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**School of Music and Dance
Faculty and Staff Handbook
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**University of Oregon
School of Music and Dance
Governance and Operational Policies**

October 13, 2014 (Approved) • August 12, 2015 (Updated)

The UO School of Music and Dance is nationally recognized for its dedication to the highest levels of excellence in teaching, performance, and research. Located in Eugene, Oregon — nestled between the Pacific coast and the Cascade Mountain range, and noted for its natural beauty — it is the only comprehensive School of Music and Dance in the state of Oregon authorized to grant master's degrees in dance and doctoral degrees in music.

The University of Oregon School of Music and Dance has a threefold mission:

- To prepare students to lead lives enriched by the arts of music and dance;
- To provide comprehensive programs for those pursuing professional careers in music and dance, and a broad range of courses for those seeking a liberal arts education;
- To serve as an educational and cultural resource for the University of Oregon, the local community, and the state of Oregon.

Article I: Membership and Voting Privileges

Membership in the Faculty

Membership in the faculty of the School of Music and Dance shall consist of all tenure-track and tenured faculty (TTF) (assistant professors, associate professors, professors) and non-tenure track faculty including career NTTFs (instructors, senior instructors I and II) and temporary faculty hires (adjuncts and faculty fellows) who have an appointment in the School of Music and Dance. Faculty members on sabbatical or other leave may choose to participate in governance issues as their interest and commitments allow.

Voting Privileges

Voting privileges and committee membership shall be extended to all faculty members in the School of Music and Dance as defined above including all professors, associate professors, assistant professors, career NTTF instructors, adjuncts, and faculty fellows except where otherwise stipulated or restricted in these policies.

Funding Contingent Faculty

Time spent by funding contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.

Article II: Administrative Officers

Faculty Administrative Officers

Dean

The dean will serve as chair of meetings of the entire School of Music and Dance faculty as well as meetings of music faculty. In case of absence of the dean, an Associate or Assistant Dean of the School shall serve as chair of the faculty meetings. In cases where the dean and all associate

or assistant deans are both absent or unavailable, the dean shall appoint a temporary chair for specific meetings of the music faculty. The head of dance will preside over dance faculty meetings.

The duties and responsibilities of the dean shall include:

The dean is the chief academic and administrative officer of the school and oversees all aspects of the school's mission and operation, and serves as the chief spokesperson and fundraiser for the school. The dean generally serves in five-year terms that can be renewed following an extensive review process. The dean's responsibilities are considered 100% administrative and there are no teaching, scholarly or creative activity expectations. The dean is appointed by the provost following a search process initiated through the provost's office.

The dean oversees all budgetary matters of the school, maintains school records, coordinates program areas, student advisement, facilities use, scheduling of activities, evaluates faculty and staff performance, determines salary adjustments, appoints associate and assistant deans as well as senior administrative staff, works closely with the Faculty Personnel Committee, ensuring that school and university guidelines are followed and observed, and meets regularly with the Faculty Advisory Committee concerning numerous topics.

The dean represents the school to the university-wide Leadership/Academic Council, consisting of deans, division directors, vice provosts, vice presidents, and the president, as well as to a smaller group titled the Dean's Working Group that meets monthly with the provost and vice provost for academic affairs. In addition, due to the close affiliation with the university's Oregon Bach Festival, the dean serves as an *ex officio* member of the Festival's Advisory Board of Directors. The dean co-chairs an advisory board for the ChamberMusic@Beall Concert Series and serves as co-director of the series with the Executive Director of the Oregon Bach Festival.

Associate and Assistant Deans

The dean appoints tenured faculty following internal searches to the positions of associate or assistant dean as defined below. The internal searches are conducted by appointed committees and chaired by the dean. The Faculty Advisory Committee, the Faculty Personnel Committee, or an ad-hoc committee of at least five faculty members may be utilized for the purpose of conducting the search process.

The associate and assistant deans have reviews conducted every three years by the Faculty Personnel Committee, the voting faculty, and the dean. They may choose to teach up to 0.5 FTE in addition to their administrative duties. The associate deans lead the Graduate and Undergraduate Committees in ongoing curricular reviews, policymaking discussions, admissions-related decisions, and serve as liaisons to the Dean of the Graduate School and Vice Provost for Undergraduate Studies, respectively. The associate deans also serve as liaisons to the university admissions, financial aid, and the registrar's offices.

Associate Dean for Graduate Studies duties include the following:

Assistance with graduate student recruitment, graduate audition and interview processes; admission of graduate students; coordination in the hiring and supervision of GTF's; monitoring GTF workloads; conducting orientation of new graduate students and GTF's; coordination of

graduate student advising; supervision of graduate student degree progress; certification of degree completion; processing unsatisfactory degree progress reviews and cases of academic dishonesty; approve doctoral individualized courses of study for formal admission; chair the graduate committee; coordinate on-going graduate curriculum review; develop and maintain graduate procedures and policies; revise graduate publications as needed, including the *Procedures & Policies* booklet, *GTF General Duties and Responsibilities Statement*, *University Catalog* (graduate music section), graduate brochure, master's and doctoral checklists; supervise graduate office staff; serve as liaison with the Graduate School and ensure that music graduate policies and procedures are congruent with Graduate School requirements; serve as SOMD curriculum coordinator; assist with developing the school's marketing strategies and publications; advise the dean in other matters as requested

Associate Dean for Undergraduate Studies duties include the following:

assistance with undergraduate student recruitment, undergraduate audition and interview processes; admission of undergraduate students; assistance in determining undergraduate scholarship offers, communication, distribution, and renewal processes; conducting orientation of new undergraduate students; overseeing undergraduate student advising; supervision of undergraduate student degree progress and registration; certification of degree completion; supervision of undergraduate student records and enrollment data; processing unsatisfactory degree progress reviews and cases of academic dishonesty; chair the undergraduate committee; coordinate on-going undergraduate curriculum review; develop and maintain undergraduate procedures and policies; supervise undergraduate office staff; serve as liaison with the vice provost for Undergraduate Studies; assist with developing the school's marketing strategies and publications; advise the dean in other matters as requested

Assistant Dean for Admissions and Recruitment duties include the following:

provide leadership for the recruitment and admission of prospective undergraduate and graduate students; participate as a member of the School's executive leadership team; formulate, develop, and implement recruitment and retention strategies and assist in the creation of enrollment policies for prospective music majors; work closely with music faculty and the University of Oregon Offices of Admissions and Financial Aid; develop and implement a comprehensive enrollment management plan and manage target enrollments; gather and assess enrollment data; provide strategic leadership for the school's music scholarship allocation process; assist with developing the school's marketing strategies and publications and develop communication plans for prospective students; develop procedures for maintaining applicant contact throughout the application and decision-making process; assist with the implementation of the School's Diversity Plan, especially with regard to the recruitment of under-represented and international students; work closely with the school's recruitment committee, music faculty, and staff to arrange on- and off-campus visits, auditions, and interviews; and have detailed knowledge of various curricular requirements in order to facilitate the application decision process; actively participate in the development and execution of various recruitment processes including but not limited to audition days; state, regional, and national conferences; college fairs; outreach programs; and summer festivals; work with alumni, community music programs, high schools, and the school's web site to expand recruitment efforts; work closely with Associate Deans of Music, Head of Dance, and representatives from UO Admissions to coordinate admissions processes; provide management, training, and evaluation of assigned support staff.

Director of Community Music Institute, part-time responsibility (also a faculty member in Strings), oversees administrative organization of the CMI, interacts with parents and students, coordinates the assignment of teaching duties, and supervises community teachers, GTFs, and one administrative support staff member for CMI.

Department Head of Dance Department – The Department of Dance operates as a free-standing department within the School of Music and Dance and is led by a department head appointed by the Dean of the School of Music and Dance. The Department Head provides leadership for the Department, reports to the Dean, and facilitates Department relationships with SOMD and other campus units and administrators. Categories of responsibility for the Department Head can be identified separately, although the work typically overlaps among two or more of the categories. These categories require Department Head direction, coordination, decision-making, planning, facilitating, supervising, reporting and accountability. Department Head responsibilities fall into the following categories: Dance Personnel, Dance Internal Governance/Administration, Dance Finance, Dance Facility Equipment and Supplies, Dance Curriculum and Student Relations, Dance Public Relations, Dance School-wide Relations, and Dance UO-wide Relations.

See a more detailed list of responsibilities for the Department Head and all other administrative and service positions in the Dance Department in the Dance Department Handbook found in Appendix One of the School of Music and Dance Faculty and Staff Handbook, and also available in the Department of Dance Office.

Department Head Appointment Process –

The Dean of the School of Music and Dance appoints the Head of the Department of Dance. The Dance Department Head is a rotating position comprised of a 3-year term, which may be extended for a second term; there is a two-term limit of contiguous service. They may serve as department head again after an intervening term by another appointee. Terms end June 15th and begin June 16th.

Potential candidates for the position of Head of the Department are selected through an internal nomination process initiated by the Department Head. The nomination process begins in Fall Quarter of the third year of the current term. All Full, Associate, and Assistant Professors, and all Career Non-Tenure-Track Faculty may vote and nominate. Full and Associate Professors in Dance are eligible for nomination, including self-nomination. After nominations are collected, confirmation of the docket of nominees will be made at the next faculty meeting. A formal, secret ballot follows by the end of Fall Term. The results of the faculty member's votes, which are advisory in nature, are forwarded to the SOMD Dean for the dean's consideration and final review before an appointment can be made.

Department Heads shall receive a performance review by the Dean, based upon their responsibilities. The dean shall solicit input from departmental faculty and staff in this process. The Dean, in consultation with the department head and/or constituent faculty, may shorten the appointment term, but may not extend it, except by the renewal process described above.

Non-Faculty Administrative Officers

Senior staff members are generally hired as Officers of Administration through national and regional search processes as outlined and defined through the Office of Human Resources and in conjunction with the Office of Affirmative Action. Search committees are appointed by the dean from faculty and staff in consultation with the Associate Deans, tenured faculty and other senior staff members. Following is a listing of these administrative officers with a brief description of overall areas of responsibility:

Coordinator of Finance and Operations, duties include the management of financial operations and human resources; budgetary management of all accounts; development of reporting processes; oversight of all purchasing and contracts for the school; supervises preparation of payroll paperwork; oversight of staff positions, position descriptions and classifications; supervision of the Accounting Clerk.

Dean's Executive Administrative Assistant, duties include the management of the Office of the Dean; Function as the Dean's representative with faculty, staff, students, campus administrators, donors, alums, and visitors; maintains and communicates knowledge of policies and procedures of the School and University; provides support for faculty and staff meetings; independently coordinates faculty searches, accreditation and program reviews, visiting scholars, courtesy appointments, and research associates; oversees faculty and staff performance evaluations, sabbatical applications, and faculty searches; manages personnel files for all employees of the SOMD and maintains confidentiality of these files; research and compile data for reports, for the course/instructor evaluation process, and other projects as needed; prepares meeting agendas, provide guidance and advice to administrators on a wide variety of issues; directly supervise SOMD receptionist position (classified OS I) and office manager position (OA); works closely with Associate Deans and Coordinator of Finance and Operations to ensure comprehensive administrative staff coordination, cooperation, and collaboration. Supervise student workers as needed to assist in maintaining operational efficiencies and effectiveness through the SOMD administrative office complex.

Director of Communications, Publicity, and Marketing, is responsible for all aspects of advertising, public relations, marketing and communications in the School of Music and Dance, with the goal of effectively using traditional media, interactive media, and social media to engage diverse audiences including prospective and current students, faculty and staff, alumni, donors, friends and the public; works with faculty and staff to develop a strategic communication plan; works closely with the SOMD fundraising/development office; oversees and maintains a high quality, user-friendly website and develops an overall digital strategy to capitalize on interactive and social media opportunities to engage diverse audiences; provides management, training and evaluation of any assigned support staff and works closely with the staff in both the SOMD admissions, development, and facilities offices.

Director of Development, oversees major gift fundraising for the school as well as annual gift programs, donor stewardship and cultivation, endowment reports, donor and alumni relationships; supervises the development assistant.

Director of Facilities, duties include serving as overall facilities manager including oversight of maintenance and repairs and liaison to university facilities services; schedules all concerts,

recitals, events, and rehearsals in Beall Concert Hall and the performance wing; supervises front of house crew for box office and ushers; supervises production/stage manager, recording technician, piano technician and serves on other committees and advises the dean in other matters as requested.

Director of Information Technology, oversees all aspects of information technology for the school including analyzing systems and identifying needs, prioritizing and contracting work, training users, resolving problems, maintaining the hardware, software and network resources required for instructional and administrative work. Maintain computer labs, faculty and administrative desk top and lap top computing, the school’s servers, wifi service, live-streaming infrastructure and implementation capabilities while working closely with the Director of Facilities and Director of Communications; supervises the Technology/Computer Services Assistant and student workers.

Music Office Manager, serves as classroom manager and controls room scheduling and office assignments; prepares course scheduling materials, sets-up courses, liaises to registrar; edits university catalog, course schedules, directories, student handbook; maintains/purchases office supplies and equipment; manages general inventory; and prepares data and special reports for the dean.

Piano Technician, oversees repairs, maintenance, and inventory of all pianos.

Production/Stage management coordinator/Instrument and Equipment Inventory

Professional Development and Academic Adviser, Office of Graduate Studies

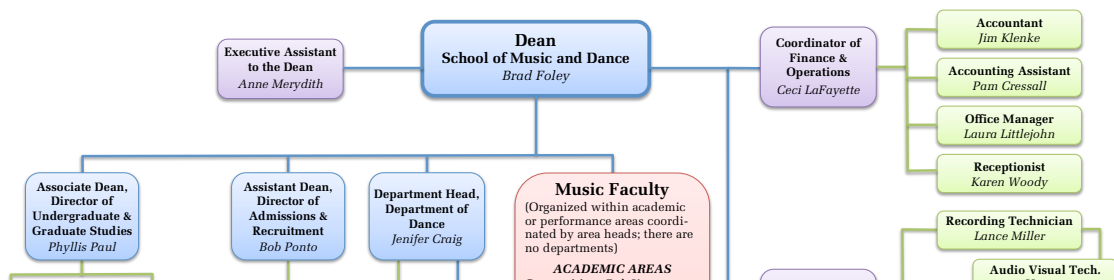
Recording Technician, oversees recording of all music concerts and events; maintains and oversees acquisition of all music classroom audio visual equipment and infrastructure; supervises part-time recording/AV media technician.

Undergraduate Academic Adviser for Music

Classified Staff include the following:

Accounting Clerk, Admissions Administrative Assistant, Administrative Assistant to the Community Music Institute, Administrative Assistant for Athletic Bands, Communications Assistant, Dance Department Administrative Assistant, Development Administrative Assistant, Receptionist, Recording/Audiovisual Technical Assistant, Technology/Computer Services Assistant, and the Dance Office Coordinator.

The University of Oregon and School of Music and Dance organizational charts are inserted below:



Article III: Meetings

The SOMD faculty and staff meets once annually at the beginning of the academic year in September during the Week of Welcome. At this time the dean presents a report of school wide accomplishments from the prior year and highlights activities for the coming academic year. New faculty, staff, and GTFs are introduced to all at this time.

The entire music faculty is scheduled to meet once per month throughout the regular academic year when there are business matters to conduct, especially related to curricular and policy matters. The meeting schedule and agendas are determined by the dean's office. Meeting agendas must be distributed at least one week prior to the meetings and when there are substantive matters of policy, governance, curriculum, or other items requiring faculty votes, at least two weeks notice is required for an official "Notice of Motion." In addition, regular meetings of the area faculty also occur throughout the academic year. Area heads are the conveners of these meetings and they construct agendas in consultation with the faculty from within the respective areas.

All meetings of the full faculty shall be conducted according to the latest edition of *Robert's Rules of Order, Newly Revised*. Faculty members wishing to vote on motions in absentia or by proxy must notify the dean's office at least 48 hours in advance of scheduled meetings to arrange for such process. A parliamentarian shall be appointed by the dean. In the event of the parliamentarian's absence, the presiding officer will appoint a qualified, temporary parliamentarian.

Minutes of each full faculty meeting will be sent to all faculty members in a timely manner, but no later than one week prior to the next regularly scheduled faculty meeting. Minutes of meetings are the record of decisions made by faculty.

The dance faculty also meets regularly following a schedule established by the department head's office. The Department of Dance is a free-standing department within the school. The dance faculty has opportunities to participate in both the school-wide Faculty Advisory Committee and the Faculty Personnel Committee. The head of dance meets regularly with the dean. The Dance Department functions as a committee of the whole to develop policies and formulate curricular decisions and they have their own departmental committees as noted below in the Committee section of this document, Article V.

Article IV: Areas

FACULTY AREAS and DEPARTMENTS

Music Areas

Academic Programs

- Composition
- Music Education

- Music Technology
- Music Theory/Musicianship
- Musicology/Ethnomusicology

Performance Programs

- Brass (trumpet, horn, trombone, euphonium, and tuba)
- Conducting (choral, orchestral, and wind)
- Guitar (classical and studio)
- Jazz Studies (arranging, composition, performance)
- Keyboard (including collaborative piano, harpsichord, organ, piano and piano pedagogy)
- Percussion
- Strings (violin, viola, cello, bass including string pedagogy and harp)
- Voice (including opera workshop)
- Woodwinds (flute, oboe, clarinet, bassoon, and saxophone)

Music Area Heads

Area heads/chairs/coordinators shall hold office by consultation of the faculty with the dean.

Following is a general summary of the responsibilities assumed by the music area heads:

- 1) coordinate, convene, set agendas, and chair meetings of area faculty
- 2) serve as the liaison to the SOMD administration including the dean, associate deans, and assistant dean for recruitment and admissions
- 3) oversee and coordinate scheduling of area activities including examinations, auditions, juries, or special events as appropriate and relevant to the area
- 4) coordinate selection, assignment of duties, supervision, and evaluation of any GTFs assigned to the area
- 5) coordinate curricular matters, offerings, and assignments of the area as appropriate
- 6) coordinate and prioritize area budgets and budget requests with the faculty of the area and present them to the dean and coordinator of finance and operations
- 7) coordinate and prioritize area requests for special guests and events in consultation with the faculty of the area
- 8) serve as the general troubleshooter for the area faculty and SOMD administration

Dance Department

The Department Head of Dance appoints the following administrative and/or service assignments to faculty members in dance to facilitate the work and operations of the department. Following is a brief list of assignments and a general description of duties and responsibilities associated with each position:

Undergraduate Director - The Undergraduate Program Director is appointed by the Department Head of Dance from tenured faculty. The Undergraduate Director oversees all aspects of the undergraduate program including advising, curriculum review, and recruitment-most importantly dealing with all correspondence for interested prospective dance students and meeting with them when they visit the campus to discuss the program and tour the dance facilities.

Graduate Director - The Graduate Director is responsible for the administration of the Graduate Programs in Dance. This position is appointed by the Head. All tenured faculty are eligible to serve. The duties of the Graduate Director include: the application process, recruitment and arranging visits by candidates; review of student files, development of written and web materials related to the Graduate Programs; serving as chair of the Graduate Committee; coordination of all graduate student advising; supervision of graduate student degree progress; certification of degree completion; maintain checklists; serve as liaison to the Department head, to the School and to the Graduate School.

Music Director - The Music Director oversees all musical activities in the department; provides musical support for technique classes; recruits, hires, trains and schedules musicians in the department; oversees maintenance, design and purchase of sound and video technology.

Public Relations Coordinator

The public relations coordinator is appointed by the department head to ensure the implementation of departmental public relation needs. All TTF and career NTTF are eligible to serve. The Department of Dance Public Relations Coordinator is responsible for ensuring the implementation of departmental public relation needs by: 1. Acting as the primary liaison between the Department of Dance and the School of Music and Dance Public Relations Director, which includes providing all department concert and event information and imagery for media distribution, and serving on related committees, i.e. the Branding committee; 2. Generating images for departmental advertising and archiving by organizing photography to be taken at department concerts and events, as well as arranging photo shoots; 3. Overseeing the distribution of printed advertising such as concert posters, flyers, and program covers; 4. Making concert and event program print orders; 5. Overseeing graduate student administrators with assigned tasks in public relations; and 6. Coordinating the development and overseeing upkeep of a web presence for the department repertory companies.

Director, University of Oregon Repertory Dance Company (UORDC)

The Director of University of Oregon Repertory Dance Company, appointed by the Department Head, is selected from TTF or career NTTF dance faculty. The UORDC Director is responsible to the mission of the Company, as developed by the Dance Faculty: to provide a select group of UO students with experiences similar to those of a touring professional dance company; and to share contemporary dance with Oregon communities. This requires maintaining knowledge of the pool of student applicants, applicability of re-staging faculty creative work, and availability of guest, faculty or graduate student choreography. External relationships must be developed and nurtured for community outreach residencies.

Director: Dance Africa

Dance Africa is a repertory dance company specializing in dance traditions from a variety of cultural groups across the African continent. The Department of Dance head appoints the director of Dance Africa from among the TTF and NTTF faculty. Directorship requires overseeing all aspects of company management, artistic content, and production for annual formal concerts, including guest artist residencies, and K-12 school tours.

Director, Dougherty Dance Theatre

Dougherty Dance Theatre management is the responsibility of the Director, who is appointed by the Department Head from the TTF or career NTTF dance faculty. The Director supervises and/or vets all students, faculty, and/or staff who are assigned or request to use the Theatre to assure that all production-related activities are conducted with proper expertise and to assure safety. The Director will also make recommendations to the Department Head and Dance faculty in the development of each season's regular calendar, and on special requests received.

Dance Oregon Advisor

The Dance Oregon (DO) Advisor is appointed by the Dance Department Head. This role can be reappointed from year to year. All TTF dance faculty members are eligible. This person is responsible for advising student-elected DO leadership and overseeing all DO activities. Duties include the following:

1. Serve as liaison between Dance Oregon and the UO Dance Department including the planning of National Dance Week guest artist residencies.
2. Coordinate with Dance Oregon and the ACDA Coordinator as needed.
3. Oversee all fundraising efforts by Dance Oregon.

ACDA Coordinator

The ACDA Coordinator is appointed by the Dance Department Head. This role can be reappointed from year to year. All tenure related dance faculty members are eligible. This person is responsible for coordinating and overseeing all aspects of student and faculty participation in annual ACDA conferences.

Dance Video Documentation Coordinator

The Dance Video Documentation Coordinator is appointed by the Dance Department Head. This role can be reappointed from year to year. All TTF and career NTTF dance faculty members are eligible. This person is responsible for the video documentation of all UO Dance concerts including; DANCE 20XX (annual Faculty Dance Concert), Dance Africa, UORDC At Home concert, Spring Student Dance Concert (SSDC), and the Production Class Concert if UO Dance faculty members are performing or presenting choreography.

Dance Feldenkrais Coordinator

A position approved by vote of the dance faculty with all TTF and career NTTF dance faculty eligible to serve and participate. The elected individual's role is to coordinate and supervise Feldenkrais Professional Training Programs that are conducted in the UO Department of Dance. These programs are organized by Options Through Movement who are official providers accredited by the North American Training Accreditation Board of the International Feldenkrais Guild. The Dance Department Feldenkrais Coordinator acts as a liaison between Options Through Movement and the Dance Department and facilitates participation in the training by Dance Department faculty and students.

Article V: Committees

SOMD BRAND COMMITTEE

Committee Charge and Responsibilities

The Brand Committee's primary purpose is to assist in guiding the publicity, marketing, and communications efforts of the School of Music and Dance. As the Brand Committee is an advisory body, committee membership confers no voting privilege. Final decision-making on all communications efforts rests with the dean and with the SOMD Office of Communications.

The committee charge includes:

- Providing broad guiding principles to inform the work of the school's Office of Communications
- Serving as a sounding board for specific communications concerns and questions
- Representing the individual academic and performance areas of the school, including voicing the concerns of each respective area, and soliciting feedback and input from faculty colleagues within the respective area

For example, the committee may advise communications staff on items including, but not limited to: the content, navigation, and design of the SOMD website; event-related materials such as programs, calendars, print ads, posters, and press releases; admission recruiting materials such as viewbooks, print ads, and college fair booth collateral; development communications materials such as the school's alumni magazine and reception invitations

Membership Structure

Permanent Administrative Staff Members

As committee membership is implicit in their position responsibilities, these members do not rotate: Committee chair: Director of Communications, Communications editor, one staffer from SOMD Admission and Recruiting

Faculty Members

Eligibility: All TTF and career NTTF faculty members may serve. Committee members are nominated by the dean or the committee chair, and serve a term of two academic years. Department of Dance, one member (the Dance PR Coordinator); Music performance, two members; Scholarly areas, one member

Ad-Hoc Administrative Staff Members

These members may attend as they see fit or as directed by their supervisor, as communications projects affect their areas of influence: One staffer from SOMD Development, One staffer from SOMD Information Technology, Student assistants from the SOMD's communications, development, or information technology staffs

Reporting

When appropriate, the committee chair will report the committee's progress or projects to the dean. The committee chair or some other member of the communications staff may present the committee's progress or projects to other bodies including but not limited to the SOMD faculty, the SOMD administrative staff, the SOMD Advancement Council, and the dean's Student Council. Faculty members serving on the committee are responsible for reporting the committee's progress and projects to their faculty colleagues within the respective divisions of dance, music performance, and the scholarly areas.

SOMD DISTINGUISHED ALUMNI SELECTION COMMITTEE

Committee Charge And Responsibilities

The committee solicits and reviews nominees to be considered for the School of Music and Dance Distinguished Alumni awards. The committee meets once annually during late fall term. The nominees are selected and invited to attend the school's June commencement program when they are honored as featured guest speakers.

Membership

Dean, chair; Associate Dean for Undergraduate Studies; Associate Dean for Graduate; Studies; Assistant Dean for Admissions and Recruitment; Head of Department of Dance; and Director of Development

SOMD FACULTY ADVISORY COMMITTEE

Eligibility: All TTF and career NTTF faculty members may be elected to serve on the SOMD FAC Committee, 9 elected members on rotating terms from the following categories:

Membership structure

<u>Area to be represented</u>	<u>Term rotation</u>
1) Composition/IMT	odd (new position with 1 yr term to start 2014)
2) Music Theory	even (current term expires 2014)
3) Musicology/Ethnomusicology	odd (current term expires 2015)
4) Music Education	odd (current term expires 2015)
5) Dance	even (current term expires 2014)
6) Performance	even (current term expires 2014)
7) Performance	odd (new position with 1 yr term to start 2014)
8) Performance	odd (current term expires 2015)
9) Ensemble Directors	even (current term expires 2014)
10) Dean, <i>ex officio</i> , nonvoting, and chair/convener	

Election of FAC Area representatives

Elections will be held during spring quarter, and the persons elected take office the following fall. Faculty are elected for two-year terms, except for those filling vacancies in unexpired terms. Membership is staggered, with four members elected one year and five members elected the next year. **Area Representatives:** Specified areas will elect representatives from their respective areas.

Committee Charge, Duties, Mission

The FAC shall be responsible for providing the dean with faculty opinion, advice and counsel on a wide range of School of Music and Dance matters such as budget, educational policies and programs, academic/artistic/financial resources, public relations/marketing and recruitment. The FAC will serve as the school's official Planning Committee, Merit Review and Annual Evaluation Committee each February and March, and will serve as the consultative body for current and future Collective Bargaining Agreement implementation matters for the school. The FAC shall act either on request or on its own initiative.

The FAC shall discuss pertinent school-wide matters as presented by any member of the committee and disseminate information discussed by the committee to individual faculty members through department and area channels.

All FAC recommendations related to policies, planning, and/or action items will be presented to the full faculty for further discussion, notices of motion, and votes as necessary.

SOMD PERSONNEL COMMITTEE*

Membership Structure

1. There are five members of the Personnel Committee, all of whom are elected. Membership must always include at least one music academic, one music performance, and one dance faculty member.
2. All tenured associate professors and full professors who hold positions in the School of Music and Dance are eligible to serve on the Personnel Committee. The dean of the School of Music and Dance and the head of the Department of Dance are not eligible for committee membership.
3. All career NTTF instructors, assistant professors, associate professors and full professors who hold positions in the School of Music and Dance are eligible to vote on committee membership of the Personnel Committee. The dean of the School of Music and Dance and the head of the Department of Dance are not eligible to vote on committee membership.
4. Elections will be held during spring quarter, and the persons elected take office the following fall. Faculty are elected for two-year terms, except for those filling vacancies in unexpired terms. Membership is staggered with two members elected one year and three members elected the next year. No consecutive terms can be served. A mandatory one-year exclusion will follow two consecutive years of service. Nominations will be solicited by the dean at the May music faculty meeting with school-wide voting scheduled at the June music faculty meeting, or through an electronically created method prior to the June meeting.
5. When an SOMD career-track NTTF faculty member requests consideration for promotion to the rank of senior instructor I or II, the SOMD NTTF faculty will be convened for the purpose of electing a career-track NTTF faculty member to serve on the SOMD Personnel Committee to participate in the promotion candidate's faculty review process. The elected NTTF representative must be at the rank or higher than the promotion sought. The election of the NTTF representative will occur prior to the SOMD Personnel Committee's consideration of the promotion candidate's materials.
6. A member of the Personnel Committee who does not complete a term will be replaced through the normal election process, if possible, or by a special election, if necessary. The same eligibility requirements apply as described above.
7. The Personnel Committee elects a chair from within its membership.
8. Faculty members who are candidates for committee action, or who find themselves in a conflict of interest with committee action, do not serve on the Personnel Committee or recuse themselves from those deliberations.

Charges and Responsibilities

The principal work carried out by the Personnel Committee involves performing personnel reviews of tenured and untenured faculty of the School of Music and Dance involving tenure, promotion and related actions. The document "Policy, Procedures and Documents for Faculty Evaluation (School of Music and Dance, 2005-06)" contains specific descriptions of these reviews, however, the primary tasks of the committee are summarized below:

Tenure and Promotion Review. The committee evaluates candidates for tenure and/or promotion and writes reports that summarize the candidates' records and represent faculty perspectives that are obtained through a balloting process. The report will also offer recommendations as to whether a given candidate should be granted tenure and/or promotion to associate professor.

Promotion. The committee evaluates candidates for promotion to full professor from associate professor, and to Senior Instructor I or II from Instructor or Senior Instructor I, respectively. The committee writes reports that summarize the candidates' records and represent faculty perspectives through a balloting process. The report will also offer recommendations as to whether a given candidate should be promoted to full professor.

Tenure and Promotion Reviews from the Department of Dance. The committee receives tenure and/or promotion cases from the Department of Dance. The committee does not solicit comments and votes on the dance cases from the music faculty, but rather writes reports based on previously created reports authored by both the Department of Dance Personnel Committee and the Head of the Department of Dance.

Pre-Tenure Review. The committee evaluates the work of untenured tenure-track faculty and writes reports that summarize the candidates' records and represent faculty perspectives through a balloting process. The report will also offer observation and commentary both to affirm and congratulate successes and to provide critical and corrective guidance.

Post-Tenure Review. The committee evaluates the work of tenured faculty and writes reports that summarize the candidates' records. The report will also offer observation and commentary both to affirm and congratulate successes and to provide critical and corrective guidance.

Administrative Review. The committee evaluates the work of School of Music and Dance administrators including assistant and associate deans and the head of dance (excluding the dean of the school who is reviewed through the provost's office) and writes reports that summarize the candidates' records and represent faculty perspectives through a balloting process. The report will also offer observation and commentary both to affirm and congratulate successes and to provide critical and corrective guidance.

Personnel Policy and Procedure Review. The committee considers and recommends the implementation of new policies or procedures, and revisions to existing policies and procedures that are related to the evaluative reviews described above.

* This committee is different from the three-member personnel committee of the Department of Dance. The Department of Dance Personnel Committee evaluates dance faculty members in similar actions and writes evaluative reports that are presented to the head of dance. Both the report authored by the Department of Dance Personnel Committee and the report authored by the Head of the Department of Dance are then forwarded to the School of Music and Dance Personnel Committee for further review and analysis. The Department of Dance "Statement of Promotion and Tenure Review" submitted to the Office of the Provost in December 2006 contains specific descriptions of the dance department's review procedures.

SOMD RECRUITMENT COMMITTEE

Eligibility

All faculty and staff in the School of Music and Dance are eligible for appointment. Individuals with a strong interest in admissions and recruitment are encouraged to seek membership.

Membership

Members are appointed by the Assistant Dean for Admissions and Recruitment. Members will be invited with an eye towards area/studio representation and SOMD interest in admissions/recruitment efforts. Ex officio representatives from the SOMD Undergraduate and Graduate Offices are also invited to attend.

Committee Charge and Responsibility

The purpose of the Admissions and Recruitment Committee is to serve as the advisory group to the Assistant Dean for Admissions and Recruitment. Its role is to provide input on behalf of faculty and staff in regard to SOMD admissions, recruitment, scholarship and enrollment management matters. The committee meets weekly and is chaired by the Assistant Dean of Admissions and Recruitment.

SOMD TECHNOLOGY COMMITTEE

Eligibility

All faculty/staff in the School of Music and Dance are eligible for appointment. People who have an interest in technology and advancing the School's mission through its use are encouraged to seek membership.

Membership

Recommendations for membership are made by the Director of Information Technology to the Dean who appoints individual committee members. Membership will be comprised of one Dance faculty member, three Music faculty members, two SOMD staff members, and the Director of Information Technology acting as chair and convener.

Committee Charge and Responsibility

The purpose of the Technology Committee is to function as the advisory group to the Director of Information Technology. Their role is to provide input on behalf of faculty and staff in regard to school-wide technology initiatives. The committee meets as needed and is chaired by the Director of Information Technology.

MUSIC ADMINISTRATIVE EXECUTIVE COMMITTEE

Membership

Dean, convener: Associate Dean for Undergraduate Studies; Associate Dean for Graduate Studies; Assistant Dean for Admissions and Recruitment; Coordinator of Finance and Operations; Director of Facilities; Office Manager; and Dean's Executive Assistant.

Committee Charge and Responsibility

The committee meets at least once per month to discuss administrative issues related to the organization of the school, and to communicate about important subjects pertaining to music program infrastructure needs, policy, and other staff-related personnel matters.

MUSIC GRADUATE COMMITTEE

Charge and Responsibilities

- Oversee the graduate program, including all curricular and procedural matters
- Review the Music graduate portion of the *University Catalog* every fall term
- Review standards for admission and admission files for newly admitted graduate students
- Consider graduate student petitions, including course waivers
- Select and promote funding for graduate students and process nominations and awards
- Monitor degree progress of graduate students
- Advise the Associate Dean of Graduate Studies on graduate policies and procedures

Membership: (elected from represented areas)

Eligibility: TTF and career NTTF

In addition to the Associate Dean of Graduate Studies, five elected faculty members on staggered three-year terms representing the following areas:

1. Composition
2. Musicology/Ethnomusicology
3. Music education
4. Performance
5. Performance
6. Theory

The Associate Dean of Graduate Studies (ex officio, voting) represents one of the above areas and serves as chair. In addition, with the advice and consent of the members, the chair of the committee will appoint one non-voting student member.

Although adjunct faculty and faculty fellows are excluded from membership, all members of the SOMD faculty may propose curricular or programmatic changes or bring any issue to the committee.

Reporting:

The Graduate Committee reports to the full music faculty about all curricular or programmatic proposals approved by the committee as either a Notice of Motion or as an informational item only. All items are open to discussion and can be returned to committee for further review. Committee minutes, redacted of confidential information, will be available for review by all

faculty. Additionally, an annual written report documenting all actions taken by this committee is submitted to the Dean of the School of Music and Dance.

MUSIC LARGE ENSEMBLE PETITION PROCESS COMMITTEE

Committee Membership:

- 1) Associate Dean for Undergraduate Studies, calls meeting and chairs when there are undergraduate petitions to consider; or
- 2) Associate Dean for Graduate Studies, calls meetings and chairs when there are graduate petitions to consider
- 3) Area Head for Brass or Percussion
- 4) Area Head for Winds
- 5) Area Head for Strings
- 6) Area Head for Voice
- 7) Director of Wind Ensemble
- 8) Director of Symphonic Band
- 9) Director of Orchestra
- 10) Director of Choral Activities

Deadline for receipt of Petitions: Petitions due end of week nine in prior term
Committee will meet to consider Petitions by end of week ten for the following term.

Charge: to consider exceptions to the stated catalog and degree requirements pertaining only to fulfilling large ensemble requirements for a given term.

MUSIC UNDERGRADUATE COMMITTEE

Committee Charge And Responsibilities

- Oversight of the undergraduate program, including all curricular and procedural matters
- Review the music undergraduate portion of the *University Catalog* every fall term
- Review standards for admission for newly admitted undergraduate students
- Consider undergraduate student petitions and course waivers
- Promote funding for undergraduate students and process nominations and awards
- Monitor degree progress of undergraduate students
- Advise the Director of Undergraduate Studies on undergraduate policies and procedures

Membership: (elected from represented areas)

Eligibility: TTF and career NTTF

In addition to the Associate Dean of Undergraduate Studies, seven elected faculty members on staggered three-year terms representing the following areas:

1. Composition
2. Large Ensembles
3. Music Education
4. Musicology/Ethnomusicology
5. Performance
6. Performance
7. Theory

The Associate Dean of Undergraduate Studies (ex officio, voting) represents one of the above areas and serves as chair. In addition, with the advice and consent of the members, the chair of the committee may appoint one non-voting student member.

Although adjunct faculty and faculty fellows are excluded from membership, all members of the SOMD faculty may propose curricular or programmatic changes or bring any issue to the committee.

Reporting:

The Undergraduate Committee reports to the full music faculty about all curricular or programmatic proposals approved by the committee as either a Notice of Motion or as an informational item only. All items are open to discussion and can be returned to committee for further review. Committee minutes, redacted of confidential information, will be available for review by all faculty. Additionally, an annual written report documenting all actions taken by this committee is submitted to the Dean of the School of Music and Dance.

MUSIC SEARCH COMMITTEES

Committee Charge:

To conduct searches for highly qualified candidates for any faculty vacancy within the School of Music and Dance with integrity, transparency and respect for confidentiality; insure that the committees formed are able to provide a variety of perspectives on the role and function of the position in question; use resources available to produce a diverse candidate pool and encourage applications from traditionally underrepresented groups in our efforts to work with the University's core values of Equity, Inclusion and Diversity.

Committee Process and Duties:

- 1) The Search Committee shall normally consist of five faculty members, including those from the appropriate disciplinary area plus others as appointed by the dean in consultation with the tenured faculty members of the area where the vacancy has occurred.
- 2) The chair of the Search Committee shall be determined by the dean in consultation with the tenured faculty members of the area where the vacancy has occurred. It will normally be a duty assigned to the area head.
- 3) The dean will determine a search timeline and a recruitment plan in consultation with the area faculty and Search Committee chair.
- 4) The dean's office will place notices of vacancy in appropriate publications and professionally related print and electronic sources. The dean's office will coordinate the receipt and storage of application materials and make them accessible to the committee members.
- 5) Search committee meets to determine its timetable, meeting times, advancement criteria, voting method, and other logistical items. In accordance with University of Oregon search procedures, the committee will meet early in the search process with officials from the

University Office of Affirmative Action and/or Institutional Equity and Inclusion to discuss recruiting strategies and share resources to ensure that the School of Music and Dance is vigorously pursuing its goal of recruiting a diverse and inclusive faculty.

6) Shortly after the application deadline has passed the committee meets to process the applications and determine who will advance to the second round, and what additional supportive materials, if any, will be required from the applicant(s).

7) Applicant(s) advanced to the second round are considered for advancement to the third round during which a telephone or Skype interview will be conducted.

9) Following all preliminary screening processes, the committee will recommend a slate of finalists to the dean to be invited to campus for further evaluation through interviews, performances/presentations, and demonstration teaching. Customarily two to four candidates are invited for a campus visit. The committee chair will work with the SOMD Finance Office to arrange candidate travel and lodging.

10) For the campus visit round, the search committee, in consultation with the dean, determines a schedule of applicable interviews, meetings, drop-in hours, lectures, and recitals for each candidate. The Search Committee communicates the schedule for each candidate to the SOMD community and solicits comments and feedback from undergraduate and graduate students, faculty, and staff.

11) Following the final candidate interview, the Search Committee will meet to recommend to the dean an acceptable candidate or candidates for appointment.

ROBERT M. TROTTER VISITING PROFESSOR REVIEW COMMITTEE

Committee Charge And Responsibilities

The committee's primary purpose is to review proposals and recommend candidates to the dean for the Robert M. Trotter Visiting Professorships each academic year. The committee issues the call for proposals annually during the fall term. Proposals are to be submitted by the beginning of winter term. The committee generally meets once in winter term to prepare a prioritized list of recommendations for the dean's final consideration. The annual committee meeting is open to the members listed below. The committee members may query the individual(s) submitting the proposals as needed.

The committee seeks to support candidates that fulfill the following statement made by the funds endowed by an anonymous donor: *"... a humane forward-looking teacher of analysis and criticism, pedagogy and musicianship, who is at once comfortable with music education and ethnomusicology, music majors and non-majors, and professional musicians and lay people. This teacher should be ready to teach courses to non-majors as readily as majors, and to relate to the community as readily as the academy."*

Membership:

Seven elected faculty members representing the following areas:

1. Musicology/Ethnomusicology
2. Theory
3. Composition
4. Music Education
5. Performance
6. Performance
7. Large Ensembles

Faculty members are elected for two-year terms, except for those filling vacancies in unexpired terms. Membership is open to all TTF and career NTTF faculty members. Membership is staggered with three members elected one year and four members elected the next year. No consecutive terms can be served; a mandatory one-term exclusion will follow one term of service. Specified areas will elect representatives from their respective areas during spring quarter. The chair of the committee is to be elected by the members of the committee during spring quarter.

DANCE CURRICULUM COMMITTEE

Description: A standing committee of all TTF and career NTTF dance faculty.

Eligible participants: All TTF and career NTTF dance faculty

Eligible voters: All TTF and career NTTF dance faculty can vote on curriculum-related dance business.

Purpose: To facilitate ongoing curricular business of the Department of Dance.

Actions: Perform ongoing program assessment as required by the Provost's Office, receive instructor initiated course changes and help process them through faculty approval, and initiate curricular recommendations.

DANCE GRADUATE COMMITTEE

The Graduate Committee is the standing committee for Graduate Studies in the Department of Dance. The Committee is comprised of the Graduate Director and two TTF members from the Department, elected by the TTF dance faculty. The term for committee members is two years. The role of the Committee is to address the Program from a faculty viewpoint and to vote on various changes and adaptations as they are proposed. The Graduate Director serves as chair and makes the agenda for each meeting. Typically, this committee meets once each term.

DANCE PERSONNEL COMMITTEE

Description: A standing committee of at least 3 elected dance faculty members at or above the level of the personnel action being reviewed for a 2-year term. The DDPC is convened as needed.

Eligible participants: TTF and career NTTF dance faculty. Eligible dance faculty participants need to be determined based on actions being considered.

Eligible voters: All TTF and career NTTF can vote on committee membership.

Purpose: To conduct a ballot of eligible Dance Faculty members for Department personnel actions, and to write a comprehensive report of each case that proceeds forward in parallel with the Dance Department Head's letter.

Actions: Solicit ballots from eligible Dance faculty and perform a comprehensive review of each case. Review includes: the candidate's file as submitted by the candidate, letters of external review, and Department ballots. The DDPC writes an evaluative report of its review and submits it to the Head of Dance. The DDPC report moves forward to the School of Music and Dance Personnel Committee in parallel with the Head's letter.

NTTF Promotion Actions: When a Dance Department career-track NTTF faculty member requests consideration for promotion to the rank of senior instructor I or II, the Dance NTTF faculty will be convened for the purpose of electing a career-track NTTF Dance faculty member to serve on the Dance Department Personnel Committee to participate in the promotion candidate's faculty review process. The elected NTTF representative must be at the rank or higher than the promotion sought. The election of the NTTF representative will occur prior to the Dance Department Personnel Committee's consideration of the promotion candidate's materials.

DANCE DEPARTMENT SEARCH COMMITTEE

Description: A committee of at least 3 dance faculty. A search committee is appointed as needed by the department head.

Eligible participants: TTF and career NTTF dance faculty.

Purpose: To screen applicants for open positions in the Department of Dance and make recommendations to the Dance Department faculty.

Actions: Launches a search to fill Dance Department openings, reviews applicants, and reports to the Dance faculty with a short list and recommendations. The eligible Dance faculty at-large then approves and ranks the short list.

Article VI: CBA Implementation

The school-wide Faculty Advisory Committee will serve as the elected faculty group that will advise and assist the dean in creating policies as required by the CBA. Draft proposals created in collaboration with the dean and FAC will be shared with all faculty in both face-to-face meetings and electronic distribution to enable all parties to participate in the creation and eventual implementation of policies related to the assignment of professional responsibilities; guidelines for tenure, promotion, and performance review; guidelines for merit increases; guidelines for summer session appointments and assignments; and funds for professional development.