

UNM DEPARTMENT OF MUSIC FACULTY POLICY MANUAL

Approved by Department of Music Faculty November, 2000

Updated October 20, 2015

TABLE OF CONTENTS

A. <u>Teaching Responsibilities</u>		C. <u>Other Faculty Responsibilities</u>	
1. Faculty Absence.....	2	1. Dates of Campus Duty	12
2. Faculty Punctuality	2	2. Faculty and College Meetings.....	12
3. Applied Lessons.....	2	3. Department Committees	12
Lesson Length		4. Recruitment and Scholarship Awards	13
Scheduling Times to Avoid			
Location of Lessons		D. <u>Job-Related Information</u>	
Applied Course Numbers		1. Load	13
Priorities for Filling Studios		2. Faculty Performance Evaluation	14
Group Lessons		Faculty Files	
Number of Lessons Per Semester		Student Evaluations	
Makeup Lessons		Annual Biographical Supplement	
Syllabus/Statement of Expectations		3. Promotion and Tenure Process.....	14
Pedagogy & Repertoire Instruction		4. Post-Tenure Review	15
Faculty Responsibilities re Student Recitals		Department Procedure	
Juries & Concentration Approvals		<i>UNM Faculty Handbook Policy</i>	
Concert Music		5. Non-Tenure-Track Faculty Review	17
4. Academic Courses & Ensemble.....	5	6. Sabbatical Guidelines.....	17
Number of Class Meetings		7. Support for Professional Activity & Travel	18
Syllabus/Statement of Expectations		Grants & Funding Assistance	
“Dead Week”		Travel Funds	
Final Exams			
Off-Campus Class Activities		E. <u>Resources</u>	20
International Courses & Trips		1. Libraries	
Tutoring Services		2. Parking	
5. Students with Disabilities	6	3. Faculty ID Card	
6. Non-Registered Students	7	4. “Snow Days”	
7. Rotation of Classes	7	5. Athletic Programs/Recreational Facilities	
8. Teaching Problems Courses.....	7	6. Other Benefits	
9. Student Advisement.....	7	7. University Publications	
10. Office Hours	7	8. Teaching Resources	
11. Course Content	7	9. Faculty Dispute Resolution	
		10. Other Resources	
B. <u>Enrollment & Grading Procedures</u>		F. <u>Faculty Concerts</u>	22
1. Enrollment & Class Lists	8	G. <u>Use of Facilities & Equipment</u>	22
Adding a Class/Doing Overrides		1. Reserving Classrooms	
Dropping a Class/W Grades		2. Maintenance Needs	
Non-Attendance/Dropping a Student		3. Security Issues	
2. Grade Reports.....	9	4. Miscellaneous Usage Notes	
3. Grading Options	9		
Standard (Fractionated) Letter Grades		H. <u>Computer Usage & Policies</u>	23
Thesis Grades		I. <u>Professionalism, Conflicts of Interest,</u>	
CR/NC		<u>Consensual Relationships</u>	24
Incompletes			
Audit			
Change in Grading Option by the Student			
4. Grade Changes	11		
5. Confidentiality of Student Grades.....	11		
6. Resolving Grade Disputes	11		
7. Academic Dishonesty	11		

A. TEACHING RESPONSIBILITIES

1. Faculty Absence

It is expected that each faculty member will meet regularly assigned classes, scheduled examinations, posted office hours, applied music lessons, committee meetings, and other assigned duties and commitments. Further, UNM directs that all full-time and tenure-track faculty members be available for teaching and for meetings Monday-Saturday (including evening times). All absences must be approved in advance by the chair; however, the Department recognizes that an occasional absence may be necessary due to illness, accident, or family emergency.

If you are ill or have an emergency and must cancel lessons or classes, call the Music Office to request that a note be put on your office door as well as on the appropriate classroom doors. When you call, please specify what classes you will be missing and when and where they meet.

Planned absences due to responsibilities elsewhere (to attend a conference or professional meeting, for example) must be approved in advance by the Chair. A Faculty Absence Request form (available from the Music Office) must be filled out and submitted to the Department Office prior to the absence requested.

2. Faculty Punctuality

It is expected that a faculty member will make every effort to be on time to classes and lessons; however, when unavoidably detained, the instructor should expect students to wait at least 15 minutes before leaving.

3. Applied Music Lessons

a. Lesson Length

- **For Study of Principal Instrument or Area:** Lesson length is 1 hour per week, regardless of how many credit hours the student is registered for.
- **For Study of Secondary Instrument or Non-Principal Area:** A student who is enrolled for one credit hour of applied music credit is entitled to one half-hour lesson per week. A student who is enrolled for two or more credit hours of applied music credit is entitled to one one-hour lesson per week.
- **For Music Minors or Non-Majors:** The student is entitled to one half-hour lesson per week.

b. Scheduling Times to Avoid

Tuesdays and Thursdays, from 2:00-2:50 p.m., are reserved for Department faculty meetings and committee meetings. Regular classes are not to be scheduled during those time periods, with the exception of MUS 101 *Concert Music*. However, weekly applied studio classes or similar situations can be scheduled as long as department meetings take precedence as needed.

c. Location of Lessons

No student can be compelled to take instruction from a Department of Music faculty member at a private off-campus venue. It is the instructor's obligation to teach on the premises at UNM and to make up any applied lessons or instructional needs on campus if the student does not want to receive instruction at an off-campus location. A student may NOT be penalized for demanding that his or her applied lessons be held on campus. This policy has the approval of the chief academic officer of the University of New Mexico.

d. Applied Music Course Numbers

Please make sure that your students are enrolled for the correct course number for applied music lessons.

An explanation of Applied Music course numbers can be found in the Music section of the *UNM Catalog*.

e. Priorities for Filling Studio

Vocal & Instrumental studios:

- Almost all students in a studio should be music majors.
- In all categories, where the instrument (or voice) is required by the degree plan, priority is given up to the number of hours required by the degree. If a student wishes to take more lessons than required by his or her degree program, and this does not prevent other students from enrolling in the same studio, he or she must be approved for study by the Department Chair.
- All new students must audition prior to enrolling to ensure proper course assignment. Auditions will be conducted by faculty in the appropriate applied music area.
- The priority list for accepting students into a studio is as follows:
 - Students pursuing the M.M. or B.M., provided the instrument is the student's principal instrument.
 - Students pursuing the B.M.E. or B.A. in Music, provided the instrument is the student's principal instrument.
 - Students pursuing the Music Minor or Music Education Minor, when applied music is required by the degree program.
 - Graduate or undergraduate music majors who wish to study secondary instruments.
 - Full-time undergraduate and graduate students pursuing non-music degrees. These students MUST have the approval of the Department Chair.

Piano studios:

- ALL students in a piano studio should be music majors or minors.
- In all categories, priority is given up to the number of hours required by the degree. If a student wishes to take more lessons than required by his or her degree program and this does not prevent other students from enrolling in the same studio, he or she must be approved for study by the Department Chair.
- If the degree requires the Piano Proficiency, the student must have passed all elements of the proficiency exam in order to qualify for consideration in applied piano. If the Piano Proficiency is not required by the degree plan, the student's level of performance must be at least as high as that required for completion of Group Piano IV. Students who do not meet the proficiency or level requirement for applied piano will be assigned to the appropriate level of Group Piano. EXCEPTION: Students pursuing the B.M.E. with piano as the principal instrument may be accepted into applied piano provided their level is sufficient (at least as high as that required for completion of Group Piano IV). However, they must pass the piano proficiency within one year and must have taken the proficiency preview by the end of the first semester of applied study. Failure to pass the proficiency will result in withdrawal from applied instruction.
- All new students must audition for the piano faculty prior to enrolling to ensure proper course assignment.
- The priority list for accepting students into applied piano is as follows:
 - Students pursuing the M.M. in Piano Performance, the M.M. in Collaborative Piano, or the B.M. in Piano Performance.
 - Students pursuing the B.M.E. (Vocal or Instrumental concentration) with Piano Emphasis, or B.A. in Music with piano as the principal instrument.
 - Music majors who need piano for degree requirements.
 - Students pursuing the Music Minor or Music Education Minor when applied piano is required by the degree plan.
 - Graduate or undergraduate music majors who wish to study piano as a secondary instrument.
 - Full-time undergraduate and graduate students pursuing non-music degrees. These students MUST have the approval of the Department Chair. Priority will be given to students enrolled in Accompanying (MUS 395/595) or who are doing accompanying work within the Department of Music.

Requirements for Continuation in Applied Music:

Applied music instruction is to be discontinued if a student is not making adequate progress toward the degree. Adequate progress involves progress in all required areas (Concert Music, ensemble, and theory) and is defined in the Undergraduate Handbook. According to the Scholastic Standards of the College of Fine Arts and the *UNM Catalog*, faculty may exclude from the program any student whose grade point average in his or her major field falls substantially below 3.0. Furthermore, the faculty reserves the right to disqualify from further enrollment or participation in departmental programs:

- Students who fail to demonstrate reasonable progress in their professional development in music,
–or–
- Students whose conduct reveals a persistent inability to work effectively with others or an unwillingness to adhere to generally recognized standards of professional behavior,
–or–
- Students who do not consult their assigned advisor prior to registering each semester.

NOTE: Students must make acceptable progress in applied music, and should not be allowed to repeat a specific applied music course more than once without sufficient cause. While university policy is followed with regard to course repetition, no studio teacher is obligated to accept a student more than once in a given level of Applied Music.

f. Group Lessons

These are appropriate when a teacher's studio is very large, but generally only for levels 119/120 or 101/102. Consult with the chairman if you are considering scheduling group lessons.

g. Number of Lessons per Semester

A student is entitled to between 14 and 16 lessons per semester. If a student's lessons are scheduled so that they fall during the following UNM vacation days or breaks—Labor Day, Fall Break, Thanksgiving holiday, Martin Luther King Day, Independence Day—these should be rearranged so that the student receives the expected number of lessons.

h. Makeup Lessons

Instructors are required to make up any lessons that they have cancelled, whether for illness, emergency, tour performance, recital or other professional commitment. If agreeable with the student, lessons can be made up during the summer or during school breaks. Please see note above under "Location of Lessons." Makeups are not required when the student cancels a scheduled lesson; you may accommodate the student's request for a makeup at your discretion.

i. Syllabus/Statement of Expectations

Be sure to submit to the Music Office a copy of your syllabus for EACH class you teach EVERY semester (even if the syllabus stays the same from semester to semester). You should have a syllabus for each class you teach, as well as a syllabus for your applied studio. For a description of information that the university requires to be included in a syllabus, consult the Registrar's page (see under Faculty & Staff Resources>Curriculum Forms).

j. Pedagogy and Repertoire Instruction

If no Repertory or Pedagogy courses are regularly scheduled in your instrument, you should state in your syllabus how you will be incorporating the topics of pedagogy and repertoire into the applied lessons. Effective Fall 2003, our degree plans no longer require either Pedagogy or Repertory courses for winds, brass, percussion, strings or guitar. However, our accrediting organization (The National Association of Schools of Music) requires us to demonstrate how we cover these subjects in some manner. The decision was made to address these within the context of the applied studio, and to document that instruction via syllabus.

k. Faculty Responsibilities Regarding Student Recitals

Please consult the *Keller Hall Procedure Manual* for requirements and procedures regarding student recitals. While the student is expected to do a lot of the legwork, you are responsible for approving the repertoire, time, place, and other arrangements (including preview) for your students' degree recitals. NOTE: Before a degree recital can be approved, the student must be enrolled in the appropriate level of Applied Music, and have met all other recital prerequisites, including necessary course work. Lists of specific requirements are also specified in the *Undergraduate* and *Graduate Student Handbooks*.

You should proof the student's printed program and program notes (if required). The standard formats for student recital programs are detailed in the *Keller Hall Procedure Manual*. NOTE: Graduate students must follow the approval procedure for their degree recitals as outlined in the *Graduate Student Handbook*.

Make sure the student knows that it is his or her responsibility to arrange for a recording. See information in the *Keller Hall Procedure Manual*.

You must attend the student's recital and dress rehearsal. If other faculty members' attendance is required, notify them of the recital time and date.

Determine that the recital is officially approved and submitted for the student's academic record. Faculty members who are overseeing undergraduate student degree recitals are responsible for sending a copy of the signed recital program to the College of Fine Arts Senior Academic Advisor. Graduate recitals are approved via a Recital Completion Form available from the Graduate Coordinator.

l. Juries, Jury Sheets, Concentration Approval Forms

1) Each semester all students enrolled in applied music are required to perform a jury for the faculty in their area of specialization. A student who gives a degree recital during the semester is exempted from performing a jury. Be sure your students know where to sign up for a jury time. Juries take place during final exam week.

2) An Applied Music Jury Report ("Jury Sheet") is to be filled out by the student each semester prior to the jury. Make sure your students know that copies are available in the Music Office.

3) At the end of his or her second semester freshman year, a student wishing to pursue a music degree must be approved by the faculty to continue in applied music and declare the appropriate major. The applied instructor is responsible for submitting a "Degree and Concentration Approval Form" to the Undergraduate Advisor at this point.

m. "Concert Music"

This class meets at 2:00 on Thursdays in Keller Hall and is a valuable performance opportunity for your students. See the *Keller Hall Procedure Manual* for sign-up instructions.

4. Academic Courses & Ensembles

a. Number of class meetings per semester

A teacher can cancel up to 20% of the class meeting times in any given semester, but only for reasonable cause. Planned cancellations (i.e., for other than illness or emergency) must be approved by the chair.

b. Syllabus/Statement of Expectations

Be sure to submit to the Music Office a copy of your syllabus for EACH class you teach EVERY semester (even if the syllabus stays the same from semester to semester). You should have a syllabus for each class you teach, as well as a syllabus for your applied studio. For a description of information that the university requires to be included in a syllabus, consult the Registrar's page (see under Faculty & Staff Resources>Curriculum Forms).

Please give students periodic information about their current grade status.

c. "Dead Week": This term refers to the last week of classes before finals. Faculty should not give final exams during Dead Week, nor should they introduce new material during the last week of classes. In the Department of Music, however, scheduling concerts during Dead Week is permissible.

d. Final Exams

Final exams are to be given according to the Final Exam Schedule published in the Schedule of Classes each semester. Your adherence to this schedule is important because any changes may place excessive or unfair demands upon some students. A student with examination conflicts or more than three examinations in one day may ask for, and is entitled to, special consideration in rescheduling exams; the student, however, should make the difficulty known to the instructor at least two weeks before the final exam period.

A final examination schedule is not published for the summer session. Exams are given during the last week of classes.

e. Off-Campus Class Activities

If you will be taking a group off-campus for any reason, thus causing students to have to miss other scheduled classes, a memo must be sent from you to the pertinent faculty at least 10 days in advance of the event, informing them of the impending absences, and requesting that the students be allowed to make up their work. You must also consult the Department Administrator regarding insurance for students.

f. International Courses & Trips

All international academic trips require approval from the University administration. If you plan any course or trip that will involve international travel, consult the Department Administrator as early as possible so that he or she can oversee all the paperwork that must be submitted.

At least one month before departure you will need to submit a one-page summary of the learning experience that includes the title of the course, faculty sponsors, timeframe and learning objectives. At least two weeks before departure you need to submit the following information: 1) date and time of the mandatory pre-departure orientation for participants (the Global Education Office can advise you on content and format for the orientation meeting); 2) signed "Conditions of Participation Forms" for each student; 3) signed Faculty/Group Leader "Conditions of Participation Form;" 4) proof of TRAVMED or equivalent travel insurance policy for each student and faculty participant (GEO can help you find the appropriate policy); 5) copies of students' passports, travel itinerary, and emergency contact form; 6) contact numbers for the group leaders during the trip; and 7) verification of notification of travel plans with the U. S. Consulate.

g. Tutoring Services

University tutoring services are available for many academic classes through the Center for Academic Support (CAPS). Please advise students of this service if they are having difficulty in your classes.

5. Students with Disabilities

The Americans With Disabilities Act mandates that public entities such as the University of New Mexico must accommodate individuals with disabilities. The ADA prohibits discrimination both in employment and in the offering of programs and services, provided that the individual with the disability is otherwise qualified.

Based on the nature of the student's disability, UNM Accessibility Services provide general counseling and advisement, undergraduate tutoring, arrangements for appropriate exam environment, exam proctors, reading services, manual and oral interpreters, typing of class notes and papers, free copying at Zimmerman Library and access to assistive technology.

6. **Non-Registered Students**

It is against university policy for a student to participate in a course, whether for a grade or as an auditor, unless he or she has registered for the class and paid the appropriate tuition. In Music Department, an exception may be made for students who have Wind Symphony/Orchestra scholarships, but cannot officially enroll in both ensembles without exceeding their 6-hour limit for in-state tuition. Otherwise, official enrollment is expected.

7. **Rotation of Classes**

Most courses are not taught every semester, but are taught on a rotation schedule (e.g., alternate fall semesters or every spring semester). To find out when a particular course will be offered, refer to the course descriptions in the UNM Catalog, or consult your area head or the Chairman of the Department.

8. **Teaching Problems Courses**

In the Department of Music, independent studies courses (either undergraduate or graduate) are offered as “Problems.” You cannot offer as Problems a course that is already on the books unless there is sufficient reason. A student having gotten “out of sync” with his or her degree program is not generally considered sufficient reason.

To request a Problems course, a request form needs to be filled out by the student and signed by the instructor. Requests for Undergraduate Problems need to be submitted to the Undergraduate Advisor; Graduate Problems requests must be submitted to the Graduate Coordinator for approval by the Graduate Committee. All Problems course requests must receive final approval by the Chairman of the Department. Request forms are available in the Music Office. Deadlines and instructions are listed on the forms. NOTE: A special problems course may not be added after the second week of the semester.

9. **Student Advisement**

Undergraduate students should be sure to consult the Music Advisor in the College of Fine Arts Advisement Office each semester. In addition, the Department of Music Undergraduate Advisor approves all undergraduate requests regarding curriculum, and is also available for consultation.

Graduate students should consult the Graduate Coordinator. Requests regarding graduate curriculum are approved by the Department of Music Graduate Committee.

10. **Office Hours**

Post your office hours on your door. The *UNM Faculty Handbook* suggests that an instructor hold a minimum of 3 to 5 office hours per week. Since some students are on campus only on Mondays, Wednesday and Fridays, or only on Tuesday and Thursdays, it is helpful to hold office hours on various days during the week. Office hours “by appointment” are acceptable. Part-time faculty must also schedule office hours.

11. **Course Content**

Any course taught in the Department of Music should conform in content to its description in the *UNM Catalog*. It is important to adhere to the course description as it appears in the Catalog, although the manner of presentation and internal organization of the course material are left to the discretion of the instructor. Please review the Catalog for descriptions of any courses that you teach. If you wish to make significant changes to an existing course or create a new course, consult the Chairman regarding the proper procedure.

B. ENROLLMENT & GRADING PROCEDURES

1. Enrollment

a. Class Enrollment Lists

Class Enrollment Lists are now available online only via LoboWeb. Printed class lists are no longer issued. In order to be able to access your class lists, you will need to have taken several short online training courses (see below under "Computer Usage").

Teaching Assistants will be able to access the site provided 1) their teaching contract has been signed, 2) they are listed as the instructor in the database, 3) they have a UNM e-mail address, and 4) they have taken the training courses.

Be sure to check your online class lists before the end of the Drop/Add period each semester. If you have students in your class who are not listed, they should be advised to complete necessary paperwork to add the course. Students who do not complete the registration procedure are not to be permitted to attend class beyond the second week.

Be sure to check the applied course numbers that your students have registered for. Students frequently enroll in incorrect course or section numbers. Please insist that students drop the incorrect course number and enroll in the right section.

b. Adding a Class/Doing Overrides

Students are allowed to add classes or change sections without penalty during the first two weeks of class (or during the first week of summer session). After the second week of classes, a student can add a course only by obtaining the signed approval of both the instructor and the Dean via the "Enrollment Authorization During the Term" form, available on the Registrar's webpage.

If your course is not yet enrolled to capacity, the student does not need to obtain your permission to add your course. If your course is already full, the student can enroll by asking you to perform an Instructor Override via LoboWeb.

To be able to perform overrides, you will need to have taken the "Securing Private Data" and "Faculty LoboWeb" training courses. If you have not yet taken those courses, one of the Department Overriders can perform the task for you. Department Overriders for the Department of Music are the Undergraduate Advisor and the Graduate Coordinator.

Other Overrides: Faculty are now able to perform all overrides in LoboWeb, including for prerequisites, corequisites, student program or level, etc. In order to know which Override to perform, you will need to ask the student what message he or she received from the system when the registration was blocked.

c. Dropping a Class/W Grades

A student may withdraw from your course without your permission up until the end of the 12th week of classes (or first 3 weeks of summer session). If he or she withdraws within the first 6 weeks, no grade is assigned and no notation appears on his or her records. Between the start of week 7 and the end of week 12, you will be notified that a drop has been processed and that you must assign a grade of W when final grading opens. Grades of WP, WF or WNC are no longer used.

After the end of the 12th week, a student may not withdraw from a course without the signed approval of the Dean of the College.

d. Non-Attendance/Dropping a Student

University policy on student absenteeism can be found in section #170 of the *UNM Faculty Handbook* (available on the UNM website). In brief, students are expected to attend all class meetings. No extensions of vacation periods are given to any students. A student with excessive absences may be dropped from a course (via LoboWeb) at the discretion of the instructor.

Absences due to illness, or to authorized University activity such as field trips, athletic trips, etc., are to be reported by the student to his or her instructor. This does not relieve the student of the responsibility for missed assignments, exams, etc. The student is to take the initiative in arranging with the instructor to make up missed work, and it is expected that the faculty member will cooperate with the student in reasonable arrangements in this regard.

It is the responsibility of the instructor to define clearly in the class syllabus a policy regarding the extent to which absenteeism will affect the final grade.

Special Note regarding international students and absenteeism: There have been recent changes in the immigration law which include increased consequences for violation of immigration rules and regulations. International students are not permitted to drop below full-time without special authorization in advance from the international student advisor, and most students will not qualify for approval of reduced course load. Students who violate this rule will most likely be required to return to their home country and may or may not be permitted to re-enter the U.S. to resume study. Please be aware that assigning a W to an international student will present a problem if doing so brings his or her total course load to less than full-time. This applies even if the W is assigned after the completion of the semester. You may of course assign the W at your discretion, but we ask that you make an effort to ensure that the student is aware of the consequences.

2. Grade Reports

Grades are now assigned online via LoboWeb. You must have completed the Final Grade Submission online training session to be able to assign grades (see below under "Computer Usage"). Grades should be assigned within 48 hours after the scheduled exam date. Grades can be entered and submitted daily except between the hour of 7:00-8:00 p.m. All grades submitted during the day will be processed each evening at 7:00 p.m., and will be available to the students the next day.

If you have submitted your grades, and they have not yet been processed, you may re-enter your grade list and change a grade. Be sure to resubmit your changes.

If you need to change a grade or remove an incomplete after you have submitted your grades and they have been processed, you will need to submit the paper form (Instructor Initiated Grade change and Removal of Incomplete Form) to the Records Office for processing. The form is available on the Registrar's webpage.

3. Grading Options

a. Standard Letter Grades

(A = Excellent, B = Good, C = Satisfactory, D = Barely Passed, F = Failed)

UNM allows fractionated grades, in which instructors may also award pluses and minuses to show that a student's performance was either slightly above or below that reflected by the letter grade itself.

Fractionated grades are calculated into the student's grade point average as follows:

- A+ 4.33
- A 4.00
- A- 3.67
- B+ 3.33
- B 3.00
- B- 2.67
- C+ 2.33

C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

(There are no F+ grades available).

Graduate students may not be assigned C-, D+, D or D- grades. You may assign a C or C+ to a graduate student; they are able to count up to 6 hours of C or C+ toward the degree.

Beginning in Fall 2012, there are no longer WP, WF or WNC grades. Withdrawals after the last day to drop without a grade revert to W and do not affect the student's GPA.

b. Thesis grades

For graduate students enrolled in Thesis, the possible grades are PR (progress) and NC (no credit). Conversion to CR is made by the university at the time of graduation if the transcript contains at least 6 hours of Thesis with grade of PR.

c. CR/NC (credit or no credit grading option)

This option is similar to a pass/fail option, where Credit (CR) is defined as an average of C or better. CR and NC are not computed as part of a student's grade point average, but courses completed with a grade of CR are counted towards graduation requirements.

d. Incompletes

For students who have elected either the standard letter grade or CR/NC options, the "I" grade can be given, but only when circumstances beyond the student's control have prevented him or her from completing the required course work necessary to receive a regular grade by the end of the semester.

A student can remove a grade of I from his or her record by finishing the required work and presenting the instructor with an Incomplete Removal Form, which the instructor completes, signs, and forwards to the Records Office. Incomplete grades received Summer 2005 and after must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to an F.

NOTE: A student should NOT enroll in the course again in order to remove the Incomplete.

e. Audit

Students wishing to audit must have the permission of the instructor. Because they pay full tuition for the class, auditors are entitled to full participation in class activities. Grades are not reported for auditors, but the student's permanent record reflects the enrollment as an auditor.

f. Changes in Grading Option by the Student

A student may change from a letter grade option to Audit or CR/NC (or the reverse) during the first 4 weeks of classes. After the first 4 weeks, permission must be obtained from the instructor and the Dean.

4. Grade Changes

You may change a student's grade after the final grades have been processed by submitting the "Instructor Initiated Grade Change Form" to the Records Office. The form is available on the Registrar's webpage.

5. Confidentiality of Student Grades

The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates confidentiality of all student records, including exam/paper grades, final course grades, and personally identifiable information such as the student identification number. This means that a faculty member can release a student's grades only to the student and to UNM faculty and staff who have an official legitimate educational interest. Release of information to anyone else requires written permission of the student; however, certain exceptions apply. A copy of the Student Records Policy appears in the UNM Student Handbook *The Pathfinder*, available online.

The public posting of grades, either by the student's name or identification number without the student's written permission is a violation of FERPA. Instructors must exercise caution in posting students' grades or displaying the graded work of a student in a public area. Test, homework, term paper, or final course grades should never be posted or displayed publicly according to the names of the students or according to any other identifier that could readily be associated with a given student. Faculty should NOT leave graded papers or exams in boxes outside their offices; graded work should be distributed directly to each student in class or during faculty office hours, or made available for pickup by the student from department staff. Because of these legal considerations, the university would prefer that instructors NOT post grades as has been done in the past. It is recommended that teachers remind students that the grades are available online within 24 hours after the grades have been reported.

A student's parents may call a professor with questions or concerns about the student's performance. According to FERPA, however, parents do not have a right to access the records of their children who attend a university. Therefore, without the student's consent, information about grades should not be disclosed to parents. Similarly, a student's spouse or domestic partner is not entitled to information about student records without consent. FERPA and UNM policy guarantee students the right to review most education records maintained about them by the university. Student files kept by the department are available for the student to review. Faculty and other staff may keep personal notes about a student private if the notes are used only as a personal memory aid and are not shared with anyone else; the student is not entitled to review these personal notes under FERPA.

6. Resolving Grade Disputes

The UNM Student Grievance Procedure and the Graduate Student Grievance Procedures are available in the UNM Student Handbook *The Pathfinder*. You should keep written grade records that are as specific as possible in case of later questions or complaints. This applies both to academic courses and to applied music lessons. In the latter case, it is highly recommended that a grade be assigned for each lesson, with comments when the student does not exhibit satisfactory progress.

7. Academic Dishonesty

The UNM Student Handbook *The Pathfinder* contains the university's Policy on Academic Dishonesty, as well as the procedure for addressing instances of academic dishonesty, such as cheating or plagiarism. The latter is described in Article 3 of the Student Grievance Procedure. More details can be found online at The Faculty Guide to Promoting Student Academic Honesty. The Academic Dishonesty Faculty Adjudication Form should be completed by the instructor and submitted to the Dean of Students for cases in which the student has been found to have committed an act of academic dishonesty. For cases of academic dishonesty committed by graduate students, please submit the Adjudication Form to the Dean of Students and ALSO refer the matter to the Department of Music Graduate Committee for further action. A discussion of plagiarism can be found in the Department of Music *Graduate Student Handbook*.

C. OTHER FACULTY RESPONSIBILITIES

1. Dates of Campus Duty

In accordance with the *UNM Faculty Handbook*, faculty are expected to be available for campus duty one week BEFORE the start of classes at the beginning of each regular semester. All absences from the area must be requested via the Faculty Absence Request form, and approved in advance by the chair. There are limitations to absences, which the Department of Music generally internally defines as encompassing no more than 10 business days per semester.

2. Faculty and College Meetings

Full-time faculty and continuing part-time faculty on tenure track are expected to attend Department faculty meetings, as well as the College of Fine Arts meetings held at the beginning of each semester. UNM directs that all full-time and tenure-track faculty members be available for teaching and for meetings Monday-Saturday, including evening times. You will be notified of meetings in advance. For other continuing (non-tenure track) part-time faculty and temporary part-time faculty, attendance is not required but is encouraged. At present (Fall 2015) Department faculty meetings occur approximately twice a semester on Tuesdays from 2:00-2:50.

Tuesdays and Thursdays, from 2:00-2:50 p.m., are reserved for Department faculty meetings and committee meetings. Regular classes are not to be scheduled during those time periods. However, weekly applied studio classes or similar situations can be scheduled as long as the meetings take precedence as needed. "Concert Music," the weekly performance class for students, is held on Thursdays at 2:00 p.m. It is recommended that you attend when possible, so that you can show your support for your own students and for those in other studios as well.

3. Department Committees

As part of your faculty duties, you may be called upon to serve on a committee. A list of standing committees and their current membership is available from the Music Office. In addition to the Administrative Committee, the current standing committees are the Undergraduate Committee, Graduate Committee, Personnel Committee and Annual Review Merit Committee. Other committees include mentoring committees, search committees, area committees, graduate student advisory committees, and *ad hoc* committees appointed by the Chair and Administrative Committee.

4. Recruitment

Faculty are expected to perform such recruiting duties as the department has deemed appropriate. These include such activities as the following:

- Recruiting at area or out-of-state high schools
- Calling prospective students
- Sending prospective students recruitment packets, admission materials and applications
- Sending prospective students scholarship information and applications
- Visiting with prospective students and their parents on campus
- Following up on students' decisions about attending UNM
- Attending scholarship auditions: The Department holds several audition dates on campus each year for prospective students. Participation in these events is expected of all full-time faculty, and of part-time faculty as needed.
- Participating in scholarship award decisions. Faculty are expected to participate in the scholarship award process according to the following policy statement:

Awarding of Scholarships. The overall goals of the music department must be considered in the allocation of scholarship resources. The enrollment of undergraduate and graduate students pursuing

similar degrees has an impact upon course offerings and rotation, staffing, faculty loads, and budget. Talent levels and instrumentation affect the ability of students to receive meaningful instruction in large ensembles and chamber music. Scholarships are a means for the Department to achieve its overall goals as well as specific goals (e.g., increasing the number of tenors within the choir and opera programs). The awarding of scholarships must have faculty input as well as administrative oversight so that resources are utilized in the most effective way possible.

Purpose of Scholarships.

1. Recognize special musical talent and academic achievement.
2. Aid in recruitment and retention of the most talented music students.
3. Achieve balance within studios and ensembles.
4. Achieve balance between undergraduate and graduate students.
5. Achieve balance within degree programs.

To these ends, music scholarships need to be targeted toward meeting specific goals with an eye on the larger picture. Success in music requires musical talent, academic ability, and personal discipline, and all must be considered in the awarding of scholarships.

Faculty Role. The primary roles of the faculty are to recruit and attract talented students into the audition process and fairly assess each student's potential in music. The faculty make recommendations to the administration about which students should be considered for awards along with a rating of the student's musical ability based upon the audition and personal knowledge, the student's academic record including GPA and test scores, and any information known about the student's personal habits that may have a bearing upon future success.

Administration Role. The administration's primary roles are to:

1. Establish and advertise audition dates.
2. Assess the overall and specific needs for the coming year.
3. Develop resources adequate to meet anticipated needs.
4. Consider all faculty recommendations for scholarships.
5. Apportion awards fairly and consistently.
6. Send scholarship offers in a timely matter.
7. Receive acceptance letters.
8. Communicate to faculty members on the status of students recommended for awards.

Shared Role. The administration and faculty are jointly responsible for conducting and establishing a uniform audition procedure that is welcoming to students, presents the department and university in a favorable manner, and makes every attempt to accommodate the needs of auditioning students and answer questions from prospective students and parents. While each area will have specific ways of handling scholarship auditions for both undergraduate and graduate students that may vary somewhat, appropriate participation of the performance faculty, ensemble directors, administration, and academic faculty who have input regarding scholarships is expected. All will adhere to common deadlines and established procedures for awarding scholarships and communicating to students that are sanctioned by NASM.

D. JOB-RELATED INFORMATION

1. Faculty Load (As approved by the College of Fine Arts, 1996)

a. Faculty Workload Report. You will be asked each semester to fill out a Faculty Workload Report detailing your activities.

b. Applied Music Section Numbers. Be sure to check your class enrollment lists (available via LoboWeb) to make sure your applied students are registered for the correct section so that you get proper load credit. You will

have a section number assigned to you for each instrument that you teach; this number remains the same for all levels of applied music in that instrument. (NOTE: Applied section numbers are fairly permanent, but do sometimes change for scheduling purposes).

c. Continuing Students. By Week 8 of the semester, you will need to notify the department chair regarding students who plan to continue their studies, and any new students expected to pass their auditions for the next semester. Appropriate adjustments will then be made in your load for the next semester.

2. Faculty Performance Evaluation (Policies reflect those found in the *UNM Faculty Handbook*).

a. Faculty Files

The department maintains two files for all full-time and part-time faculty—a personal file and a confidential file. You may place information in your own file regarding your activities and accomplishments. Maintaining a current file is particularly important for faculty in a tenure-track position, and for those who will be evaluated in the university's post-tenure review process.

The personal file is an open, historical file, and contains non-confidential material such as those submitted by the faculty member (updated vita, programs, perhaps the original offer letter, approval to teach at the graduate level, commendation letters, concert reviews, concert materials, past sabbatical reports and requests, general biographical information, current contract letter, etc). The personal file also contains a cover sheet itemizing all material in the confidential file, including dates the material was placed in the file and/or destroyed. All faculty members can request to see (within 24 hours) their personal file, including the cover sheet describing the confidential file contents.

The confidential file contains such review items as steering committee reports and annual reports; these and any other sensitive materials should be destroyed within a reasonable time (usually 5-7 years if the issue has been addressed). For instance, once tenure has been received by a faculty member, all confidential review material should be destroyed and the final tenure approval letter from the Provost placed in the historical file. All faculty have the right to know the contents in their confidential file, and may request to see a redaction of the contents. For further information, see Section E of the *UNM Faculty Handbook*: "Confidentiality of Faculty Records." The faculty member must be notified of any addition to the confidential file at the time the addition is made.

b. Student Evaluation Surveys

Each semester, all full-time faculty and permanent tenure-track part-time faculty are expected to provide their students with an evaluation instrument that can be used to evaluate the instructor's performance, the instructor's conduct of a course, and the course content itself. These are used both in the tenure process and in post-tenure review. The use of evaluation surveys is optional for temporary or permanent non-tenure-track part-time faculty.

As of Summer 2015, UNM utilizes an online evaluation tool called Evaluation KIT. Students complete the surveys via their Web browser or smartphone app. The Chairman will be responsible for tabulating the results and will provide the faculty member with a confidential summary and maintain records in the department files on teaching evaluation.

c. Annual Biographical Supplement

The Office of the University Secretary maintains a copy of your Curriculum Vitae. Copies of updated CVs will automatically be placed in your file from the promotion and tenure process. You are also encouraged to submit an updated Curriculum Vitae at any time (i. e., when an honor or award is granted) to the Faculty Contracts Office.

3. Promotion and Tenure Process: Guidelines for Evaluation & Mentoring Committees

(See the *College of Fine Arts Guidelines and Guiding Documents Promotion & Tenure Process*, revised Dec. 17, 2010, available from the College of Fine Arts)

Each tenure track faculty member will be assigned two separate committees in consultation with the chair and area faculty: one to evaluate and mentor in the area of teaching and one to evaluate and mentor in the area of scholarly/creative work. Each committee will generally be comprised of at least two tenured faculty members and the makeup of committees and their specific roles will be determined according to each area of specialization, if practical, as follows (this is a general guideline):

Studio Faculty: 1 studio faculty member and 1 large ensemble director.

Ensemble Director: 1 studio faculty member and 1 large ensemble director.

Academic Faculty: 1 academic faculty member in a related area and 1 at-large faculty member.

Note that it is possible for the respective mentoring and teaching committees to consist of the same faculty rather than be two separate committees (this is a practical necessity when the number of tenured professors limits participation because of a large number of tenure-track faculty members). Each committee is required to work with the faculty member to create a mentoring document based on the original offer letter in the first year of hire. In addition, the mentoring committee meets with the faculty member at least once each year to discuss progress and file an annual report with the department chair. The annual reports by the evaluation committees will be made available to the entire tenured faculty during the mid-probationary and final year of probationary status. Each member of the teaching evaluation committee is expected to observe teaching a minimum of three times each academic year. The teaching committee will interview students and solicit input from other faculty members in related areas. Each member of the mentoring committee is required to be knowledgeable of the faculty member's scholarly/creative work for the current year by reviewing material, reading reviews, seeking input from other faculty members, and/or attending or listening to performances by the faculty member.

4. **Post-Tenure Review** (approved Spring 2000; updated Fall 2007)

a. **DEPARTMENTAL PROCEDURE FOR POST-TENURE REVIEW:**

Activity Profile – Post-Tenure Review

Each Tenured Faculty Member is required to annually submit a post-tenure review report by the end of spring break, the report covering 2 years prior and the current academic year (anticipated through June), organized in the following format based on College of Fine Arts Guidelines. College Guidelines require that the Chair of the unit is responsible for Post-Tenure Review. In Music, the Chair and Associate Chair will administer Post-Tenure Review and this process will be performed by April of each academic year:

Teaching (30 points, 10 points per category):

- 1) Student Evaluation scores, sorted by level of course
- 2) Load: Teaching loads
Graduate student supervision
Mentoring of students outside class in rehearsal and performance situations (e.g., number of recital supervisions, studio classes)
- 3) Teaching presentations/clinics outside UNM, workshops, master classes.

Research/Creative (30 points, 10 points per category but categories 2&3 may be combined for a maximum of 20 points, depending on quality):

- 1) Professional presentations at conferences and/or professional meetings, indicating whether the conference is regional or national and the presentation is by invitation.
- 2) Numbers per faculty of publications; books; book chapters; articles; recordings; grants; grant proposals.
- 3) Activity involving concerts/performances/exhibitions on campus
Activity involving concerts/performances/exhibitions off campus

Service (30 points, 10 points per category but one category can be eliminated with scoring changed to 15 points maximum for remaining categories):

- 1) Number of departmental service assignments

- Administrative Work
- Search committee work
- Number of college/university committees
- 2) Recruitment
- 3) Projects, performance, teaching, working with organizations within UNM
- Projects, performance, teaching, working with organizations outside UNM
- National professional service

SCORING: A total score for the three categories is 100 points. The points are distributed as follows: 30 points maximum for each category of teaching, research/creative activity, and service with 10 points maximum for a consideration of overall quality (totaling 100 points). All categories are averaged over the 3-year period.

A faculty member who scores below 70 pts for the three categories combined will receive an evaluation that notes deficiencies and will begin a process for addressing the deficiencies.

b. FACULTY HANDBOOK POLICY RE POST-TENURE REVIEW:

The following is a statement of criteria and procedures for the annual evaluation of the performance of tenured faculty members as required by section 4.9.4 of the *University of New Mexico Faculty Handbook*.

a. Faculty Data

Following the guidelines in section 4.9.3 of the *UNM Faculty Handbook*, annual evaluations will be based upon but not limited to the following materials:

- Workload Reports
- Biographical Updates
- Student Evaluations
- Report on Recruitment Activities

If workload reports already include all pertinent biographic information and/or recruiting information or if a biographical update already includes recruitment information, there is no need to duplicate information by filing all four of the above. In addition, peer evaluations may also be used, though not necessarily on an annual basis, and any faculty member may write a self-evaluation letter annually if there is concern that the above documents don't accurately reflect the individual performance record. Individual reports will be compiled and put in a summary form which will be available to those faculty requesting aggregate information for purposes of appeal or rebuttal.

b. Criteria for Evaluation

Criteria for evaluation are those specifically outlined for tenure-track faculty in "Policy Concerning Promotion and Tenure for Faculty Members of the Department of Music of the University of New Mexico," available from the Music Office. The relevant criteria for evaluation set standards for teaching, creative and research activity, and "academic service and general faculty responsibilities" and are suitable for tenured faculty members as well. These are detailed on pp. 2-5 of the document, first adopted in 1980, and amplified by the former Dean of the College of Fine Arts on pp. 8-9. Any change in this policy must be approved by a majority of the Department of Music Faculty (unless superceded by the *UNM Faculty Handbook*). Any future changes to the criteria for evaluation will immediately become the relevant criteria for Post-Tenure Review as well.

c. Process for Annual Evaluation

After all relative data have been collected, the chair will examine materials relating to each tenured faculty member and evaluate these according to the criteria established above. The chair may, at his/her discretion, instead form an annual review committee that includes the chair, associate chair, and/or another selected tenured faculty member serving on the Administrative Committee to oversee the entire annual review process. If the annual review is done by committee, however, the entire committee is obligated to evaluate every tenured faculty member in the review process for that year. Other aspects of the annual review process will follow the faculty handbook, particularly as stated in sections 4.9.4, 4.9.5, and 4.9.6.

d. Process for Complete Review (if needed)

The process for a more complete review, if necessary, will follow what has been stated in the faculty handbook with particular emphasis in sections 4.9.7 through 4.9.10. In the case where a more complete review is needed, the chair will be obligated to form a committee of all tenured faculty to oversee the more complete review as would occur in a mid-probationary review. The tenured faculty may choose to elect a smaller committee of at least three representatives to oversee the process and report back to the entire body of tenured faculty.

In all cases, procedures that have not been specifically identified in the above policy are those specifically stated in Section 4 of the *Faculty Handbook*.

5. Annual Review Policy for Non-Tenure Track Faculty

Annual review of our part-time and full-time non-tenure track faculty is an important means of evaluating our non-tenured instructional staff. It is a measure of their effectiveness in the studio and classroom, as well as an instrument for all to understand and improve teaching.

The review will consist of five parts:

1. The review of updated curriculum vitae. This may be supplemented with lists, recordings, and hard copies of performances outside the university, recent publications, creative works, service both within the university or to the profession and any relevant materials thought to be of aid to the review.
2. The review of student teaching evaluations.
3. Classroom observation by a senior faculty member of the area in which non-tenure track faculty member is presently assigned.
4. The preparation of a summary report and recommendation by the area head or representative to the Department Chair.
5. A meeting with the Chair to review the summary report, where appropriate.

Schedule for Evaluation and Review:

January 31	Updated C.V., student teaching evaluations and other materials due to Chair's Office.
March 30	Review, teaching observations, summary report and recommendation.
May 15	Meeting with the Director, if needed.

6. Sabbatical Guidelines (approved CFA Personnel Committee 1/11/06)

From Faculty Handbook C200 Sabbatical Leave:

8. Approval of Application: Primary responsibility for determining the merit of a proposed program from the point of view of the validity of the program and the probable value of the program to the faculty member and to the University lies in the department and should be accomplished by a departmental committee. The departmental chairperson shall forward to the dean the departmental evaluation together with the chair's recommendation and a statement as to how the teaching obligations of the department will be achieved in the event the proposal is approved. The dean with the advice of a college-wide faculty committee, shall then evaluate the proposal both on its merits and on its effect on the operation of the college. The dean shall then send the departmental and college recommendations to the Deputy Provost so that the original and one copy of the proposal together with all recommendations shall reach that office by February 1 for a leave commencing in Semester I of that year and by October 1 for a leave commencing in Semester II of the following year. The Provost/VPHS shall verify that the applicant is eligible for the proposed leave and that provisions of this Policy have been properly followed.

10. *Sabbatical leave is available under the following four options to any faculty member with tenure or to any faculty member in the last year of the probationary period for whom a favorable decision has been reached with regard to tenure. Those options should be discussed with the departmental chairperson, and the application should indicate the option desired. After any period of at least three years of full time service at the University of New Mexico.*

1. *One semester at 2/3 salary for that semester.*

After any period of at least six years of full-time service (or equivalent part-time service) at the University of New Mexico without a sabbatical

2. *One semester at no reduction in annual salary.*

3. *One full academic year at 2/3 salary.*

4. *Semester II of one year and Semester I of the following year, at 2/3 salary for each semester of leave.*

14. *Upon returning to the University, every faculty member granted a sabbatical leave shall submit promptly to the Deputy Provost, with copies to department chairperson and dean, a full report of the research, creative work, publications, or other results of the period of leave. The report submitted to the Deputy Provost shall be deposited in the faculty member's personnel file.*

Sabbatical proposal needs to include the following:

- (A) Describe the research/creative project you will pursue while on sabbatical. State 1) the connection and importance of this project to your ongoing research or creative work; 2) the impact this project will have on your teaching—specify if the project will affect particular courses (new material, new methodology, or new course); 3) the intended outcome of your proposal including presentation or publication.
- (B) Individuals requesting sabbaticals need to work with their Chairs to define how their teaching obligations will be covered for the period of the sabbatical. The request cannot go forward without a memo from the Chair stating the details of the coverage plan and approving this request.
- (C) Each sabbatical proposal must be accompanied by a memo from the Chair with the department's evaluation and the Chair's recommendation.

Process

- The candidate submits request to the Department Chair.
- The Chair submits the request with a recommendation to the Dean's Office.
- The College Personnel Committee submits a recommendation to the Dean.
- The Dean submits a recommendation to the Provost.

7. Support for Professional Activity

a. College of Fine Arts Development Office

Research and Creative Work Grants are available from the College of Fine Arts. Support for professional activity is available to CFA faculty (including those on sabbatical leave) and staff. Preference is given to projects involving new research or creative work; projects that are interdisciplinary and that involve collaboration are welcome. Funds may be used for one or more of the following: 1) purchase of supplies or equipment, including reproduction rights and related publication costs, 2) pertinent travel, 3) services specifically required to complete the project (including graduate assistant stipends), 4) purchase of release time to work on the project (through hiring of replacement part-time faculty or staff). Application deadline is usually in September or October.

Career Enhancement Grants are available from the College of Fine Arts. These are available to CFA faculty (including those on sabbatical leave) and staff, and provide support for projects that enhance one's career. In the past, funds have been available for participation in workshops, symposia, annual meetings, and other educational and training events that develop the applicant's professional experience and knowledge. Relevant expenses might include 1) travel, 2) registration costs, 3) material and equipment costs directly related to the event, 4) hotel and per diem costs. Application deadline is usually in September or October.

Grant-writing services: The CFA Development Office has a small pool of on-call grant writers. If you or your program have a research/creative work idea or project that could possibly be funded by an external agency (foundation, corporation, government agency, etc.), contact the CFA Development Officer or the Dean. If the project is determined to have funding potential, the College will attempt to assign a grant writer to the project.

Fundraising assistance: In addition to helping with grant-writing, the Development Office can assist faculty with fundraising projects and coordinate these with the rest of the University. Notify this office if you have particularly interesting events that might appeal to donors. Keep them informed of faculty and student achievements and awards. If you are doing performances, lectures, or conferences out of town, they can try to organize an alumni/donorevent.

b. Other UNM Funding Sources

For more information about available grants, see the UNM Research Allocations Committee webpage. Awards and grants are also available through the UNM Center for Teaching Excellence.

c. Department Travel Funds (guidelines established by the Administrative Committee 8/20/79).

Department travel funds are available for in-state or out-of-state travel within the continental U.S., and for international travel.

Out-Of-State Travel

If departmental funds are ample to cover all requests, the chairperson can distribute the funds as he wishes. Should the funds prove insufficient, they should be shared and their expenditure must be justified by the chairperson. The department cannot cover tuition, dues and the like. All calculations will be concentrated upon travel. Subsistence, when feasible will be provided.

A Request Form for Out-of-State Travel Funds can be obtained from the Music Office.

Guidelines: The Department of Music considers three categories for use of out-of-state funds. A faculty member may make more than one out-of-state excursion, but usually only if they are of different categories.

- Category I. Those at which attendance is a distinct service to the institution. Functions at which UNM must be represented for the acquisition of information, or for the presentation of information, or for the presentation of an institutional posture, etc. are in this category. Such attendance is in effect, an assignment, a service, an obligation which the institution asks an individual to undertake in its behalf.
- Category II. Those at which attendance primarily enhances the image of the institution. Such functions are generally invitational or elective in nature. They may enhance the professional growth of the individual—certainly, they will enhance his professional stature—but even more, they reflect credit and prestige on UNM in that one of its faculty or staff has been invited or elected to participate.
- Category III. Those in which professional improvement of the individual is the primary goal. Attendance at regional and national meetings for the purpose of extending individual professional competence and professional growth in the purpose of such travel. Expenses for recitals, performances, concerts should, whenever possible, be borne by the host.

Funding Out-of-State

- Category I: Full compensation and of top priority.
- Category II: Funds for transportation and other reasonable and necessary expenses, if available.
- Category III: As a rule, only travel will be covered.

Faculty who have not traveled the previous year will be given first priority.

Important: All approved out-of-state travel must have the proper requisition processed four weeks

before the trip commences.

Funding In-State

In-state travel (in Albuquerque, mileage only) by its nature is different, is often requested for less than a day, is planned at the last minute, and includes recruiting, public relation trips, attendance at conferences, and the like. Decisions as to funding will be made by the chairman; these will not receive the scrutiny of the Administrative Committee. No form need be filled out; conferences with chairman are adequate.

In order to be reimbursed for the mileage, you must keep track of your odometer readings—when you leave the University and when you return. At the end of each semester, submit these readings along with the dates, names of schools visited and purpose of trip to the Chair who will complete the necessary University form for your reimbursement.

Funding Rates

For current information on university rates and regulations, please refer to the following:

- University Business Policies & Procedures Manual (Policy 4030: Travel)
- UNM Financial Services Division: General Accounting

E. RESOURCES

1. Campus Libraries

Fine Arts Library: The Fine Arts & Design Library is located on the fourth floor of George Pearl Hall. Consult library personnel about services available to faculty.

Zimmerman Library: Zimmerman is the main library facility at UNM. It is located on the north side of the UNM Plaza.

2. Parking

Information about parking on campus is available on the UNM Parking and Transportation Services webpage. As faculty, you are entitled to a parking permit, but there is a fee, which can be deducted from your paycheck on a monthly basis. Faculty permits are valid for a one-year period beginning with the first day of classes in the fall semester.

3. Faculty ID Card

All faculty should obtain a “Lobo card” from the Lobo Card Office, located in the Student Union Building. The Lobo Card has no expiration date.

4. “Snow Days”

Rarely, weather conditions will warrant closure of the University. The UNM home page will announce closures, and the university will also send out emails to students and faculty via the emergency notification system. You can also listen to local radio and television stations for information about UNM, or you can call the UNM Snow Hotline at 277-SNOW to find out if classes have been cancelled, or have been put on a delay.

It is rare for UNM to close completely due to snow—a “delay day” is more common. A “two-hour delay” means that the university will open at 10:00 a.m. instead of 8:00 a.m.; any classes scheduled to meet before 10:00 a.m. are in effect cancelled. HOWEVER, please note that in response to requests from several faculty members, this policy was recently amended as follows: Under the revision, when classes and laboratories are normally scheduled to be IN PROGRESS at the time of a delayed start, they will now begin at the delayed start time and end at their normally scheduled time.

Regarding grading & exams: In the event of a delay or closure during finals week, faculty are provided with three options to choose from:

- Faculty may assign as final grades, the current grades that students have going into final exam week.
- Faculty may make provisions for students whose exams are canceled to contact them for the scheduling of a makeup exam or alternative arrangements.
- Faculty may, as a last resort, choose to assign incomplete grades.

5. Athletic Programs/Recreational Facilities

Faculty discounts are available. Contact the Recreational Services Department (located in Johnson Center) for a schedule of services, classes and events.

6. Other Benefits

Check the “Lobo Perks” webpage for discounts in all sorts of categories that are available to UNM faculty.

7. University Publications

The UNM Faculty Handbook: Contains detailed information about university policies and procedures.

Policy on Academic Freedom & Tenure: This is section B in the *UNM Faculty Handbook*. A copy of this section is available separately from the Office of the University Secretary, Scholes Hall. The *Handbook* is contractual and clarifies your rights and responsibilities.

The Pathfinder: This publication is the UNM student handbook and describes various campus resources and university policies. It is available online.

The UNM Catalog: This publication lists curricular policies, requirements for various degree programs, information on all courses offered, etc. The *Catalog* is no longer published in hard copy, but can be viewed online.

Schedule of Classes: This publication lists what courses are scheduled to be offered in a given semester. It used to be published in hard copy, but is now available only online.

8. Teaching Resources

Center for Teaching Excellence (CTE): CTE is the University’s faculty development program. This center serves as a general resource center for all UNM faculty, including adjunct faculty, teaching assistants, clinician educators, and all others who have an instructional role in the classroom.

9. Faculty Dispute Resolution

The Ombuds/Dispute Resolution program provides mediation and conflict resolution services to UNM faculty and administrators who are experiencing workplace conflicts.

10. Other Resources

Be sure to check the UNM homepage under “Information for Faculty” for many other resources available to faculty.

F. FACULTY CONCERTS

1. To Schedule a Faculty Concert or Recital

Contact the Keller Hall Manager, Room 2134, 277-2131. Use of the hall is governed by regulations as stated in the *Keller Hall Procedure Manual*. Please also note the restrictions on the use of the pianos in Keller Hall as stated in the *Keller Hall Piano Use Policy*.

2. Concert Publicity

Publicity for faculty concerts and recitals is handled by the Keller Hall Manager. Please e-mail your information at least two weeks before your performance, including program, guest artists, insight into why you are performing specific pieces, composers, etc. Include photos if possible.

3. Faculty Concert Recordings

Concert recordings are handled by the Department Recording Engineer. Please do not give your copies of your recitals to students to burn CDs of their own, or burn CDs for them with your equipment. Students can purchase inexpensive copies of recital recordings from the recording studio, which relies on money from these reproduction fees to meet its operating expenses.

4. Guest Artist Concerts

Recording of guest artist concerts may be arranged with the recording studio if the recording engineer or a studio assistant engineer is able to work it into the schedule. If you are bringing in a guest artist, please give at least 30 days advance notice to the recording studio.

G. USE OF FACILITIES AND EQUIPMENT

1. Reserving Classrooms

The Schedule of Classes for Spring semester is made up at the beginning of the previous Fall; the schedule for Summer and Fall semesters are made up at the beginning of the previous Spring. You will receive drafts of the schedule to proof before the schedule is finalized.

If you need a classroom for a special use, you must officially reserve the space in the Music Office. Do not assume that an empty room is available. If you are using a room without having officially reserved it for that time, you may be requested to leave.

2. Maintenance Needs

Report general maintenance problems to the Music Office (e.g., replacement of lights, plumbing problems, locks that don't work).

For issues involved in setting up a new office (installing phone lines, ethernet hookup, getting keys, etc.), see the Department Administrator.

All pianos are tuned and maintained in regular rotation by our in-house piano technician. If you notice that an instrument needs repair or tuning, please indicate the problem on the piano maintenance request list in the Music Office.

3. Security Issues

Practice Room Area: The practice room area in the basement is secured, with access by Lobo card. This

area also includes the hallway that includes B134, the band office, percussion studios and Early Music Ensemble Room. Care should be taken to make sure the access doors to the secure area are not left open (an alarm will sound), and that you do not allow unauthorized persons entrance into this area. Your ID card should be automatically programmed to allow you access; if it does not work, notify the Music Office.

Classrooms: Classrooms (including large rehearsal rooms and Keller Hall) are not supposed to be used as individual practice rooms, especially because of the wear and tear on the pianos. You should try to be aware of who is using rooms in this manner. You are entitled to ask people using the rooms inappropriately to leave.

Theft: To report a theft, contact the campus police. For theft of department property, also notify the Keller Hall Manager for inventory purposes.

Faculty Office Security: It is strongly recommended that you NEVER leave your office unlocked or unattended even for a few minutes. Theft on campus is an ongoing problem, and incidents have occurred when a faculty member was absent for only a moment or two. Do not install extra locks to your office; janitors and security people need ready access in case of fire or other emergency.

Outside Doors: There is no curfew on use of the building by faculty, but the building will be locked up at night by Campus Police. For security and personal safety reasons, do not prop open any outside doors after hours.

4. Miscellaneous Usage Notes

Blackboards: Do not use water to clean the blackboards. This is a request from the custodians.

Space Heaters: There are university guidelines regarding the use of space heaters—you can access the policy by doing a search for “space heaters” on the UNM website. PLEASE use heaters only if you must, and be very careful!

Smoking Policy: The Center for the Arts is a completely non-smoking building. As of August 1, 2009, the entire UNM campus also became smoke free. This policy includes all forms of tobacco, and applies to all areas of the campus, including all vehicles (both private and university-owned) while on University property. There are a few designated smoking areas available, but notably the parking lot next to the loading docks is NOT one of them! The closest one is on the west side of the old reservoir. You can view the university's policy online.

Alcohol Policy: The use of alcohol is prohibited on University property. Exceptions are made for receptions and other special social functions sponsored by a University department or other unit when approved by the President in advance. Details of the university policy on alcohol usage may be found in *The Pathfinder*

H. COMPUTER USAGE & POLICIES

For information about acceptable computer use, computer security controls, and computer use guidelines, please refer to the *University Administrative Policies and Procedures Manual*. In particular, please see Policy No. 2500: “Acceptable Computer Use.” The *Policies and Procedures Manual* may be accessed from the UNM home page under “Information for Faculty.”

There are also guidelines about College of Fine Arts computer usage; these documents are available from the CFA Office.

For technical help with College of Fine Arts computer issues: Email CFAHELP-L@unm.edu.

IT (Information and Technology Services): IT provides computing services and support for the academic community. The IT Support Center can be reached at 277-5757.

Web Training: In order to access student grades and enrollment, you must take several online training courses in order to be able to fulfill your instructional duties. These training sessions are available from Learning

Central. To access the site, log into MyUNM, click on Employee Life, then under “Banner Training” click on Learning Central. Check with the Music Department Administrator to make sure that you know which trainings you need, but the normal ones include the following:

- Securing Private Data
- Faculty LoboWeb
- Final Grade Submission
- Preventing Sexual Harassment
- Basic Annual Safety Training

I. PROFESSIONALISM, CONFLICTS OF INTEREST & CONSENSUAL RELATIONSHIPS

You are expected to adhere to the commonly accepted standards of professionalism as a faculty member. You are a representative of the university and of our department, and as such, your behavior reflects not just upon you as an individual, but also upon the institution that employs you. Please refer to the policies set forth in Section 2000 of the *University Administrative Policies and Procedures Manual*. In particular, please refer to Policy No. 2215: “Consensual Relationships and Conflicts of Interest.” The *Policies and Procedures Manual* may be accessed from the UNM home page under “Information for Faculty.”