The following document is intended as a handbook for new Department of Music faculty and staff. In addition to this information, please review the Department of Music Governance Document and the ISU Faculty Handbook (available at www.provost.iastate.edu/documents/). Any suggestions for corrections and additions should be sent to the music department head.
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Department Organization

Administrative Divisions
The Music Department is organized into the following divisions. Those indicated by (*) have a chairperson responsible to the Department Head. Those divisions marked (+) have a separate budget allocation.

- Applied Music* (Keyboard; Woodwinds, Brass and Percussion; Voice; Strings)
- Band Activities*
- Choral Activities*
- History and Literature
- Music Education*
- Orchestral Activities*
- Theory and Composition*

Ensembles
The department sponsors many music ensembles. Although most are designed for student participation, a few are exclusively faculty groups. Most student ensembles are offered for university credit and are listed in the ISU General Catalog. Resident faculty ensembles include: Ames Quartet, Basically Baroque, and Musica Antiqua.

Student Organizations
Honoraries and professional societies for students include:
- Phi Mu Alpha Sinfonia, Alpha Delta Chapter (currently inactive) (professional fraternity for men in music)
- Sigma Alpha Iota, Sigma Lambda Chapter (professional fraternity for women in music)
- Pi Kappa Lambda, Gamma Nu Chapter (national music honor society)

Student Representative Council (SRC)
Student Representative Council consists of student representatives elected by students majoring in music. It provides a forum for students to express their ideas and concerns, which then may be presented to the DEO. It also provides leadership for student participation in departmental activities, e.g. VEISHEA displays. The council elects its own officers and selects one member to represent the Music Department on the student council for the College of Liberal Arts and Sciences (LAS). SRC members also sit, ex officio, on some departmental/faculty committees.

Department Committees and Special Appointments
Much of the detailed discussion of department policy and activities takes place within the faculty committees. Departmental committees and administrative assignments are described in the Faculty Governance Document.
Department Communication
The department has several formal channels for sharing information. (1) The department head distributes e-mail announcements on a somewhat regular basis that includes announcements and deadlines. Faculty can submit announcements for forwarding in this communication or can e-mail colleagues directly. The music faculty address is musiclist@iastate.edu. The facilities coordinator keeps that list up-to-date, so if you want to check who is receiving “musiclist,” he can tell you. (2) Faculty also use the university's phone system (Audix) to send messages on campus where written correspondence is not needed. See the facilities coordinator if you need directions for using the AUDIX system. (3) The concert coordinator maintains the main department bulletin boards and posts information of general interest, including upcoming events and materials about faculty/staff professional work (honors, publications, performances, etc.) which is submitted. (4) An Alumni Newsletter is published once or twice each year and faculty should plan to submit articles about their professional activities and special events for this publication. [Also see the "Public Relations" section.] (5) The department’s web page is becoming more and more important in reaching an audience outside ISU. All faculty should have their photo and bio on the web. Submit information electronically to the facilities coordinator or concert coordinator, and they will forward to the student webmaster for inclusion on the web page. (6) There is a music convocation each fall and general recitals several times each semester for all music majors, so these meetings provide an opportunity to make announcements of interest to students. Faculty are also encouraged to develop e-mail lists for students in their divisions, courses, or ensembles. (7) Faculty meetings are held twice a month (Thursdays from 1:00-2:00 PM). The agenda is usually distributed the previous Tuesday, so let the department head know if you have an announcement or an item for the agenda.

Instructional Programs and Related Activities

University Class Hours
Iowa State University maintains a class schedule which begins on the hour for morning classes, e.g. 8:00 a.m., 9:00 a.m., and 10 minutes after the hour, e.g. 12:10 p.m., 1:10 p.m., for afternoon classes. Evening classes and rehearsals usually begin on the hour, although times will vary according to the needs and desires of the instructor and/or participants. A ten-minute break between all classes (or a 20-minute break before at noon) is provided for travel between campus buildings. Applied lessons normally begin on the hour and half-hour, although individual faculty may schedule applied lessons at other times. Students who enroll in applied music for 2-3 credits should receive a 50-60 minute lesson weekly, students who enroll in applied music for 1 credit should receive a 25-30 minute lesson weekly. Students who enroll for independent study should refer to the ISU catalog for general guidelines.

Exam Week
The last week of any semester is designated as "exam week." Each course assigned two or more credits meets once during this week according to a randomly chosen schedule published about mid-semester by the registrar's office, i.e. 7:30 a.m., 9:45 a.m., 12:00 noon, 2:15 p.m., 4:30 p.m., 7:00 p.m. Each examination period is two hours long. The assigned exam period is designated by the time and week day in which the course first meets, i.e. a schedule listing of "Monday 10th" at 9:45 a.m. Tuesday, December 15 is an indication that any course which first meets on any given week on Mondays at 10:00 a.m. will have its two-hour examination on the designated December date. Performing organizations do not meet during exam week. Applied music juries are scheduled by appropriate faculty and often are conducted by division. Faculty may reserve rooms for applied juries through the concert coordinator. Exams for classes regularly scheduled in Music Hall Recital Hall will take precedence over divisional juries in the use of the hall for a final exam. The department may schedule blocks of time for continuation exams during exam week and will ask faculty to keep these times available.
The week preceding exam week is designated as "Dead Week" during which neither student individual or organization activities nor course final exams should be scheduled. All faculty are required to be available to students for assistance as well as the administration of examinations during these designated weeks. University policy requires that faculty absences during these periods require notification and/or approval of the DEO.

Faculty Schedules
Outside each faculty studio is a place to insert faculty names and schedules. A blank schedule to fit this pocket is available in the main office and a computer template of the schedule is also available. Faculty are requested to post schedules and office hours each semester (forms and a computer template are available in the Main Office). There is no mandated number of office hours required; however, non-applied faculty who teach in rooms other than their studios should post at least 3-4 office hours/week. Advisors should also post any additional office hours available during registration periods. The Main Office requests that a copy of your schedule be on file there.

Applied Music Seminars
Each division or applied music area schedules, at its discretion, weekly seminars at which time students may perform or explore topics of mutual interest. The place for these seminars may be in a classroom, in Recital Hall, in a rehearsal room, or a faculty studio depending on the needs of the division. Students who are enrolled in applied music for majors will automatically have Tuesdays and Thursdays from 1:10 to 2:00 p.m. listed on their university schedules for these seminars and for department general recitals.

General Recitals
Students who have performed exceptionally well during weekly applied music seminars are encouraged/invited by their applied music instructor to perform on General Recital. A faculty coordinator, utilizing input from other faculty members, is responsible for adding General Recitals to the departmental calendar and assumes responsibility for coordinating these concerts. General Recitals occur approximately once every three or four weeks. During dead week, however, there may be two general recitals depending upon the number of requests for performance. During the first or second week of Fall Semester, a general recital time is scheduled for the purpose of orientation of new music majors, introduction of new faculty, SRC elections, etc. General Recitals are held in Recital Hall except when student carillonneurs are performing, in which case the recital audience is invited to assemble on the lawn north of the campanile. See the department’s webpage for recital attendance requirements for students enrolled in applied music.

Senior Recitals
At the discretion and approval of the individual's applied music instructor, graduating seniors will perform a senior recital. (Please see appropriate guidelines and statements in the Student Handbook.) Fees for accompanists are the responsibility of the student although there may be a limited number of subsidies available (see DEO for details). The student is responsible for booking Recital Hall for rehearsals and performance, for information regarding program contents, program notes, other pertinent printed program data, etc., for ushers and stage managers, and for coordination with the events secretary in the main office. The faculty member is responsible for verifying the accuracy of the information and for the security of the hall when the student is using that facility (see additional information under "keys").

Other Student Recitals
From time to time, exceptionally talented student performers may give half- or full-length recitals at the discretion of the applied music instructor. The number of junior, sophomore, etc. student recitals is, however, necessarily limited due to the great number of events presented by and in cooperation with the Department of Music. If applied faculty members feel that a special recital of this category is appropriate, they should consult with the concert coordinator for information and assistance.
Juries
Following publication of the university final exam week schedule (usually about mid-semester), faculty will consult with the events secretary to schedule juries which occur at the end of the semester. (N.B. If the Recital Hall is desired, please note that the university exam schedule for classes which are regularly scheduled for that room will take precedence over juries.) Students enrolled in applied studios in each division will perform for the assembled faculty of that division. The instructor will determine the course grades for each student with advice from faculty present at the jury.

Continuation Examinations
All music majors are required to perform a continuation examination. This examination should occur at the end of the second year of enrollment and is essentially designed to assess the student's achievements and offer advice, either positive or negative, regarding the individual's continued pursuit of a career in music. Since a specific level of keyboard and music theory proficiency is required for effective musicianship, it is necessary that the student pass certain departmental courses in piano and theory as part of the continuation examination. For obvious professional and ethical reasons, it is of special importance to the welfare of this department and the career orientation of the student that the continuation examination not be postponed beyond the beginning of the junior year. For current information about the continuation examination, see the ISU General Catalog, the department's webpage, and continuation exam forms/checklist in the Main Office.

Class Attendance Policies
Each individual faculty member determines a student attendance policy for his/her course. There is no general university policy regarding student attendance or absence for reasons of personal illness, emergency, etc. Under extenuating circumstances, e.g. an accident, hospitalization, or death in the family, the student's advisor will notify the instructors of all the student's courses of the situation. In most cases, the instructor will make provision for make-up work/tests, delay in project deadlines, etc. to accommodate students with legitimate reasons for absence. In all fairness to both faculty and students, attendance policies should be clearly defined at the onset of each semester.

Periodically, music ensembles will undertake extended performance tours that will require individual student members of the ensemble to be absent from their regularly scheduled university classes. It is the obligation of the ensemble director to notify, in writing, all instructors of students in the ensemble of the following: the absence dates and reason for the absence, the fact that this is a legitimate university function, and request that the instructor allow the student to make up class work missed because of the absences. This is generally done by providing students with an excuse form that they can take to all of their instructors. As a courtesy to music colleagues, please also send an e-mail (musiclist@iastate.edu) with this information well in advance. Many colleagues will adjust their class or exam schedules if they know that a substantial number of students will miss class because of an ensemble tour.

Adding/Dropping Classes
Students will occasionally drop or add courses for a variety of reasons. A "drop/add period" is established by university policy and the deadline for dropping a course is listed in the university directory. A special form is provided by ISU for the drop/add or change of section procedure and requires the instructor's signature. During the first week of each semester, students may add/drop music classes using the touch-tone phone system without faculty approval except for a few classes such as applied music, which require faculty signature. If the student must add or drop a course after the deadline (for which a fee is applicable) and the reason for the drop/add is administrative in nature, a special fee-waiver form is available in the Music Office.

Grade Lists
During every semester, faculty members are supplied with two lists of the students enrolled in courses they teach: a mid-term list, and a final course grade list. (A beginning class list is
available through Access Plus.) A student who registers late must bring an add slip which is signed by the instructor. The mid-term class list indicates those students who have added or dropped the course. Mid-term lists ask each faculty member to indicate those students who are earning grades of C-, D, or F for that particular course. The mid-term and final class list should accurately reflect the enrollment of each particular course. Many faculty choose to post grades and test scores in a public location to inform students of their performance. If you do so, be sure that the information is presented in such a way as to not reveal the name or social security number of the individual.

Each instructor determines appropriate ways with which to deal with student emergencies. These situations may require giving a course incomplete. Most often these are given to a student who has, through extended illness/hospitalization, valid extended absences, military service, etc. been absent from the instruction/rehearsal for long periods of time. Course incompletes are given only when a student is passing, but needs additional time to complete the course requirements. An incomplete grade form, available in the Main Office, must be completed and signed by both the instructor and the student. In the case of a student who is hospitalized near the end of the semester, the advisor notifies the appropriate faculty instructors of that student. The instructor notes on the form that the advisor has notified him/her of the emergency.

More information about course grading is available in the Faculty Handbook and the ISU General Catalog under “Academic Life.”

Course Syllabi
Course syllabi should be given to each student no later than the first week of the course or made available on the department’s web page (or both). A syllabus can reduce, if not eliminate, a great deal of student confusion concerning course expectations as well as reduce the need to go over assignments, etc., when classes are missed and students are trying to catch up. They can resolve many potential misunderstandings, and even grade appeals, because course policies were specified and student responsibilities were outlined. This policy has been addressed by the LAS Representative Assembly) and any change in this policy will be brought to the attention of the faculty by the departmental representative.

A syllabus should include:
1. Teacher's name, office hours, room number, phone, email address
2. Books and materials required for the course
3. Course expectations, i.e. tests, papers, assignments
4. Attendance policies (and makeup procedures for applied lessons)
5. Grading procedures
6. Course prerequisites, both required and recommended
7. Topics to be covered in the course

The Music Department of Iowa State University is accredited by the National Association of Schools of Music (NASM). Periodically the department is reviewed by NASM for continuance of this accreditation. Part of the accreditation process requires that course objectives, syllabi, and related materials be on file in the department office. It is every instructor's responsibility to ensure that such syllabi are indeed placed in the appropriate departmental files. Samples of syllabi for ensembles, academic courses, applied instruction, etc. are available for perusal and use as guidelines for the preparation of the individual faculty member's own course outlines.
Faculty Positions

Faculty Responsibilities
Faculty are expected to be aware of university policies as outlined in the ISU Faculty Handbook. This handbook is available on-line at the Office of the Provost web address (see “documents”). A printed copy may also be in your office, left by your predecessor (look for a gray three-ring binder), but since the university no longer publishes a print version, it is likely that this copy is not up-to-date. Faculty are expected to be on duty during the academic year on those days when classes are in session, during VEISHEA, and the two working days before the first day of classes of fall and spring semesters. Faculty are expected to manage their professional responsibilities as they deem appropriate, and typically are active throughout the academic year beyond the constraints of formal work hours and work days. B-base faculty (persons on nine-month appointments) may arrange their responsibilities so that they are absent from campus for personal reasons for limited periods when classes are in session. Specific absence days are to be established by mutual agreement between the faculty member and the DEO. Faculty should submit travel authorization forms anytime they travel for professional business during the academic year. University travel policies do change on occasion so ask about current practices. Currently only a departmental form (a pink half-sheet) is required to report professional travel.

Faculty Teaching Loads
The department head using a formula approved by the faculty calculates music faculty teaching loads. Faculty receive a printout of their load calculations each semester for review and for their records. (See the department head to receive a copy of this formula.)

Faculty Evaluations
Each faculty member will receive a written annual performance review prepared by the department head. Faculty will also be evaluated by faculty peers according to the schedule and procedure given in the Promotion & Tenure document and/or Faculty Governance Document adopted by the Music Faculty. In years when faculty are scheduled for a formal peer review (annually for untenured faculty, and at least every seven years for tenured faculty), faculty will be asked to submit a self-evaluation and updated CV.

Student evaluations of faculty members are required. Machine-scored evaluation forms for use by every instructor--whether in the applied studio, performance ensemble, or academic instructional setting--are prepared by the music office and distributed at the end of every semester. Additional questions may be added to the form at the discretion of the instructor. Students should be encouraged to make narrative comments on the reverse side of this form. An evaluation summary sheet with results from the questionnaires are distributed to individual faculty members and this information should be included in the self-evaluations and in dossiers prepared for promotion and tenure evaluation. (Summary charts of these evaluations for the department as a whole, for various categories of courses and for individual faculty are available from the department head.)

There are many resources available on campus to assist new faculty such as the Center for Teaching Excellence (CTE). They offer workshops, individual consulting, and a grants program, and they have a library of materials relative to teaching and documenting teaching. The department has a video and book available for loan on developing a teaching portfolio (one way to document your work as a teacher).

Promotion and Tenure Procedures
The Preliminary Screening Committee (PSC) meets several times annually to process the applications for promotion and tenure. The policies and guidelines for this process are listed in the Promotion and Tenure document approved by the music faculty. Each faculty member under consideration for recommendation for promotion and/or tenure, prepares a dossier listing accomplishments, continuing education, and other activities relevant to the requirements documented by the department for promotion/tenure. The department provides
guidelines for preparation of such dossiers to faculty who are under consideration for promotion and/or tenure.

**Professional Organizations**
Every faculty member is encouraged to become actively involved in departmental, college, and university affairs as well as those professional organizations germane to each person's discipline. Probationary faculty are generally not expected to serve on university or college committees, but should focus on those activities most valued for promotion. Activities and positions of responsibility in various professional organizations should be documented and included in the annual self-evaluation materials.

**Grant Writing**
Iowa State University expects its faculty to generate, whenever possible, outside funding to help support its research programs. Several programs are available within the university to provide "seed money" for research proposals. The DEO is notified of deadlines for internal grants, will forward by e-mail those announcements to faculty, and post in the workroom any written guidelines received. Many of the guidelines are also available on the web page of the unit administering or funding the grant.

**Support Staff**

**Secretaries**
There are three staff secretaries. These are located as follows:
- Room149: Departmental/DEO
- Room 149: Events, Publicity, Receptionist
- Room115: Ensembles

**Recording Studio Personnel**
The Recording Studio personnel, under the supervision of the departmental facilities coordinator, are responsible for recording student recitals. A request form for recording a performance in Recital Hall is available in the Music Office. It should be completed several weeks in advance of the program in order to ensure a recording date reservation. The upkeep of the electronic equipment in studios, classrooms, and rehearsal halls is also handled by the recording studio personnel. A malfunction report form is available to alert these students of any problems, which need correcting.

**WOI Recording of Faculty Recital Series**
WOI-FM, the ISU radio station, will record most faculty recitals and some student ensemble concerts. These recitals are re-broadcast on Sunday evenings on a state-wide program entitled "University Concerts" which includes programs from UNI, Drake, SUI, as well as ISU. The radio station personnel will determine which recitals are to be included in this radio broadcast series and will plan to record it. The faculty member need not make special arrangements for WOI recordings of their programs; however, if faculty want a copy of the tape for their personal use, they should request this prior to the recording of their concert by returning the Recording Request Form to the Recording Studio. There is a small fee for this service. Video tapes may be duplicated at the Instructional Technology Center, 1200 Communications Building.

**Keyboard Tuning and Repair**
An individual is hired by the department to regulate and tune the pianos as needed and within reasonable cost restraints. A form to request piano maintenance is available in the music office to request piano technician services. About twice per year, those pianos which are not used for public performance are tuned and serviced. The harpsichords and organs are serviced and tuned by authorized individuals only. Consult with the organ instructor or the main office for appropriate forms to request harpsichord use and tuning.
Custodial Services
The rooms in music hall are cleaned, wastebaskets emptied, etc. according to a schedule determined by the physical plant administration and the custodians union. A precise schedule is established which the custodians, who are physical plant employees, will follow exactly. Custodians will NOT tidy your desk or piano top; they will NOT move items you have stacked on tables, desktops, the floor, etc. Contact the Main Office for more information about custodial services. (See note under Recital Hall for information about cleaning of the recital hall for weekend performances.) If you feel there is a problem with building security, rooms being left open, etc., call the DEO. Security calls for emergency may be dialed as 294-4428.

Music Facilities Coordinator
The Music Facilities Coordinator is primarily responsible for overseeing departmental facilities and equipment. This individual, assisted by student workers, provides certain services which may include moving equipment; providing support for Lyric Theatre/Opera Studio and Madrigal Dinner; doing minor repairs to some equipment; coordinating computer set-up and assistance; issuing keys; monitoring inventory; and providing support for Recital Hall events (including the operation of lights in the hall). Report any problems with the building or equipment to this person. A prior notification time of 1-2 weeks is required for most services using the Facilities Request Form.

Physical Facilities

Room Use and Scheduling
Guidelines for room use vary according to the requirements of individuals using them as outlined below. The schedule of classes prepared by the DEO will take priority regarding classroom and rehearsal hall assignments.

Studio/Office Facilities
The three sizes of studios in Music Hall are assigned basically by faculty load. The largest are piano studios and contain two grand pianos. Medium-sized studios are assigned to applied faculty, i.e. those who teach woodwinds, strings, voice, percussion, and brass/winds. Special rooms are set aside for the instruction in and practice of pipe organ, harpsichord, and carillon. Smaller offices are occupied by those who instruct primarily academic subjects and teach in classrooms rather than their offices.

Rehearsal Halls
The instrumental rehearsal hall (Room 102) and the choral rehearsal room (Room 130) are initially reserved for large instrumental ensembles and choirs respectively. When not used for choral rehearsals, Room 130 also functions as a classroom for classes whose enrollment exceeds 30. Room 102 also functions as a classroom for instrumental methods/pedagogy courses. There are no fixed seats in either room, so any academic instruction will require the students to use lapboards. (The lap board trays are stored in the foyer of Recital Hall and may be rolled to any of the above rooms for use, if necessary. Return lap board trays to the foyer when finished.)

Three smaller rehearsal rooms (Rooms 204, 254, 256) are utilized for chamber ensemble rehearsals, very small classes, and seminars. Faculty may use these rooms when regular instruction or rehearsals are not taking place. The concert coordinator is responsible for room reservations.

Music Library
The music collection of scores and audio recordings were moved from room 125 Music Hall to Parks Library in May 2003. Some materials remain in room 125; however, most scores (other than those in the ensemble libraries), CDs, DVDs, and videos are now available for checkout through Parks Library. The department’s record collection and a faculty CD collection available for check-out are cataloged using a departmental system.
which can be accessed on-line (see the music home-page). The bulk of printed books on musical topics is housed on the ground floor of the main library (Parks Library).

**Computer Lab**
The department’s computer lab (room 52/56) houses computers and MIDI equipment for student use. Since the computers were purchased with funds provided through student computer fees, they are intended primarily for student use; however, faculty may use computers if the work done is in support of teaching. Faculty members’ research and creative work should be done on their office computers. The computer lab is supervised by the facilities coordinator and monitored by student workers. Faculty may submit requests for equipment and software to the DEO or facilities coordinator. Room 56 was recently renovated to include multi-media equipment, so classes are scheduled in that space with spillover into the lab. Check in the Main Office to schedule classes or events in the lab.

**Practice Rooms**
Practice rooms are found on the ground floor. They are left unlocked except those housing grand pianos. These are reserved for piano majors and others who are issued a key. Practice rooms may be reserved by students for use at specific times on specific days. The schedule for reserving practice rooms is maintained in the Music Office and posted in the appropriate bracket adjacent to each practice room. Any university student regardless of major may use open practice rooms. Room 47, the carillon practice studio, contains the practice clavier for the Stanton Memorial Carillon. Its use is reserved exclusively for the university carillonneur and students who are studying applied carillon. The organ and harpsichord studios/practice room are controlled by the organ instructor. A harpsichord request form is available in the Music Office. Room 104, the percussion studio, functions as a storage and small rehearsal/practice room for the percussion instructor and students. Access to this room is controlled by the instructor and/or the band director.

**Other Facilities**
The electronic music studio is under the jurisdiction of the music theory and composition faculty. Its use must be cleared with these individuals. The recording studio is under the jurisdiction of the facilities coordinator. A student employee is trained to use the recording studio and a fee is charged for recording student recitals. The opera dressing room (Room 148) is used sporadically by the opera studio classes and by instrument repair classes. Check with the events coordinator regarding its condition and/or use. A TV monitor and VCR cart, the video camera/tripod, and the audio cart are kept in Room 150 and may be reserved for class use. This electronic equipment is returned to Room 150 immediately after each use to prevent theft of components. A faculty printer is also located in Room 150 and the room serves as a storage room for office supplies and records.

Classrooms (capacity about 30 students) are located on the ground floor. They have designated instructional labels, i.e. Room 2 for music education, Room 24 for music theory, history and literature, Room 34 for group piano, and Rooms 52-56, the computer lab/multi-media classroom. These rooms are kept locked when not in use and it is the responsibility of the instructor to lock rooms following each class.

**Recital Hall**
The lighting of recital hall is controlled by a light board housed backstage. Simple lighting for rehearsals and instruction is described on a small chart posted on the backstage wall over the light board. More elaborate lighting for performances, etc. is provided by the music facilities coordinator and/or his assistant.

The acoustics of the hall can be adjusted to suit needs of the performer(s) whether for soloists, a chamber group, or large ensemble. The control panel is located on the wall in the backstage area. Drapes can be lowered in various modes to cover, fully or partially, the upper walls of the hall to reduce the reverberation factor. The curtained spaces are numbered 1 through 17 beginning with the southeast corner of the hall. Curtain #4 covers the window to the recording booth. The ceiling panels (2 clear plastic) over the stage area may be
lowered or raised to suit the needs of the performance. IT IS IMPORTANT TO REMEMBER, HOWEVER, THAT THESE PANELS MUST NOT BE STOPPED AND STARTED QUICKLY as damage to the panels or the ceiling of the hall may result. The draperies and ceiling panels should be left in the way the user needed them. It is the responsibility of the next stage user to set the acoustical accouterments as needed. However, the switches on the control panel must be returned to the off/center position.

The Recital Hall has a multi-media system to support department courses. Faculty who wish to use the system must be trained to operate the equipment before they are issued a key to the A/V racks. Students are not issued keys to the system. Individuals wishing to use the system for a special event should request assistance from the Facilities Coordinator at least one week prior to the event.

The shell may be configured in three ways.
1. fully closed; the shell is in a non-functional mode to allow maximum use of the total stage space.
2. full-shell open; the side panels are extended at angles to the back wall to provide side walls to enclose the stage. This configuration is the one most frequently used for solo and chamber recitals.
3. short-shell open; using the shell doors, and configuration 2 above, a small enclosure may be obtained for soloists. N.B. this mode has, since 1980, been seldom used.

IN NO CASE SHOULD A SINGLE INDIVIDUAL ATTEMPT TO MOVE THE SHELL. To prevent damage to the hinges and doors, at least two persons are required to move the shell so that the walls thereof remain in a straight line.

Two pianos, a Steinway "B" and a full concert grand (Steinway "D"), are commonly left on the Recital Hall stage. They are kept locked when not in use; faculty members may be issued keys if they are needed on a regular basis. Except for the small piano, the recital hall stage should be cleared after each use.

The custodians responsible for the upkeep of Music Hall depart around 1:00 p.m. Fridays and do not return until early Monday morning. They usually do a quick check of the Recital Hall and lobby area Friday noon; however, any debris, stray lapboards, printed programs, etc. left in the hall after Friday at 1:00 p.m. will remain until Monday. Thus, it is advised that performer(s) of recitals/concerts between the times listed above will need to pick up any debris before the audience arrives for the weekend programs. The facilities coordinator or his student assistants generally do this prior to each weekend concert.

Recital Hall (capacity 312) is a very busy place. It is scheduled months in advance for concerts and recitals. The music listening and literature classes with large enrollments are scheduled in the hall because their enrollments are consistently over 30, the maximum for ground floor classroom occupancy. The events secretary in the music office is responsible for coordinating the booking of rehearsals and programs in Recital Hall. Under this person's guidance, the annual concert calendar is prepared with special attention given to the use of the recital hall facility. Guidelines for prioritizing scheduling of the Recital Hall, dress rehearsals, special equipment, etc., have been established through experience and are available from the secretary.

Green Room
The lounge area adjacent to the south exit of the backstage area is a multi-purpose room. It functions not only as a reception area and rest area for the performers during and after a recital, but also as a faculty/staff lounge. The coffee pot, microwave oven, and refrigerator are for faculty and staff use. The Green Room stays open during the workday and is locked at 5:00 p.m. by the staff.

Security and Keys
Faculty are issued keys to the outside doors of Music Hall, to their studios, to Recital Hall (which key also opens the faculty mail/workroom), to each room in which they instruct or rehearse regularly, and to the audio cabinets located in rehearsal halls and classrooms. They may also be issued keys to Room 150 for computer use, Rooms 254 or 256 for chamber rehearsals, and to the "B" grand pianos housed in Rooms 102, 130, 254, 256, and Recital Hall stage. Faculty are NOT issued individual keys to the Music Library, the Music Office, maintenance rooms and janitor's closets. Students may be issued keys to select rooms upon recommendation of faculty and with the DEO’s approval. This would include keys to practice rooms and some offices where student workers need access.

It is the faculty member's responsibility to make sure that all facilities and equipment cabinets for which they are issued keys are kept locked, especially after normal university hours. This responsibility also extends to any student to whom the faculty member should loan his/her key(s). As with any large institution, there have been burglaries resulting in the loss of expensive electronic equipment. Particularly vulnerable is the Recital Hall and its contiguous areas--backstage, emergency stage exit foyers, and the front foyer. When leaving this area please make certain that not only are the handles locked, but all locking rods are engaged and the doors closed firmly. Since the university is “self-insured” the department must cover losses. For particularly vulnerable and valuable equipment (such as laptop computers) or equipment which is moved out of the building frequently (harp, harpsichord), the department can purchase insurance.

Because of the electronic equipment and valuable instruments housed in each faculty office or studio, it is also suggested that the door to each is kept locked when the faculty member is absent, even for a brief "run" to the office or other facility. According to a posted schedule, university security personnel will clear the building and lock all outside doors. During the regular scheduled semester, the building is usually locked about midnight and reopened about 7:00 a.m. when custodians arrive. During semester breaks and university holidays, open hours for Music Hall will vary.

**Telephone and FAX Billing**

Each faculty office is equipped with a telephone operated by the University's own telephone system. Faculty members may make personal calls from their offices, but should reimburse the department for all long distance charges incurred for personal calls. Long distance calls which ring 5 or more times will be charged whether or not the person called answers. Please terminate the call after four rings to avoid incurring unnecessary charges. A brochure and one-page instruction sheet (available from the main office) along with information in the front of the ISU Directory will provide guidance regarding the telephone system and its features. It is recommended that faculty record a personal greeting for callers. The department FAX (294-6409) is located in the Main Office. FAX messages can be received at any time. FAX messages can be sent only during regular office hours. Faculty/staff will be asked to reimburse the department for sending personal correspondence by FAX.

**Photocopying Materials**

There are three sources of photocopying available to the faculty member. One is the photocopier machine located in the workroom/mail room in Music Hall. You will be issued a code in order to use this machine which identifies each faculty member and records the number of copies run. This machine is only used for fewer than 10 copies of each original. Because the department must pay an additional charge for copying above a number specified in the copy machine agreement, personal copying should be done on the copy machine in the music library (room 125) rather than on the workroom copy machine.

More than ten copies of each page are more economically obtained at the ISU Copy Centers. Originals may be left with secretaries in the Main Office who will take them to the ISU Copy Center for duplicating. At least one day for small documents should be allowed for turn-around time. Copies may be run on papers of a variety of colors, samples of which may be perused with the secretary. For large documents and materials related to the faculty member's profession but personal in nature, e.g. a report for a professional society, the
originals can be taken to the Memorial Union Copy Center (basement) or to the HUB Copy Center and paid for directly (generally less expensive than a commercial copy center).

The department provides course syllabi and exams for all music courses. Such materials and the number of copies requested should be given to a secretary 1-2 days in advance so that materials can be taken to the Copy Center. Because of financial constraints, course packets and other handouts are not provided by the department. Faculty members should take these materials to a copy center (on or off-campus) for duplication and students will purchase such materials directly from the copy center. Other course materials can be made available to students by putting them on reserve in the music library or on disk to be printed in the computer lab.

**Repair and Maintenance of Audio Equipment**
The recording studio staff is charged with the maintenance of the audio equipment found in classrooms, faculty studios, and rehearsal halls. A form, which requests descriptions of electronic equipment malfunctions, is available in the music office. After receipt of the completed form, the student worker(s) will obtain a key to the room in question and assess the problem. In the cases of emergency, i.e. the malfunctioning equipment is located in a teaching area which will be used within hours/days, the staff will attempt to repair or provide substitute equipment to tide the faculty member over until substantial repairs can be made. The recording studio staff will make periodic cleaning, approximately annually, of components and needle replacement of turntables in all Music Hall rooms. Faculty must report missing equipment immediately to campus security (294-4428) and the DEO.

**Departmental Equipment**
The department possesses a large screen (20") video monitor and two VCRs which can be used to show commercially or locally produced video cassettes (VHS only). This equipment is on a cart, which is stored in Room 150. A camcorder (and a tripod) is housed in the Main Office and may be used for video taping of instruction, student projects, and performances. Please check with the secretary in the main office to reserve time for the use of this equipment.

Additional video/audio equipment may be rented or borrowed from the ISU Instructional Technology Center. Prior approval and an intramural purchase order must be obtained from the DEO if charges are incurred. The Facilities Coordinator can assist you with such requests. Special electronic connections and arrangements have been established so that movies can be shown in the Recital Hall and the house speakers used.

**Parking**
The department has a parking permit for posted loading zones, parking meters, vending permit areas and general staff parking which can be borrowed on a short-term basis. We also have special permits for faculty parking in the Friley Food Service parking area on evenings and weekends when the Friley food workers are not on duty. This is a good place to park for concerts and evening rehearsals. There is limited parking along Lake LaVerne for departmental guests. Faculty can use the Lake LaVerne permit only when special departmental business makes it necessary to do so with approval of the DEO, i.e., when chauffeuring a guest for a departmental event. See the office secretary for one of these daily permits.
Concerts and Public Relations

Concert Calendar
The annual calendar of concerts and recitals is prepared by the concert coordinator in consultation with various members of the faculty. A set of blank monthly calendar sheets is distributed to every faculty member during spring semester of each year. These sheets contain university dates and most events that are already scheduled by the Iowa State Center. Faculty/ensemble directors are given opportunities to schedule their preferences for concerts/recitals according to a procedure established by the faculty and the concert coordinator. A proof copy of the year's events is sent to every faculty member and conflicts are settled by mutual agreement. This schedule is matched with that of the Iowa State Center for conflicts and then published or amended as necessary. Additional concerts may be proposed as additions to the annual concert calendar using the form "Request for Additions to the Calendar".

Concert Programs
The printed concert programs, program notes, translations of vocal/choral works in foreign languages are the responsibility of the faculty member in charge of the program. These are forwarded, in clear manuscript or electronically, to the concert coordinator in the main music office for format and printing. Foreign terms, phrases, should be clearly typed or printed so that any syntactical, diacritical marks, etc. can be clearly identified. A proof copy is given to the faculty member who is in charge. After approval, the program is sent to printing for duplication in the appropriate number of copies. The concert coordinator will notify faculty of deadlines for submitting program and publicity information.

Concert Ushers & Stage Hands
The music facilities coordinator will normally assume responsibility for stage lighting and backstage assistance for a faculty recital series program. When there is a lot of equipment to be moved during a concert, faculty may need to provide student volunteers to assist the facilities manager. Sigma Alpha Iota members frequently usher for faculty recitals. The ushers should allow patrons to enter at appropriate times if they are late arriving for a recital, and pick up the attendance verification slips for enrollees in Music 102, 103, 120 after the concert is over. Contact the music facilities coordinator well ahead of the concert to discuss concert needs and current procedures. He requests that you use the Music Facilities Request form to communicate your needs.

Publicity
The department has identified appropriate local and regional media, which will publicize musical events sponsored by the department, faculty individuals, or its ensembles. Procedures to expedite this public information have been developed and should not be circumvented by individual faculty or students because local newspapers and radio stations rely on one consistent and reliable source for accurate information regarding Music Department events. The concert coordinator will notify faculty of procedures and deadlines. Dave Gieseke in the college office handles department publicity.

Alumni Newsletter
A newsletter is sent twice/year to alumni of the department (music majors) and to members of Friends of Music. One individual is charged, as Editor of the publication, for the content acquisition and format of this newsletter. The editor will request articles and information from a variety of faculty for every publication of the newsletter.

Photo Services & Faculty File
The Main Office secretaries keep publicity files of faculty, departmental ensembles, activities, etc. These files contain printed information, photographs, etc., which can be used for departmental publicity as circumstances warrant. It is the faculty member's responsibility to keep this file up-to-date. Photographic sessions for individual photos or for special events may be arranged through the Instructional Technology Center (ITC).
Administrative Procedures

Purchasing
Various forms have been developed for the request of department funds to purchase equipment, software, materials, etc. Faculty purchases can be made by (1) utilizing divisional budget allocations, or (2) if not part of a specific division, by requesting funds from the general department fund. All purchase requests, intramural and extramural, are to be submitted on the appropriate forms and approved by the DEO before the purchase is transacted. **Do not purchase items for which you expect reimbursement without having submitted appropriate forms or otherwise received approval from the DEO.** (See the departmental secretary for clarification on appropriate forms to use.) If you are organizing a special event that requires departmental funding, submit a budget proposal to the department head for approval before any publicity is released.

Travel
Faculty travel (professional appearances, conferences, clinics, etc.) should be submitted in advance on the appropriate travel authorization form and approved by the DEO. Such travel authorization is required during the period of a faculty member's appointment (not during vacations and University holidays) for individuals whose regular duties do not require such travel. Requests for travel funds **must** be submitted to the DEO at least three weeks prior to travel. Limited funds to support professional travel to present a paper or other invited presentation are available. Submit the "Request for Financial Assistance for Faculty Travel". Also see the ISU Faculty Handbook for information about travel policies.

Library Materials
Faculty may request library materials directly from Parks Library through the collection officer for music or through the music faculty library liaison. Normally material requested for course reserve reading will be purchased by Parks Library if it is not already available.

Textbook Adoption
Textbook orders should be submitted to the main office by the sixth week of the semester preceding the semester in which a course is given. The Department of Music recognizes each faculty member's responsibility and prerogative to choose required textbooks for assigned courses. In keeping with University policy (see *Faculty Handbook*, revised edition, 8/20/92, p. 53), the Department of Music employs the following procedures to protect both students and faculty from abuse or unfair treatment in the selection of textbooks.

1. **Texts for multi-section courses (Music 100, 102, 127, 128, 227, 228, 233, 234, 235, 236, 333, 334, 335, 336):** Text adoptions for these courses will be made by faculty members who teach these courses. Disagreements should be brought before the Curriculum Committee which will attempt to resolve major differences of opinion about choice of texts.

2. **Courses in which an unusually large number of textbooks is required:** Not applicable

3. **Instances in which the instructor of the course is author of a book required for that course:** To avoid conflict of interest involving a faculty member who might select as a required course text(s) one which he/she has authored or co-authored, a written recommendation to that effect, submitted during the first week of the semester preceding the semester in which the course is given, will be reviewed and approved/disapproved by the Department's Curriculum Committee after consultation with other faculty teaching in the same area. Some criteria used for text approval might include a comparison of the requested text with others in the field, publisher respectability, peer evaluation, and favorable reviews in refereed journals associated with the area in question. Persons on the Curriculum Committee who have authored texts under consideration will not participate in the screening process. Faculty members using their own books as texts will not be expected to relinquish royalties from books that have been approved by one of these committees.

4. **Instances in which questions are raised by students or other faculty members concerning selection of any text:** Any questions by students or other faculty members...
concerning text selection that cannot be resolved between the student/faculty member and the course instructor should be referred to the Curriculum Committee for mediation.

**Specialized Forms**
Specific forms have been provided by both the department and the University to deal with specific problems regarding relationships between the faculty or students and the department or University. In most cases these forms, whose successful completion will solve any problems which are temporarily encountered, are self-explanatory and as follows:

1. Harpsichord Request Form
2. Recording Request Form
3. Recording Equipment Malfunction Report
4. Drop or Add a Course Form
5. Request for Waiver of Drop Fee
6. General Recital Program Information
7. Request for Piano Tuning/Repairs
8. Facilities Request Form
9. Accompanist Request Form
10. Continuation Exam Form
11. Request for Financial Assistance for Faculty Travel
12. Request for Additions to the Calendar
13. Funding Request
14. Travel forms

The above forms are available in the Main Office and can be processed through the department or in the appropriate university offices.

**Other University Documents**
There are numerous other University documents which provide guidelines, suggestions, operational procedures, etc. for matters not covered by this handbook. See the *ISU Faculty Handbook* and the *General Catalog* or contact the DÉO for further information.