

JOB DESCRIPTION
ASSISTANT TO THE DIRECTOR

Duties

1. Coordinate advising
 - a. Serve as lead advisor
 - b. Oversee all aspects of advising, including assignment of specific majors to advisors, recommendations to the chair on selection of advisors, training of advisors, scheduling of advising, implementing special arrangements for students such as independent study, serving as liaison with other areas and departments regarding curricular matters affecting music students (e.g., COE, honors program, foreign language, international students, core curriculum), assisting the department in the process of admitting students to the music program (auditions, testing, acceptance, etc.)
 - c. Update Suggested Courses of Study for each degree program annually
 - d. In consultation with the chair, oversee the preparation of the Music Majors Student Handbook
2. Coordinate record-keeping
 - a. Student records, to be maintained in accordance with institutional and NASM standards
 - b. Syllabi and other academic documents, to be maintained in accordance with institutional and NASM standards
3. Coordinate assessment
 - a. Assist the director and the faculty
 - b. Coordinate the gathering of data and the preparation of the annual report
4. Coordinate undergraduate music education
5. Coordinate graduate studies

- a. Serve as the primary contact for graduate student inquiries
 - b. Serve as the coordinator of all curricular and program matters for the graduate program
 - c. Serve on the university graduate council
 - d. Chair departmental Graduate Studies Committee
6. Chair departmental Academic Program Council
 7. Serve on departmental Recruiting, Admission, Scholarship, and Retention Committee

May 3, 2000

JOB DESCRIPTION

FULL-TIME APPLIED MUSIC FACULTY

1. Give weekly applied lessons to each student. A minimum of fifteen (15) lessons are to be given each semester

The first lesson is to be completed within the first five (5) days of class.

All lessons cancelled by the instructor should be rescheduled within the week.

If it is necessary to schedule two lessons within the same week they should be separated by three (3) days if possible.

Two lessons in a row should not be missed except under rare circumstances.

2. Establish teaching schedule and submit to Office within the first ten (10) days of the beginning of each semester.
3. Distribute and discuss the approved applied music syllabus at the first lesson of each academic year (or at the first lesson for which a student enrolls in a given academic year). The syllabus should be reviewed with each applied student at the first lesson of subsequent semesters in each academic year. A copy of your syllabus should be filed in the music office.
4. Keep written documentation of weekly lessons to include information about the student's preparation, repertoire, scales, technical etudes, etc. In addition, the Applied Music Semester Grade Report (see forms section) is to be attached to jury sheets for filing with student's permanent records in music office.
5. Report grade status lower than B and other problems on six-week alert.
6. Complete a repertoire sheet for each student and have available for review at the semester jury. Repertoire sheets are to be kept in each student's permanent file.
7. Attend and adjudicate all semester jury exams in the area of the faculty members expertise.
8. Conduct conference with each applied student to review the outcome of juries. Following conference, take jury forms and Applied Music Semester Grade Report to the office for filing in student's permanent file.
9. Attend the recital jury which precedes each degree recital for your students.
10. Attend all degree recitals of your students.
11. Serve on recital juries for students in your applied area when requested.

12. Conduct a weekly master classes for the majors in your studio or have them attend master classes arranged for your performance area.
13. Regular attendance at weekly Convocations. (No lessons or classes are to be scheduled during this hour under any circumstances).
14. Compute and submit semester grades according to University and Departmental guidelines.
15. Maintain an active role in the student recruitment process.
16. Attend auditions for prospective music majors. (To improve the recruitment process, it is highly desirable for faculty to attend auditions for students who perform in the teacher's applied area).

Revised. 9/07/2001

JOB DESCRIPTION

PART-TIME APPLIED MUSIC FACULTY

1. Give weekly applied lessons to each student. A minimum of fifteen (15) lessons are to be given each semester.

The first lesson is to be completed within the first five (5) days of class.

All lessons cancelled by the instructor should be rescheduled within the week.

If it is necessary to schedule two lessons within the same week, they should be separated by three (3) days if possible.

2. Establish teaching schedule and submit to Office within the first ten (10) days of the beginning of each semester.

Each student is to be assigned a regularly scheduled lesson time each week. Faculty are to notify the Director of the Schwob School of Music when altering a student's regularly scheduled lesson, and note when the lesson is rescheduled.

3. Distribute and discuss the approved applied music syllabus at the first lesson of each academic year (or at the first lesson for which a student enrolls in a given academic year). The syllabus should be reviewed at the first lesson of subsequent semesters in each academic year. A copy of your syllabus should be filed in the music office.

4. Keep written documentation of weekly lessons to include information about the student's preparation, repertoire, scales, technical etudes, etc. In addition, the Applied Music Semester Grade Report (see forms section) is to be attached to jury sheets for filing with students permanent records in music office.

5. Report grade status lower than B and other problems on six-week alerts.

6. Complete a repertoire sheet for each student and have available for review at the semester jury. Repertoire sheets are to be kept in each student's permanent file.

7. Attend and adjudicate all semester jury exams in the area of the faculty members expertise.

8. Conduct conference with each applied student to review the outcome of juries. Following conference, take jury forms and Applied Music Semester Grade Report to the office for filing in student's permanent file.

9. Attend the recital jury which precedes each degree recital for your students.

10. Attend all degree recitals of your students.

11. Serve on recital juries for students in your applied area upon request, when possible.
12. Conduct weekly classes for the majors in your studio or have them attend master classes arranged for your performance area.
13. Regularly attend weekly convocation if scheduled to be on campus and if a student from your studio is scheduled to perform. (No lessons or classes are to be scheduled during this hour under any circumstances).
14. Compute and submit semester grades according to University and Departmental guidelines.
15. Maintain an active role in the student recruitment process.
16. Attend audition for prospective music majors. (To improve the recruitment process, it is highly desirable for faculty to attend auditions for students who perform in the teacher's applied area).

Revised 9/07/2001

JOB DESCRIPTION

APPLIED MUSIC AREA COORDINATORS

1. Represent the applied area on the Performance Studies Committee.
2. Serve as liaison to applied music faculty in the area. Maintain contact and conduct personal or group meetings to review and discuss grading procedures, accompanying policies, etc., as well as any other questions or concerns that may arise.
3. Serve as a resource to faculty in developing and maintaining applied music syllabi.
4. Schedule semester juries. Coordinate the scheduling to assure that all faculty can be present for the entire jury time.
5. Confirm that individual conferences are held with applied students following semester juries to discuss the outcome of juries.

(Following conferences, jury sheets are to be taken to the office for filing in the student's permanent file). If part-time faculty are not available to conduct these conferences in a timely manner, it is the responsibility of the applied music coordinators to conduct the conferences.

6. Assure that departmental policy is being followed for all degree recitals.

JOB DESCRIPTION

GRADUATE STUDIES

1. Make recommendations to the music faculty for changes in the graduate music curriculum.
2. Make recommendations to the Director of the Schwob School of Music and music faculty, as appropriate, regarding graduate program structure, recruiting, etc.
3. Maintain implementation of curriculum.

JOB DESCRIPTION

ACADEMIC PROGRAM COUNCIL

1. Make recommendations to the music faculty for changes in the music curriculum.
2. Make recommendations to the Director of the Schwob School of Music regarding student petitions for waivers of music graduation requirements.

JOB DESCRIPTION

PERSONNEL

1. Make recommendations to the Director of the Schwob School of Music on promotion and tenure in accordance with university policies and procedures.

JOB DESCRIPTION

PERFORMANCE STUDIES COMMITTEE

1. **Applied Instruction**

The committee advises the Director of the Schwob School of Music on issues arising in the applied studio. Examples of past activities include devising a departmental grading sheet for weekly lessons, discussing repertoire requirements across areas and advising the Director of the Schwob School of Music in the area of part-time applied faculty. At the request of the Director of the Schwob School of Music, the committee also devised a departmental procedure for a student-initiated change of degree code since it involved questions of the student's performance ability. Additionally, we revised the procedure for freshman advisory and sophomore performance levels notification.

2. **Student Recitals**

The committee has revised procedures for degree recital applications as recommended to the full faculty a system for grading of recital juries. The committee hears and acts on petitions from students asking for exceptions to recital procedures.

3. **Accompanying**

The committee advises the coordinator of accompanying on policies involving student and staff accompanists.

4. **Master Classes**

The committee advises the coordinator of accompanying on policies involving student and staff accompanists.

5. **Concert Series**

The committee solicits proposals for faculty and guest artists recitals and recommends to the chair a recital series for the following season. The committee chair coordinates the scheduling of the series with the performance organizations' calendar.

6. **Outside Requests for Student Performers**

The committee recommends to the chair policies and procedures for handling outside requests for student performers.

7. **Monitor implementation of curriculum in the applied area.**

JOB DESCRIPTION

LIBRARY

1. Make recommendations to the Director of the Schwob School of Music regarding acquisitions and services.
2. Make recommendations to the Director of the Schwob School of Music and the library director regarding the functioning of the music library in the River Center.

TECHNOLOGY COMMITTEE

1. Make recommendations to the Director of the Schwob School of Music and the music faculty regarding technology planning and acquisitions.
2. Assist the department with the implementations of new technology.

CONVOCATION

1. Plan and supervise the weekly convocation.