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FACULTY

I. DEPARTMENT COMMITTEES

There are both university committees and departmental committees that faculty members can join. A list of university committee's may be found on the Faculty Senate website at <http://www.cwu.edu/faculty-senate/faculty-senate-committees>.

Elections for committee members are held at the beginning of each academic year. A list of current members and vacant positions will be circulated before the faculty meeting at which elections take place. Faculty members should indicate three committees in priority order in which they have an interest and submit this list to the chair before the election meeting. The chair will compile a list of committees and faculty preferences and distribute before the elections.

A. Standing Departmental Committees

1. Curriculum Committee: Three members: two elected, one appointed by the department chair (2-year term). The curriculum committee deals with curricular policy matters to ensure the clarity, integrity, diversity, and creativity of our programs.
The committee works with faculty to develop and revise courses and programs to meet the evolving needs of Central Washington University's music department students. Curriculum work is always student-centered, faculty-driven, and committee-executed. The curriculum committee chair needs to enter all voted curriculum changes into curriculog and see through to completion. Once completed in curriculog, committee chair needs to assure updates are entered in catalog and all handbooks affected or send changes to secretary supervisor to do so.
2. Guest Artist Committee: Four members, all elected (2-year term). The chair is appointed by the committee. This committee selects guest artists, through a process of reviewing nominations submitted by the faculty who will be sponsoring guest artists. They also approve their proposed fees and finalize a budget for all guest artists during the academic year. Since this fund is student fee derived, allocations of these funds can only be used for educational purposes with a direct impact on student learning, and there can be no revenue generated at the event. Some acceptable forms of guest artist events are masterclasses, clinics, lectures, and concerts. The guest artist fee must be an all-inclusive honorarium. Student attendance to these events must be included in syllabi for the specific course to which it pertains. Once approved, the nominating faculty member will be considered the host faculty member for that visit and will fill out the 'Pay a Guest Artist' form on the faculty links page. Completion of this online form notifies the Music fiscal specialist to start the approval process, the secretary

supervisor to start processing the standard agreement with the artist, and the office assistant 3 to be aware that the faculty host will be scheduling space.

3. **Graduate Committee:** Three members: two elected members and the Graduate Coordinator who serves as chair. (3-year terms). The committee recommends policies and procedures for strengthening and improving graduate music programs including reviewing and approving graduate course additions, deletions, and program changes (in conjunction with the Curriculum Committee). The committee is also responsible for promoting graduate programs and determining graduate admission, scholarship decisions and assistantship assignments. The committee oversees the distribution of graduate assistantship duties in consultation with the department chair and based on the needs of the department. Coordinator distributes TA assignments and coordinator signature is required on all course of study, option approval forms, and TA 200-hour log sheets. Graduate Coordinator in collaboration with the Music chair, plans and schedules graduate courses offered through the office assistant 3 and advises graduate students in courses to achieve their academic goals for their Masters program.
4. **Music Education Committee:** Music Education faculty member(s); (permanent member(s), two ensemble area directors (Choral, Wind, Orchestra, Jazz) appointed by chair, one applied faculty member appointed by chair (2-year terms). Committee chair elected by committee. Reviews all policies dealing with the Music Education degree programs, develops and updates music education curriculum, maintains liaison with School of Education committees, coordinates admission policies and student advising, consults on field placements, conducts second-year student reviews, oversees Music Education Fund for Excellence through CWU Foundation.
5. **Personnel Committee:** Five (5) tenured, full-time faculty members, all elected, (2-year terms). At least three (3) members must be at the full professor rank. As part of the university faculty evaluation process, the committee discusses and writes recommendations to the dean for reappointment, tenure, promotion, and merit evaluations. The committee reviews, updates, and aligns department personnel policies with College, University, and CBA documents. Committee also creates and oversees a peer observation schedule for each year.
6. **Music Leadership Council**
Serves to advise the Chair of the Department. Duties include reviewing policies and procedures and providing advice related to the department's programs, faculty, and student matters. The Music Leadership Council makes recommendations to the Department of Music Faculty. Membership on the Committee is made up of 5 faculty members representing various department segments, and will be appointed by the chair in consultation with these area. (2-year terms):
 - Voice Area
 - Instrumental Area
 - Music Education

- Theory/Comp/History
- Ensemble directors

Meeting times: Committees may meet any time they see a need; however, specific time is set aside each second, fourth, and fifth (if any) Tuesday of the month from 2:00-3:00pm for committee meetings.

B. Ad HOC Committees

Search Committees

- a. Search committees are appointed to conduct searches for every full-time hire.
- b. Interim search committees: usually comprised of three department faculty members.
- c. Tenure Track search committees: usually comprised of four department members and one cross-campus faculty member.

Search committee members and the committee chair are appointed by the dean in consultation with the department chair. Search committees will have at least one member whose area of expertise is the same as, or as close as possible, to the open position. Retiring faculty members are not eligible to serve on the search committee for their replacement. All search committees must meet with the dean and representatives of human resources prior to commencement of the search. Each search committee must have a Search Advocate which is placed by Human Resources.

Job descriptions are developed by the committee and presented to the faculty for approval. Application files of candidates are open only to the committee members until the final candidates have been chosen. The department chair is an ex-officio member of every search committee. The extent of the chair's participation is determined by each committee on a case-by-case basis.

II. ADJUNCT (LECTURER) FACULTY

A. Lecturer Hire

1. University policy requires that each department advertise for all positions currently held by non-tenure track faculty (lecturers) and those anticipated positions in the future.
2. All non-tenure track faculty must apply to the human resources website to be eligible for hire. The application consists of a LOA (Letter of Application), names of three references, and a vita.
3. If a position is vacant, the chair will review the applications of candidates who have applied for teaching in that area, and, in collaboration with faculty whose expertise is in or close to that area, choose one to offer the position.

B. Assigning of Courses to Adjunct Faculty

In general, adjunct faculty will be hired for specific coursework or in a specific area and will be assigned courses consistent with that hire. This policy will apply to courses that become available, in addition to those already assigned to adjunct personnel.

This policy does not apply to the applied area or courses directly related to the applied area, such as studio pedagogy and literature, reed making, etc. People who were hired for this specific assignment will continue in this assignment.

All adjunct personnel will be assigned to areas consistent with their expertise. The titles of these areas will be similar to the units list for full time personnel. The initial assignment areas will be identified by the personnel committee, search committee and/or faculty in a specific area at the time of the initial appointment and will be reviewed each year as part of the adjunct review process. Adjunct personnel will identify areas to be considered for review as part of the initial appointment and may, as additional teaching assignments come available, request consideration for additional areas.

The personnel committee and the chair of the department will, in addition to producing an evaluation of the adjunct faculty member, designate each instructional area for each adjunct faculty member as primary, secondary or unacceptable, based on their experience, teaching ability and overall rating.

If the personnel committee and chair of the department disagree on a designation, they will negotiate a designation that will operate until the next annual review. If the agreed designation is unacceptable, one of the following actions will be taken:

- a. The faculty member will be removed from this instructional area but will retain status in another area if so approved.
- b. The chair of the department will counsel the faculty member and assist them in improving their instruction in this area.
- c. Action related to removal from the department will commence

Additional courses will be offered to faculty based on the following priority. In the event that more than one person has the same designation in a particular teaching area, then departmental seniority will apply. Seniority will be based on the number of actual quarters of assigned teaching.

- Designated as Primary and has taught in this area for the department.
- Designated as Secondary and has taught in this area for the department.
- Designated as Primary in this area, but has not taught in the area for the department
- Designated as Secondary in this area but has not taught in this area for the department.

If an emergency situation arises, the department chair may declare an “emergency situation” and fill the position with an instructional person from off of the accepted priority list. However, the emergency may only last for one (1) quarter. After this quarter, positions will be offered to adjunct faculty following accepted priorities. Assignment under this provision will not accrue seniority in the emergency area. Occasionally, it may be in the best interests of the department to offer a specific class to an adjunct who may be either in a lower designation or lower in seniority to

another adjunct faculty member. In order to do this, the department chair will seek approval for this from the department's personnel committee. If a simple majority of the personnel committee agrees, this deviation of priority will be acceptable.

C. Mentor Program

Each adjunct faculty member will have a tenure-track mentor for the first three years of employment. The duties of the mentor will be like the mentor of a junior tenure-track faculty member. However, the scope of these duties will be reduced as warranted by the limited responsibilities of the position.

III. Computer (OUTLOOK, WILDCAT CONNECTION, MyCWU)

Upon hire, the secretary supervisor will request CWU access for new faculty. This is the network for Outlook e-mail and shared drives for the University. Once you receive your account name and password, you will have access to the department "G" drive which is shared with the music department as well as your own network storage space, University e-mail (Outlook) and MyCWU. MyCWU is the program which houses all student data for advising, class schedules, grades, etc. There is an online tutorial for connecting to the G drive on Music Faculty Links. Faculty are automatically given Canvas on their MyCWU once classes are assigned. For help or questions regarding these accounts and access, you may contact the University help desk at x2001. For specific instructions for using MyCWU, please feel free to ask the office staff for assistance.

IV. FACULTY MEETINGS

Time is reserved on the first and third Tuesday of each month from 2:00-3:00pm for faculty meetings. The meetings will be held if there is business that needs to be discussed. Faculty should assume that a meeting is scheduled for each Tuesday unless otherwise notified. Reminders for the meetings will be sent out via e-mail with an agenda, if available. These meetings are held in Room 113. The second, fourth and fifth (if any) Tuesday of each month is normally reserved for committee meetings.

V. JOB POSTINGS

The department often receives job postings from other universities, and they ask that we post them for your perusal. These postings are posted on the bulletin board located in the faculty lounge.

VI. LIBRARY USE

A. Brooks Library

All faculty and graduate TA's have access to the Brooks library using their Connection Card. Lecturers are given access only for the quarters they are teaching. Each quarter the department secretary sends an updated list of lecturers and Grad TA's with teaching responsibilities to the Library chair. They are then approved in the system to access library resources.

Kaltura, a cloud based multi-media (audio/video) storage is available to all faculty. Access Kaltura by logging in with your CWU credentials to www.edmedia.cwu.edu This is a highly useful resource which allows you to store all of your recordings for use in your courses, research, etc... It integrates with canvas and highly recommend utilizing this resource.

B. Ensemble Library

Our music department ensemble library, though primarily populated with music for large ensembles, does contain some small ensemble literature as well. This library's resources are accessible through a free iOS app which allows searching, submitting requests, marking favorites, and for the majority of literature, viewing PDF files of the score right on your device. For more information and help setting up your iOS device please see the hall manager.

VII. MENTORSHIP PROGRAM

The first-year mentor will be the chair of the search committee. The mentor for the second through the sixth year shall be determined by mutual agreement of the probationary faculty member, the department chair, and the mentor of choice. The mentorship program is utilized when a faculty member first begins teaching at CWU and/or if a faculty has been put on probation. The mentor is a tenured faculty member.

A. Duties of the Mentor

- Observe and advise the probationary faculty member regarding job performance, relationships with colleagues, university and professional activities and discuss solutions to possible problems and concerns.
- Meet with the probationary faculty member at least once per quarter.

It is understood that the mentor does not function primarily as an evaluator, but as a means of facilitating faculty development. Any role that the mentor plays in advising the faculty member regarding methods to strengthen weak areas and address the concerns of the tenured faculty is officially secondary to that of the department chair. Notifying the probationary faculty member of concerns and tenure/reappointment decisions is the administrative responsibility of the department chair and will also be contained in the summary letter from the personnel committee.

VIII. MUSIC FACULTY LINKS

A special, hidden from normal site navigation, music faculty links page is set up at: www.cwu.edu/music/faculty-links. There are many options at this site which include viewing the halls schedule, submitting requests for supplies, desk copies, calendar, travel request information, professional development fund request form, absence requests, PR requests, audio/video requests, hiring a student, reserving space, viewing the faculty handbook, faculty performance standards document, health & safety info and links to the Associate VP for faculty forms page on the CAH faculty page. There are many self-help videos review and look here first. **Please bookmark this link for easy access.**

IX. PROFESSIONAL RECORDS

Each faculty member is responsible for updating his/her professional record each year in Faculty 180 within the deadlines given for administration submissions. For updated instructions for professional record contents and deadlines, see the CAH website at: www.cwu.edu/arts/faculty-staff-resources. The updating should include any professional activities, teaching innovations, student evaluations, recital activities, creative work, etc. Be certain to include your personal statement. No consideration for salary adjustment, promotion, or tenure will be given unless the professional record has been updated.

In addition, faculty CVs must be formatted according to CAH guidelines. A CAH CV template is accessible on the CAH website. Consult CAH “Forms” within the “Faculty Resources” link for this template and many other important forms. You can also go directly to the forms page at: www.cwu.edu/arts/forms.

X. MONEY, PURCHASING/RENTALS, STUDENT HIRING

All of the following requests must be made using the faculty links page:
<http://www.cwu.edu/music/faculty-links>.

A. Purchasing

If you wish to purchase an item using University funds, you must make this request through either the fiscal specialist (Shannon) or secretary supervisor (Teresa). This includes equipment, music (purchases and rentals), memberships, registrations, etc. Making the purchase on your own and submitting receipts for reimbursement is not acceptable. All purchases require a purchase request form found on faculty links www.cwu.edu/music/faculty-links. Please note that there is a specific link for ordering music. The secretary primarily processes memberships and registrations. Please see details on purchasing by visiting this website: www.cwu.edu/contracts/node/2472.

If requesting use of faculty development funds for your purchase, please be sure to also complete a faculty development form on the faculty links page www.cwu.edu/music/faculty-links. Each form goes through specific approval processes so you may duplicate information, but it is purposed that both forms are required.

As quoted on the purchasing website reference above, “Do not commit Central Washington University financially in any way without completing a purchase request and receiving a purchase order number. No number - No purchase!”

Also quoted, “Any expenditure or commitment to expend Central Washington University funds made without a purchase order number, will not be the responsibility of CWU to pay, but rather the individual involved will be responsible for full payment.”

In order to ensure timely arrival of the items you request; advance notice is very important and must be budgeted and approved ahead of being made. Allowing 3-4 weeks before your request is needed; gives time for approvals, processing, and any

shipping delays that may occur since vendors have a variety of shipping practices. Often, items are received in a matter of days, but there are cases where it may be weeks before receiving an order. It is recommended that you make your request for purchases as soon as you know your needs and have budgeted for them accordingly seeking approval. Planning and budgeting spring of the previous year is strongly advised. Please try to include tax and shipping when applicable to stay within faculty development funds allotted for the given year.

B. Hiring Students

Preplanning student hiring is best spring of the year prior to your hires for budgets to be approved and planned for. Please allow 30 days for the hiring process when submitting your request. Please submit your request on faculty links under 'Hire a Student' at www.cwu.edu/music/faculty-links. Upon submitting each student request; the secretary will send you a detailed student hire request spreadsheet to complete which will provide totals including benefits for your student hires. It is illegal for a student to work until all paperwork is signed and processed therefore DO NOT allow the student to work until they have been officially hired. Please emphasize with the student that they are not hired until all the paperwork is processed and if they are new hires to campus, this can take some time, depending upon email response.

Please note: In order for a student to be eligible for employment they Must be enrolled in at least 12 credits to work full-time (20 hours/week); if enrolled in 6 - 11 credits, they may only work 15 hours/week. For summer positions, if the student is not currently enrolled, they must be enrolled for a minimum of 6 credits the following fall term or complete an "Intent to Enroll" form.

C. Guest Artists/Clinicians

Department funding for guest artist honorariums are limited. Requests for department funding must be submitted to the Guest Artist committee for approval. All guest artist requests must be approved by the chair and will be paid out of the Music Events budget and tracked by fiscal specialist for equity of Music Events use in the department. Honorarium paperwork is administered by the secretary supervisor. The process can take four weeks or longer. To expedite the process, please go to the faculty links page at www.cwu.edu/music/faculty-links, click 'Pay a Guest Artist', and complete the request form. Once this request has been submitted; it will go through chair approval and if approved, secretary will process the approved amount through a requisition. Please make requests as early as possible so they can be scheduled accordingly, and so honorarium paperwork can be prepared and signed prior to the guest artist performance. All checks are mailed the week following the guest artist appearance.

D. Camp and Festival Clinicians/Directors

The first step for summer camps is to work with the fiscal specialist to create a budget and for it to be approved. The director can meet with the secretary supervisor to consider all activities of a camp in creating their budget. Camp and Festival budgets are due the spring prior to the year the camp or festival will be occurring. There are set adjudicator/clinician fees and travel amounts that will be reviewed and updated

annually. Please see fiscal specialist or secretary for the current fees as you budget. Information that is typical for a camp or festival are as follows: list of clinicians, directors, and staff, traveling in-state or out, names of accompanists if applicable and planned pay rate as well as student workers being hired. Other information to discuss would be: activities planned, supplies needed, photography and overall planning for camp to run smoothly and all expenditures to be noted.

XI. CONCERT/RECITAL GUIDELINES

A. Length

Department policy encourages faculty and small ensembles to limit recitals to one hour, as a rule. Student recital length guidelines are as follows:

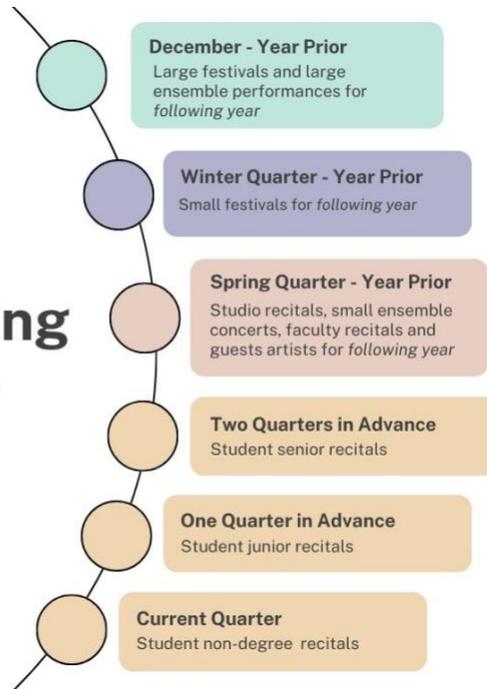
- 364 recitals (1/2 recitals) should last a minimum of 20-25 minutes, not to exceed ½ hour and can be combined with another 364 recital not to exceed 1 hour combined.
- 464 and 564 recitals should last a minimum of 45-50 minutes, not to exceed 1 hour.

B. Scheduling

An equitable system is in place and inserted below for all scheduling. Currently, please schedule as early in the previous quarter as you can for the following quarter of room use. Classes take precedence above all other scheduled items. Thereafter, large ensemble concerts, including operas, are scheduled first, small departmental ensembles, faculty recitals, and then student recitals. All concerts, and recitals are scheduled only through the office assistant 3 in the music office.

Due to space constraints in the Music building, the following resolutions were approved through majority vote. The choir room has been added as a performance space when necessary as well as adding noon performance availability on Sundays. Student recitals may be scheduled the same day as large ensemble and faculty performances. Priority will be given for department events in the Recital Hall and Concert Hall during Spring Quarter.

Scheduling Timeline



- **Large Ensembles & Festivals**
- Booked at annual large ensemble directors meeting in December of prior year
- Set up and strike time must be specified in a request to the Office Assistant 3

Smaller Festivals/Symposiums/Day long events

- Must be scheduled for the first (7) weeks of any quarter
- May be booked beginning winter quarter of the prior year

Studio Recitals & Small Ensemble Concerts

- Must be scheduled for the first (9) weeks of any quarter
- May be booked at 6:00, or 8:00 in RH, or 7:00 in CH on weekdays
- May be scheduled for even hours in recital hall or odd hour in CH on weekends
- Encouraged to not exceed one hour
- May be booked beginning spring quarter of the prior year

Guest Artists

- Please schedule for the first (7) weeks of any quarter
- May be booked at 6:00, or 8:00 in RH, or 7:00 in CH on weekdays
- May be scheduled for even hours in recital hall or odd hour in CH on weekends
- May be booked beginning fall quarter of same academic year

Faculty Recitals

- Must be scheduled for the first (7) weeks of any quarter
- Must be booked at 6:00 or 8:00 in RH, or 7:00 in CH on weekdays
- May be scheduled for even hours in recital hall or odd hour in CH on weekends
- Encouraged to not exceed one hour
- May be booked beginning spring quarter of prior academic year

Senior/Graduate Recitals

- May be scheduled for any day of the quarter
- May be booked at 6:00, 8:00 in RH, or 7:00pm in CH on weekdays
- May be scheduled for even hours in recital hall or odd hour in CH on weekends
- Must not exceed one hour
- May be booked two quarters in advance

Junior Recitals

- May be scheduled for any day of the quarter
- May be scheduled for 6:00, 8:00 in RH, or 7:00 in CH on weekdays
- May be scheduled for even hours in RH or odd hour in CH on weekends
- Must not exceed one hour (solo or joint)
- May be booked one quarter in advance

Non-required student recitals

- Must be scheduled for first (7) weeks of any quarter
- May be scheduled for 6:00, 8:00 in RH, or 7:00 in CH on weekdays
- May be scheduled for even hours in RH or odd hour in CH on weekends
- Must not exceed one hour
- May be booked at beginning of recital quarter

Juries

- May be scheduled at the beginning of the quarter
- Juries cannot be scheduled for Monday of finals week
- Jury reservations subject to change if finals conflict (finals schedule released mid-quarter)

Summer/Finals Week Recital Exceptions:

- Anne works with faculty and/or student to set recital date. If asking for finals week or summer and once she has exhausted all options; Office Assistant 3 would discuss with Secretary Supervisor who would either offer another solution or set a meeting with the following: Chair, Office Assistant 3, Media Producer Lead, applied professor, and student.
- Meeting would include discussion regarding need request, obstacles and ripple effects and technical needs affecting monitors and recording techs with all involved.
- Chair would then email out decision to all those who've met.

Guest Artists Performance Date outside of Policy:

- Anne would offer all options available.
- If none work, a meeting would be set up with Chair, Office Assistant 3, Media Producer Lead, and Faculty Host.
- Chair would then email out decision to all those who've met.

Department of Music events must be scheduled during regular building hours.

Booking windows open on the Monday of the first week of classes, except for large ensembles and festivals, which are scheduled in a designated meeting over winter break.

C. Programs

Program information must be submitted to the office at least fourteen days before the recital date. Programs will be typed and placed in the mailbox of faculty recitalist, sponsor or director within three days of its initial submission and/or an electronic copy will be emailed. Programs must be proofed and returned to the office at least five days before the recital date and final approval must be given four days prior to the recital. Failure to adhere to these deadlines, precludes a guarantee of program availability and QR code creation for the concert or recital. This procedure applies to student recitals, faculty recitals and ensemble concerts. Student recital programs will be printed on a ½ sheet of 8.5 x 11 program paper. Minimal programs will be printed; leaning primarily on QR code use. Office created program pdf's are emailed to ASCAP after each quarter.

D. Recital Cancellations

Faculty members that reschedule or cancel a recital less than one month prior to the scheduled time must do reverse publicity themselves. If cancellation is so late that reverse publicity will not be effective, faculty members or a designee must be present at the scheduled time to inform those who come to the concert of the postponement or cancellation.

XII. PUBLICITY

A. Posting

Local (building) publicity for all concerts—posters, flyers, etc.—and press releases are the responsibility of the faculty member or student responsible for the concert or recital. Please submit a PR request found on music faculty links with the requested information. The office assistant 3 and media team in the music office are responsible for putting the event on the department concert schedule, sending press releases to local media, posting on the CWU Music Facebook page, Instagram, and other various social media platforms used as well as placing the event on the department calendar and University calendar of events. All content for posting is the responsibility of the faculty or student and must be submitted to the office 30 days in advance of posting and must be submitted through the PR request link on www.cwu.edu/music/faculty-links Music concerts/recitals will be posted on the TV located in the foyer by the office assistant 3 or secretary supervisor as long as properly formatted graphics have been submitted in a timely manner. Postings for TV Monitor must be landscape orientation, correct size, and sent as jpeg. Please visit the following link for graphic specifications www.cwu.edu/music/digital-signage

B. Press Release

The music office assistant 3 will help you develop press releases and send them out to various media. Each press release must be submitted on the PR request link found on the faculty links page www.cwu.edu/music/faculty-links 30 days in advance of the event. Unless otherwise directed, they will be sent to the Ellensburg Daily Record,

Central Today, Hype (if ahead of their deadline), and the Northwest Public Radio Arts calendar. Press releases, based upon their audience, must be approved by Public Affairs.

XIII. RECORDINGS

A. Performances

Recordings of all performances are made. These will be distributed to the performer(s) and Brooks Library via a shared download link. Metadata is included for use in iTunes and other popular song library databases.

B. Rehearsal/Other

Other recordings of rehearsals, special events etc. may be requested on the faculty links page. Please purpose to submit these requests a minimum of one week in advance to allow for efficient coordination and scheduling. (Information relevant to student's recordings is covered below.)

XIV. STUDENT RECITAL REQUIREMENT/DEFINITION

Students pursuing degrees requiring applied study at the 364 level will be required to present at least a 1/2 recital or its equivalent to reflect study at that level. This requirement is not associated with any particular quarter of 364 study. Performance majors will also present a full recital in conjunction with study at the 464 level. The recital will be evaluated as outstanding, satisfactory or unsatisfactory; recitals evaluated as unsatisfactory will not fulfill this degree requirement. A recital is defined as a solo performance (or a combination of solo and chamber performance) before an audience. The style, format, repertoire, presentation, and venue of the recital are at the discretion of the instructor.

XV. FACULTY AND FACULTY DIRECTED OFF-CAMPUS ACTIVITIES

It is important for all members of the department to keep abreast of faculty and department off-campus activities. Off-campus student absences should be known in advance so that potential conflicts with on-campus performances can be avoided, and so that academic class instructors can schedule class activities efficiently. A calendar is available for this purpose and is located on the department's online calendar. Therefore, inform the office assistant 3 in the music office as soon as possible of all recitals, presentations, clinics, etc. that will take you or your student's off-campus. Include, as appropriate, what the activity is, the name of the group, the day(s) and approximate time of departure and return. Faculty members taking students off-campus when classes are in session should notify all other faculty of this fact, as soon as possible.

It is also important to keep records of on-campus activities, such as visiting school ensembles. Please email information to the office assistant 3 as soon as you have confirmed knowledge of such activities.

XVI. DEPARTMENT FESTIVALS

Festivals that involve secondary school ensembles are held annually in the music building. They are held for one, two or three days. Students working with department festivals will not be excused from classes because of their involvement, either in the

preparation of, or during the event. Students may not receive recital attendance credit for work associated with a festival.

STUDENTS

I. GRADUATE TEACHING ASSISTANTS

A. Candidate Evaluation

Faculty members within a particular instrumental, vocal or academic area should meet with the chair to share information about a potential graduate assistant's performance, teaching and academic abilities and reach an understanding as to that applicant's qualifications and appropriateness for receiving an assistantship offer. The Graduate Coordinator and Department Chair work together to assign TA's to appropriate areas of need in the department.

B. Work Load

All graduate assistants are expected to provide 20 hours of work per week. Time sheets will be provided by the graduate office and will require signature of supervisor(s) and students for each pay period. These will be signed by supervisors at the monthly faculty meetings and by graduate assistants in the music office.

Supervisors are encouraged to make comments on the time sheets as this is the only documentation of their work performance. In addition, a 200 hour log sheet requiring signatures from the TA, supervisor(s), and grad coordinator is due to the secretary supervisor at the end of each quarter. These logs are kept for documentation in the TA file in the Music department. The secretary supervisor manages the time sheets and sends them to the graduate office each quarter once all TA's, supervisors and the chair have signed accordingly.

C. Teaching Loads

TA's doing teaching should not exceed 10 contact hours of class teaching or 3 contact hours of class and lesson teaching.

TA's should be given 100% prep time for each class hour.

TA's should be given 50% prep time for each lesson hour.

II. RUNNING START STUDENTS

A. Applied Lessons

Running Start students will have the same opportunity to enroll and pursue classes in music as they would in any other area of the University. However, while permitting secondary students to enroll in college level private applied instruction provides unique opportunities to serve and possibly recruit very talented young musicians, it also introduces situations that are neither in the best interests of the department nor the student. For that reason, the Department of Music will adhere to the following policy with regard to Running Start students in private applied instruction.

Participation in Running Start provides credit bearing instruction, at a level that parallels major study in a musical field prior to matriculation into the University. It is not intended to provide "free" applied instruction for students. Enrollment will only

be considered if space is available in a faculty load. All students wishing to pursue lessons as part of the Running Start program must audition and demonstrate a level of ability equal to that required for fully admitted entering freshman (not probation).

In order to continue study as part of the Running Start program, the student must progress at a level normally expected of undergraduate students majoring in music. Students who are admitted to study as part of Running Start, must enroll in 164 level lessons for a minimum of 1 credit. Applied study as a secondary instrument, (MUS 171, 271 or 371) is not permitted for Running Start study. Students will be required to participate in applied lesson study with juries at the end of each quarter. Attendance at the recital/studio hours will be based upon the studio requirement in the applied instructor syllabus. Running Start students who desire to continue on in the Music program must complete a favorable audition and be accepted into the program.

III. GENERAL STUDENT POLICIES

A. Registration

Early registration is available through MyCWU the month before the end of the previous quarter. If students do not register early, they may register during open registration at the beginning of each quarter during the first five days of classes (add/drop. For more information regarding registration, class schedules, quarterly calendar and more, visit: www.cwu.edu/registrar/

B. Applied Music (Private Lessons)

All private instruction is by permission only. Prior to pre-registration, faculty and graduate assistants who teach private lessons will be given a list of all classes they are scheduled to teach. This includes lessons. The 5-digit class numbers are available on MyCWU, so they can be used to search the class. The student will search for that 5-digit number in MyCWU to find the lesson. An electronic schedule change form is used only if student is overloading. The form needs to be electronically signed by the student and applied professor then sent to the registrar's. See below signatures required for overload. A letter after the lesson (64) signifies which instrument the private lesson is in. ie: A=piano; B=voice; C=strings; D=woodwinds; E=brass; F=organ; G=percussion; H=guitar; I=recorder; K=harpsichord.

C. Student Load Policy

A full-time undergraduate load is between 12 and 18 credits. Nineteen credits are considered an overload and must have the chair's and advisor's signatures on the electronic schedule change form. The dean's signature must be obtained if 20 credits or more, in addition to the chair and advisor. Extra tuition is charged for all credits beyond 18. A full-time graduate load is between 10 and 16 credits. Seventeen credits are considered an overload as a graduate student and must have the chair's permission.

D. Audits

All audits require the written permission of the instructor on an electronic schedule change form.

E. Arranged Course

This is a course that is in the current Undergraduate/Graduate Catalog, but is not offered in the given quarter. Students and instructors make arrangements to enroll in an arranged course on an individual basis. Although this is not encouraged, there may be circumstances where this is necessary. All secondary lessons require an arranged course permit. To register, complete an electronic arranged course permit which requires the instructor's and chair's signatures.

F. Individual Study Course

This is a course that is not a regular course in the Undergraduate/Graduate Catalog. Such courses require an Individual Study Permit form, which **MUST** be typed and submitted and processed through with required signatures. You can find this form at www.cwu.edu/registrar/sites/cts.cwu.edu/registrar/files/documents/individual-study-permission-form.pdf. This is a permission form only and must be electronically signed by the instructor, chair, and dean. Registration itself needs completion of an accompanying electronic schedule change form. The office staff will forward both forms to the dean upon the chair's approval.

G. Change of Schedule Period

Students have the first five days of classes in which they may add or drop a course or change to a credit/no credit option. After that time, classes may be added, but will incur a late fee. Students are permitted to withdraw from a class from the sixth day of instruction through the end of the sixth week of instruction. Students are limited to the number of withdrawals. Guidelines for course withdrawals may be found in the quarterly class- schedule books and in the University catalog. A withdrawal will remain on a student's transcript with a 'W' grade and is included in the total number of credits for load and fees.

H. Syllabi

Instructors will provide each student with a written or electronic syllabus at the beginning of a course. Instructors are strongly encouraged to use the base syllabi document on the G drive or refer to links of all topics in each class. All syllabi must be submitted to the front office within the first week of classes.

I. Grade Rosters

Grades must be posted by the instructor on the grade roster found in MyCWU. Grades are due by 10:00pm the Tuesday following finals week. For complete grade posting instructions, review the MyCWU Guide for faculty and staff.

J. Incompletes

An 'I' (Incomplete) means that the student was not able to complete the course by the end of the quarter, but has satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll. An 'I' is not used in computing the

GPA. Unless a grade is submitted by the instructor within one calendar year, the 'I' will convert to an 'F.' When giving an 'I' on the grade roster in MyCWU, there is a section where the reason for the incomplete grade must be recorded. Once a student completes the requirement to receive a grade, an electronic "Change of Grade" form should be completed by the instructor and submitted for required signatures based upon the timeframe since the class was taken. This electronic form will be sent to the registrar's by the office of the last required signatory. Complete all information on this form.

K. Final Examinations

Final examinations are considered part of the students' schedule. University policy requires that the final examination day and time schedule be adhered to, i.e., exams may not be given during regular class periods. Variations from this University policy must be approved by the chair (and possibly the dean). The final examination schedule can be found at: <http://www.cwu.edu/registrar/>.

L. Class Rosters

It is most important that class rosters are checked for accuracy against those attending class. It is the instructor's responsibility to ensure that any student attending class is officially registered. This is particularly critical for applied music courses, as each tenured and tenure track faculty member's load, and pay for each lecturer is affected by each individual lesson enrollment.

M. Applied Music Policies

Applied lessons are required in every music degree offered at CWU. All students will enroll in applied study as appropriate to their degree programs. A degree program assessment will occur at the end of the freshman year. This is part of the "First Year Confirmation." Extensive additional policy details are found in the Undergraduate Handbook at <http://www.cwu.edu/music/undergraduate-handbook>. Please familiarize yourself with these policies.

N. Applied Music Jury/Final Examinations

Every student enrolled in applied music will perform a final examination. The form and venue of the applied final for students not applying for a level change is at the discretion of the performance area faculty, e.g., a performance at a convocation or recital, during a regular or finals week studio class, or during scheduled juries. Students wishing to advance to the next performance level must complete a jury performance. The jury will normally consist of all the faculty members specializing in the performance area but must consist of at least two faculty members. Jury performances are normally scheduled during finals week at the end of each quarter but can be held at other times at the discretion of each area. All final examination and juries will be evaluated as outstanding, satisfactory or unsatisfactory, and the results communicated to the department chair.

O. Recital and Convocation Attendance Policies

All students majoring in music must attend an average of eight (8) recitals/concerts and (4) convocations for each fall, winter, and spring. After four years' worth of recitals/concerts have been attended, the student will only be required to attend convocations until they graduate. Transfer students must maintain the prescribed average attendance for each year in residence until graduation or up to four years, after which convocation attendance requirements will still apply. For each convocation missed, three recitals are added to the total scans. Receiving a scan under false pretense for partial or not attending an event at all will result in three additional scans to your total requirement for each offense. Precise current policy details are found in the undergraduate handbook at www.cwu.edu/music/undergraduate-music-handbook.

P. Department Piano Accompaniment Policy

Collaborative pianists are available within the voucher system to rehearse and perform with students and/or play for studio classes. Each year area heads will budget for their areas requesting their needs for vouchers and the chair will review and approve based on the applied fees budget. The voucher form must be used to be paid through the voucher system. It will be up to the student to secure a pianist using this voucher. The pianist cannot be a student, tenure-track faculty member, or graduate assistant. All collaborative pianists will be interviewed by the lead piano professor and approved at the beginning of each academic year and this will close the list of collaborative pianists for that year. The pianist should be approved by the student's applied teacher (by signing the voucher). Once the student has found a pianist who accepts the voucher, the pianist keeps the voucher and records the dates for each service on the voucher. After all of the services are used on the voucher, it will be submitted to the music office and the pianist will be paid monthly based on piano sessions worked based on a contract drawn up each year with the contract pianist. A pianist can accept vouchers from multiple students who are from various studios, once the services are rendered, the voucher(s) can be submitted and hours entered. It is important the pianist turns in vouchers upon completion to be paid in a timely manner.

1 session = a session lasting up to 30 minutes.

The department rate per session is \$25 (or \$50 per hour) that the department will pay each pianist. Some things to remember:

- I. No pianist has to accept a voucher. Just like the current system, if the pianist feels that the piece is too difficult, or if their performing schedule is already full, then they should feel free to say "no."
- II. If the voucher only has three sessions and the pianist or the student feel that more sessions are needed, then these extra sessions will be paid directly to the pianist outside of the voucher system at whatever session rate that the pianist and the student agree to. Depending on the literature, rates may be higher or lower than the department rate.

- III. An hour session counts as two sessions.
- IV. An hour recital counts as two sessions, a half hour recital counts as 1 session.
- V. The department will award vouchers for 2 sessions for each honors jury at the end of each quarter to cover the extra cost of the honors convocation performance at the beginning of the next quarter.

Q. Student Recital Scheduling Policies

Recitals are scheduled by first visiting the music office, to get a list of dates and times that are available for the recital. An Event Approval form is given to the student to take back to his or her applied instructor. Recital and recital date must be approved by the applied instructor (if a joint recital, both instructors must approve). After the instructor chooses a date and has signed the Event Approval form, the student returns the form to the office to complete the scheduling process and must hand the forms physically to the office assistant 3 to assure the date is reserved and recital scheduled. The student must also complete a Student Charge form as each student is charged a \$50 recital fee. There is grace for one cancellation, but an additional charge for all rescheduling thereafter. Students must be registered for applied music and recital performance in the performance area during the quarter in which the recital is to be performed.

No recitals will be scheduled during the final examination week, beginning with the evening prior to the first day of finals. Recitals cannot conflict with other scheduled events. Two dress rehearsals may be scheduled in the recital hall prior to performance date. Dress rehearsal times should be scheduled at the time the recital is scheduled in the music office.

R. Recital Fees

After the Event Approval form is completed and returned to the music office, the student completes a student charge form which authorizes the music department to place a \$50 fee upon the student's University account.

S. Recording Policies

All concerts and recitals are recorded. Students giving a recital, along with their applied instructor, are provided a download link usually the next business day following the recital. Students who perform in an ensemble concert, or another student's recital, may request a download link from the front office staff.

T. Locker Assignments

All lockers are assigned in the hall manager's office, room 146 or online. The student completes a form that authorizes the Music Department to charge the student's account a rental fee of \$5 for the academic year. The fee covers the use of a department locker and lock for that time period. Students who wish to retain a locker for the summer, may do so if the student is enrolled in summer courses. Summer locker use must be arranged with the hall manager before the last day of finals week spring quarter.

U. Instrument Use Policy

The Central Washington University Department of Music maintains an inventory of instruments for students to use for classes and ensembles. These instruments may be checked out from the hall manager at no charge. However, the student is responsible for the instrument according to the terms and conditions specified on the check-out agreement. Please note the following:

1. It is advisable to notify your students to check out methods class instruments well in advance to avoid lines and delays. The first day of methods class is not ideal.
2. Methods classes requiring multiple instruments e.g. low brass and low strings, can be difficult to accommodate and may require students to share instruments. Please make arrangements with the hall manager to determine easiest solution for everyone.
3. Certain large ensemble instruments are in short supply e.g. Bass clarinets and tubas. Again, the earlier you check out instruments, the better.

V. Practice Room Policies

Practice rooms are open for use anytime the building is open. Exceptions include the four practice rooms reserved for piano practice, and the percussion practice rooms. Those practice rooms are kept locked, and students studying applied piano or percussion are issued keys to those rooms on request of the instructors. Students may reserve classrooms for practice when not occupied, on a daily basis.

Faculty may reserve unoccupied classrooms or large practice rooms for rehearsals at specific times for the term, for ensemble sectionals and enrolled chamber groups. One repeat only can be reserved for a group unless otherwise authorized.

W. Student Evaluation of Instruction (SEOI)

SEOI's are done electronically for each instructor for each class with five or more students. They are administered the last two weeks before finals start for the fall, winter and spring terms. SEOI's are administered the last week of the six week and eight week summer sessions. Students are reminded through email initially and after the first week, if they have not completed the SEIO's, daily email reminders go out until they do. The emails go to student's CWU email address. The emails contain a link to the student's SEOI dashboard and also contain information on how to install an Evaluation Kit on their Apple or Android tablet or phone. In addition, when a student logs in to Canvas, a notification window pops up asking students if they want to complete their SEOIs or go to the class. This will occur every time they log in until the SEOI is completed for that course section. Links to SEOIs appear in the left frame of Canvas as well as in their personal settings. Faculty, instructors, chairs, and associate deans are not allowed to see SEOI until results are released, which is two days after grades are due.

NOTE: SEOI's for all applied music courses are also done at the end of the quarter by those students who have taken applied music courses.

X. Core Theory Courses

All incoming freshman will be required to take an on-line placement exam as a prerequisite for enrolling in MUS 144. The cost for this exam is \$10. If a student takes the exam and scores under 75%, they may take it a second time at no expense. If a student does not score 75% or better, the second time, and want to proceed, they must enroll in a fundamentals course online at a cost of approximately \$100.

All students must earn a grade of C or better to move forward in the theory sequence. A student cannot repeat a core theory class more than three times.

A theory placement exam will be required of all transfer students who have taken theory courses at other institutions. This exam is set up by quarter content. Performance on this exam will be used to place students in the appropriate quarter of the theory sequence.

GENERAL INFORMATION

I. BUILDING SCHEDULING PROCEDURES/ROOM USE

All rooms, other than practice rooms, must be scheduled for usage through the music office. The hall calendar is maintained online with Skedda. Hall scheduling must be scheduled by the office assistant 3. The only exception: in her absence, same day reservations can be made by the secretary supervisor. It is advisable to reference the "Hall Schedules" calendar for Performance only availability prior to submitting a request. Hall reservation requests should be submitted through faculty links.

Facility & equipment use for non CWU related events is administered through SURC Scheduling and subject to CWUR 7-30-080, the Facilities Use Procedures. This policy defines rates and guidelines for use of CWU's facilities and equipment.

Students holding sectionals may request one reoccurring room reservation per quarter. Any additional requests can be made on a weekly basis. Reservations for clubs cannot be made through the music office. Club reservation requests must be submitted through Presence, the CWU Club database.

Faculty may reserve rooms in advance, for continuous periods. If faculty do not make a reservation, they do not have the right to evict a student that has reserved a room.

Room use **MUST** be returned to its default setup when you leave. Each room contains a default room setup sheet near the entrance. These clearly indicate where everything belongs. Performance hall stages must be cleared as per default layout guide with one

exception. We try to minimize the movement of the recital hall piano, so don't move it in or out unless necessary. You can find a video at CWU Music Faculty Links under Self Help Resources of proper piano moving procedure. On last thing, **TURN THE LIGHTS OFF** when you leave!

II. PIANOS

Please help us foster an environment of care for our grand pianos. Much damage has occurred through the years due to both carelessness and or ignorance. It is imperative for all faculty members to watch the “Piano Moving and Uncovering” video found in the self-help section of the Faculty Links page. Don’t simply stop there either, please continue to educate and spread the word to your students regarding this matter.

III. JAZZ ROOM AND COMPUTER LAB

The jazz room may only be used by students with prior approval from the Jazz Director who should submit his approval via e-mail to the office assistant 3 or secretary. No student will be allowed in the jazz room without this written approval. The piano lab is not available for students to reserve. This room is used for classes and open labs only. The ITS department is responsible for scheduling lab hours, hiring lab assistants and maintaining the supplies for this room.

IV. COPY MACHINE

Each faculty member and department program is issued a copy code allowing access. The copy machine in the workroom of the Music Office, is to be used for educational and department use only. The copying of personal materials is prohibited. Students who are not student employees or faculty assistants are not allowed to use the copy machine, even with the permission of the faculty. The copy machine cannot be used for the illegal copying of music. Please print only when absolutely necessary. Use Canvas and electronic format whenever possible to minimize printing.

V. EQUIPMENT

Audio and video recorders are available to check out through the hall manager. Music students and faculty may check these out. First time users will be required to receive a brief orientation of equipment use prior to checking out equipment.

VI. KEYS

The keys issued to each faculty member, staff, or student is the sole responsibility of that person. All keys must be accounted for during the annual key audit. If keys are lost or stolen, notify the office assistant 3. Any fees incurred due to a re-key process will be the responsibility of the key holder. If keys are left at home or locked in an office, the staff in the office can assist in opening your door.

Keys may be issued to students by the office assistant 3. A request for student keys must be made by the student's supervisor or professor via the Student Key Request form found in faculty links. www.cwu.edu/music/faculty-links. Once you’ve submitted your key request, the office assistant 3 will send you the link to set up an appointment to obtain keys requested.

VII. SECURITY

Security has been a concern in this building, Even more so during the summer. There have been some instruments stolen and minor destruction has occurred. Therefore, it's most important that everyone understands what is expected when a key is issued to you:

1. Keys are to be used by you, and you alone.
2. Building monitors on duty evenings and weekend hours are to be respected. This person has been instructed to keep all rooms locked, unless they have been checked out with the building monitor, and to have the building empty at the end of the day. Therefore, if someone is told it's time to leave, the monitor is stating this under the instruction of their supervisor. Everyone must leave the room and building when the building closes for the evening.
3. When a building monitor is not on duty (some holidays and all summer) building security can be very challenging. As a rule "Don't assume someone else will lock the doors behind you." If you know a lot of people are here, such as summer camps, it's probably safe to leave lockup to them. However, if you come in for a small impromptu event, and especially if you unlocked the doors, lock them up when you leave, even if there are a few wandering around. Again, never presume.

It is possible to reserve rooms through the office from 7:30 am to 3:30pm, Monday through Friday. The reservation simply assures that the room is set aside for you. The building monitor can schedule after office hours (evenings and weekends). Check with the building monitor to see if a room is available for use.

VIII. FACULTY/STAFF LOUNGE

There is a refrigerator for all to use for storing lunches, etc. Please help keep the refrigerator clean by removing anything that is old or no longer used. If you have a spill in the microwave, please clean it up immediately. Please cover your food in the microwaves to minimize clean up and empty food out of the refrigerator once a week if possible.

There are utensils, some plates, napkins, cups, etc. that may be used by all. Each person is expected to wash the dishes and/or utensils that he/she uses, in a timely manner. Please make a habit of cleaning up after yourself.

IX. MAIL

Mail is delivered and picked up at approximately 10:00 am Tuesdays and Thursdays. There is a basket on the office assistant 3's counter for outgoing mail. Be sure the complete return address is on your envelope. For your use, there are return labels under the mail basket, on the counter. For boxes or extremely oversized envelopes, see the secretary or fiscal specialist for mailing instructions. All personal mail must have the proper postage attached.

'On-Campus' mail can be put in used envelopes found next to the mailboxes in the workroom. This mail does not need to be sealed, but flaps should be tucked in or tops stapled to prevent contents from slipping out. Address the envelope by writing the person's name, department, and department mail stop code on the envelope. Make sure that all other names have been crossed out. (Check both sides of the envelope.) This prevents mail from coming back to the department or going to the wrong person.

X. DEPARTMENT COMPUTERS

The computers in the department and faculty offices are to be used for educational, departmental, and professional purposes only. It is not appropriate for students to use department computers for their personal homework, etc. The University has provided computer labs for this purpose. There is one student computer lab in the music building. Room 213 is open Monday-Friday at 7:30 am and locked by building monitors upon closing. Building monitors open Room 213 during the weekends. There is also a computer kiosk located near the bottom of the main stairwell on the first floor of the music building. This is to be used for purposes which only take a few minutes (checking e-mail, class schedule). There is no printer attached to this computer. There is a WEPA in the alcove in the Rotunda for student printing.

Considering these computers are owned and managed by the University, it's important you not alter the security settings in system preferences thus disabling CSS' ability to remotely manage and perform necessary updates and maintenance. Under no circumstances should any university computer be erased, reformatted, wiped, etc...If you're having computer problems, please contact computer support services at x2001

XI. CLASSROOM COMPUTER USE

In an effort to keep our classroom computers clean and working well we've enabled security software on them. It's important that all faculty members understand the security measures that are active on all of the classroom computers. These computers are all locked in a "Frozen" state that essentially prevents any software additions or updates as well as storage of any files on the system disk drive. If you install software or copy files to the system hard disk these apps and files will disappear when the computer is rebooted. You do have the ability to store your necessary class files on the computer, but you must use the drive named "Faculty Files." It is highly advised that you create your own folder on this hard drive using your name as its name and store all of your files inside this folder. If you require particular software be installed, please notify the hall manager who will process your request.

XII. PRINTERS

Printing should be at a minimal. There is an HP printer in the Music office that can be set to your computer for use. Please see Faculty Self Help on the Faculty Links page. If you have your own printer, the Music office will supply one ink cartridge per year, but then request your faculty development funds be used for additional ink cartridges.

XIII. PHONES

Most offices will not have a phone so correspondence will primarily be through email, canvas or in person. You are not expected to utilize your personal home or cell phone for work purposes. If you need phone use, please feel free to use the office phone at 509-963-1216. For those with phones in their offices, you can follow the voice message information in the manual sent to you by Telecom or inquire of it in the Music office.

XIV. PAYDAY

All employees are paid twice a month. For the pay period from the 1st through the 15th: Payday is the 25th of the same month. If the 25th falls on a Saturday, payday will be the preceding Friday. If the 25th falls on a Sunday, payday will be the Monday following.

For the pay period from the 15th through the 30th/31st: Payday is the 10th of the following month. If the 10th falls on a Saturday, payday will be the preceding Friday. If the 10th falls on a Sunday, payday will be the Monday following.

Each employee may apply for an electronic deposit of his/her paycheck. Paychecks are then deposited automatically into his/her account. To apply for this service, contact the Payroll Department (2233) or log into MyCWU and under Main Manager click Self Service and follow prompts to apply for direct deposit.

Pay advice for those with electronic deposit is available on-line through MyCWU. If you do not have electronic deposit, you may pick up your check in the cashier's office on the corresponding pay day. If checks are not picked up by the following payday, they are mailed to the employee's home address. For example, if payday is August 25th, checks will be available at the cashier's office until September 10th. If they have not been picked up by the 10th, they will be mailed to the employees on September 11th.

XV. PHONE

- I. On-Campus Offices including all centers: Dial the last four digits.
- II. Off campus including Residence Halls: Dial 66 + all seven digits.
- III. Local Numbers (Ellensburg, Kittitas, Thorp, and Vantage): Dial 66 + all seven digits.
- IV. Campus Operator: Dial 0.

To make long-distance calls on your office phone, you must enter a scan authorization code that you received from Telecommunications. This number will automatically be charged when placing a call from individual offices. When the Scan Authorization Number is received in the mail, keep this number in a secure and safe place.

Washington State Law¹ and University policy prohibits use of the scan long distance calling system and CWU phones for personal calls or for any purpose except official state business. Billing information for every long-distance call is described in detail on a report, and is subject to audit investigation. These reports are sent to the department and checked over by the fiscal specialist. University staff and faculty are responsible for long distance calls made and charged to their scan numbers. Any personal long-distance calls must be put on a personal calling card or charges reversed. All long-distance department calls should be kept to a minimum amount of time. The department is charged for these calls by the minute and seconds. The Scan Authorization Number must be used when making long distance calls for department business on phones away from your own

¹ WAC 106-140-110 TELEPHONE SERVICES-LONG DISTANCE CALLS. Personal long-distance calls may not be charged to any university telephone number; any individual doing so shall pay for the cost of the toll charge, plus any additional penalty charge established by the University. Long distance telephone calls may be placed from University telephones by charging the calls to a non-university telephone number, or to a credit card. Violation of this section may result in disciplinary action.

office. The phones in faculty offices are set up to allow long distance calling without entering the Scan Authorization Number. The Scan Authorization Number must be used to make long distance calls that are to be charged to the department budget, from a CWU phone. To call from a phone other than a faculty office phone, dial 56 + Authorization Number + 9+ Area Code + number.

XVI. VOICE MESSAGING SERVICE (VOICE MAIL)

- A.** Each faculty member in the music department has a voice message mailbox for receiving mail messages. Once on Voice Mail, press:
- B.** #1: to listen to messages. (to quickly get to the end of a message that you do not want to listen to, press 3,3)
- C.** #2: to send a message. Record the message, then press #. To send the message, dial in the four-digit number of the office on campus to send to. In order to send to all of the faculty in the Department of Music, press 1,1. This is a listing of all the phone numbers in the department and will automatically send the same message to each phone.
- D.** #3: Will fast forward.
- E.** #4: Replay message.
- F.** #5: Give date and time message was left and, if possible, the number that left the message.
- G.** #6: Forward the message to another number.
- H.** #7: Delete the message.
- I.** #8: Reply to the message. This will work only for a message left by another Voice Messaging Number.
- J.** #9: Save message in archives.
- K.** #0: To hear more options.
- L.** #*: To exit Voice Mail, or to get to another level of the menu.
- M.** ##: This is usually asked for at the end of something, like recording a message. **BIG TIP!!** Unfortunately, as part of the system, we often get messages that we really don't want to hear filling up our mailboxes, sort of like junk mail. As soon as you realize that you don't want to listen to a particular message, press 3,3,7. This will fast forward you to the end of the message and then delete it.

XVII. SUPPLIES

Most supplies are kept in the file room across from the secretary's office. Notify the secretary or the fiscal specialist when supplies are getting low, or if there is something you need that is not in the inventory. You may also submit your request using the form on the faculty links <http://www.cwu.edu/music/faculty-links>.

XVIII. TRAVEL

Travel Authorizations must be submitted whenever traveling. This keeps consistency and also notes when you are traveling for business purposes. Use the form on the faculty links page to get this process started. <http://www.cwu.edu/music/faculty-links>
If you have questions, contact the department secretary.