance Hall, Monday and Wednesday evenings and Saturday afternoons will normally be reserved for dress rehearsals.

- xi. Only under the most extreme circumstances will a maximum of 3 concerts/recitals be scheduled for any single day or more than four recitals be scheduled over the course of a weekend (Saturday and Sunday).
- xii. When concerts/recitals are scheduled, normally the Performance Hall will be reserved from one hour preceding the event (for set-up) to one half hour following the event (for stage strike).
- xiii. Students should not expect to perform their recital auditions in the Performance Hall. The Performance Hall is reserved for high priority use such as recitals, classes and dress rehearsals. However, if the hall is available on the day prior to the scheduled recital audition, the student may schedule the Performance Hall for the audition.
- xiv. Dress rehearsals will be scheduled in the Performance Hall for a period of time equal to two times the length of the recital. One dress rehearsal is guaranteed. Additional rehearsal time and/or days may be requested but they will be scheduled as the calendar permits.
- xv. All exceptions to these policies must be approved in advance by the LHSOM Advisory Committee.

d. Recital Hall Use Policy Chart (below):

LHSOM Performance Facilities Scheduling Timeline							
*events may only be scheduled during the time periods delineated by the arrow.							
	Before Fall/Spring Recess	After Fall/Spring Recess	After Midterms	Up to 3 weeks prior to Dead Week	Up to 2 weeks prior to Dead Week	Dead Week	Finals Week
LHSOM major ensembles	→		→ If possible, avoid Dead Week				
LHSOM faculty/guest recitals	→		Midterms - Not available				
LHSOM student recitals	→						
LHSOM studio recitals	→						
LHSOM student chamber ensemble recitals	→						
Elective or non-LHSOM recitals/concerts/events	→						
	→						

**40. Pianos**

#### **41. Position Descriptions (PD)**

- a. Position descriptions clarify job expectations for a faculty member during the calendar year.
- b. Position descriptions are negotiated annually with the Director, usually in November or December of the preceding year.
- c. Position descriptions may be updated at any time during the year to reflect significant changes in duties.

#### **42. Production Crew**

- a. LHSOM relies heavily on the student production crew to produce our events and to help with various projects.
- b. Email: [lhsomcrew@uidaho.edu](mailto:lhsomcrew@uidaho.edu) to contact the two crew managers and crew supervisor.
- c. The Music Events Manager, [Caleb Parker](#), is their supervisor.

#### **43. Programs for Concerts**

- a. Faculty programs are due to [musicprograms@uidaho.edu](mailto:musicprograms@uidaho.edu) by e-mail no later than two weeks in advance of the recital.
- b. Students are required to submit their programs early in the semester. See [Student Recitals](#) for more information.
- c. See [Recital Program Guidelines](#) for helpful hints in preparing your programs and your students' programs.

#### **44. Promotion and Tenure (P&T)**

- a. LHSOM guidelines are available in the LHSOM Bylaws (see above)
- b. Candidates should be familiar with university expectations available on the [Provost's P&T website](#)

#### **45. Property**

- a. Anything purchased with University funds becomes the property of UI. This includes computers, instruments, equipment, sheet music, teaching materials, CDs, etc.
- b. Every fall, the Administrative Assistant will complete an annual inventory report. This will require faculty participation regarding instruments and equipment.

#### **46. Recitals (student)**

- a. See the [Undergraduate Student Handbook](#) for student requirements.
- b. See Recital website:  
<http://www.uidaho.edu/class/music/undergraduate/studentrecitals>
- c. The supervising faculty member is responsible for having the recital audition committee complete the [Recital Audition Rubric](#) and [Recital Audition Form](#) and submitting them to the Administrative Assistant.

#### **47. Recruiting**

- a. As a fully accredited member of NASM, the LHSOM subscribes to a [Code of Ethics](#) regarding the practice of recruiting. All faculty members should take care to present themselves professionally and courteously when talking with the public. Speak respectfully of other institutions and their music programs. Refrain from negative comments of any kind regarding students, faculty, staff, degree programs or any other aspect of another college or university. No attempt should be made to recruit a student away from another institution.
- b. The national “signing day” for music scholarships is May 1. Any offer of financial assistance after that deadline must be preceded by an inquiry as to whether the student has already accepted an offer of scholarship from another school. In fact, a student should not be allowed to audition after May 1 if another scholarship offer has been accepted. Any offer made to a student prior to May 1 shall be considered nonbinding to the student. It is ethical and reasonable to tell a student that a scholarship offer comes with a deadline for acceptance. However the student may accept multiple offers prior to May 1, and it is unethical to tell a student otherwise.
- c. Auditions – see Auditions above
- d. Scholarships
  - i. LHSOM has a scholarship committee comprised of representatives from each area.
  - ii. All music students who wish to be considered for a new or renewed scholarship need to turn in a [Scholarship Form](#) during finals week of the fall semester.
  - iii. New students are considered for scholarships based on the recommendation by the studio instructor.
  - iv. In early spring, faculty receive information from the scholarship coordinator, and make recommendations to the committee regarding awards for both new and returning students.
  - v. Faculty may not, under any conditions, make a scholarship offer to a student. All offers come from the [Student Financial Aid office](#)

#### **48. Shared Drive (S Drive)**

- a. This is a drive available to all LHSOM faculty and staff.
- b. Confidential materials should not be stored here.
- c. Be careful about deleting or moving files!
- d. [Directions](#) to mount the S Drive is available from ITS:

#### **49. Standard Course Numbers**

- a. These include Directed Study, Special Topics, Workshop, Seminar, etc.
- b. See [FSH 4130](#)



## 50. Social Media

- a. Faculty are encourage to follow the LHSOM Facebook page:  
<https://www.facebook.com/LHSOM> Please send items to the Administrative Assistant to be posted on the page.
- b. UI has a social media policy available [here](#)

## 51. Student Organizations (see [Undergraduate Handbook](#) for more details)

- a. National Association for Music Education (NAfME)(formerly MENC)
- b. Phi Mu Alpha - a music fraternity for men
- c. Pi Kappa Lambda - an honorary music society
- d. Sigma Alpha Iota (SAI)-Sigma Zeta Chapter - an international fraternity for women in music
- e. Student Advisory Board - acts as liaison between students and music administration

## 52. Syllabi

- a. Every course taught must have an updated syllabus and each student in the course must receive a copy.
- b. Faculty should send an electronic copy of each syllabus to the Administrative Assistant each semester.
- c. Syllabus must include:
  - i. A clear description of the course
  - ii. Grading criteria
  - iii. Attendance policy (see attendance above)
  - iv. Office hours
  - v. Instructor contact information
  - vi. Learning Outcomes that tie directly to the University Learning Outcomes
  - vii. DSS Statement
  - viii. Standard UI civility clause
- d. Sample Learning Outcome are available to faculty on the Shared Drive (see Shared Drive above) for lessons, ensemble, and academic courses.

## 53. Travel

- a. Students?
  - i. If students are involved in your trips, see Field Trip section above.
- b. General
  - i. Travel authorization must be submitted to the Director at least two weeks in advance of any work-related travel, regardless of whether or not is funded by LHSOM or UI. This is especially important because of worker's compensation and insurance issues.
  - ii. UI will not reimburse any travel expenses unless approved in advance of travel.
  - iii. Travel advances may be requested after travel approval is obtained.
- c. [Pre-Travel Authorization Form](#) (for all business related travel)

- i. Complete the form no less than two weeks before travel.
  - ii. The form goes in the Director's mailbox.
  - iii. Any travel that includes UI funds must be approved by the Director before submitting the form.
  - iv. Look for an email to trigger a VandalWeb approval for the trip. (It may ask for repeated approvals – continue to approve again as prompted.)
  - v. Note: This is an excellent method for our Dean to know about your professional activities. This is meaningful for you and for LHSOM.
- d. Post-Travel Reimbursements
- i. Airfare
    - 1. Receipts must show full itinerary, names of travelers, zero balance, and the last four digits of the credit card used.
    - 2. Orbitz does not usually show zero balance!
    - 3. If you use the UI card, the receipt must go to Patti immediately, not after the trip.
    - 4. Email receipts are acceptable.
    - 5. Note: Airfare may be reimbursed immediately after purchase but before the trip. Other expenses must wait until after the travel.
  - ii. Per diem: please provide
    - 1. Departure/Arrival times to/from Moscow
    - 2. Max allowed by LHSOM?
    - 3. Out-of-state is not allowed for day trips??? (???) Local/regional?
    - 4. Did a hotel provide breakfast? (no per diem)
    - 5. Was a meal included in the event? Ex. conference breakfast, lunch for judges (no per diem)
    - 6. See <mailto:pattih@uidaho.edu> Patti in advance for details on group per diem documentation
  - iii. Proof of travel:
    - 1. Documentation must include location and dates
    - 2. Examples include: concert programs, conference programs, email invitations, etc.
  - iv. Other common pitfalls
    - 1. Any expense over \$5,000 must go through a competitive bid process. This needs significant advance time! Problems have usually been in group travel: tour buses, group airfare, etc.
    - 2. Incomplete receipts
    - 3. Purchases on the UI card that are not specifically authorized

#### **54. VandalCard Swipe Access Request**

- a. Faculty can use their VandalCard to access LHSOM, Blake, and Ridenbaugh
- b. Request permission [here](#)