



AUBURN UNIVERSITY

COLLEGE OF LIBERAL ARTS

Department of Music

Faculty Handbook

2023-2024

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COLLEGE OF LIBERAL ARTS

Department of Music

Purpose and Mission Statement:

The purpose of the Music Department at Auburn University is to (1) Provide an exceptional education and musical experience for music majors and non-music majors alike; (2) Assist in the development and attainment of positive opportunities for students; (3) Bring world-class performances to Auburn University campus performance venues, including the Gogue Performing Arts Center; and (4) Offer cultural enrichment on local and global stages.

Vision Statement:

The Auburn University Department of Music will provide a globally recognized and innovative education. The Department will address all aspects of traditional and contemporary music within a nurturing and inclusive environment that reflects our liberal arts tradition. The Department is committed to offering state of the art facilities for developing future generations that contribute to, value, appreciate and advocate for the musical arts through artistic excellence, research, service, and outreach.

Diversity & Inclusion Mission Statement:

The Auburn University Department of Music endeavors to develop a learning environment and musical culture which reflect a commitment to diversity and inclusion. We aim to recognize and value the contributions and experiences of students, faculty, staff, artists and composers who represent diverse races, ethnicities, nationalities, sexual orientations, gender identities, ages, disabilities, religious or spiritual beliefs, socioeconomic classes, and political beliefs. As a department committed to building a diverse and inclusive learning environment, it is the responsibility of everyone to ensure that all are welcome and afforded the opportunity to take full advantage of the resources within the department.

To this end, we are committed to the following actions:

- Increased efforts to recruit and retain students, faculty, and staff from diverse backgrounds;
- Increased representation of visiting lecturers, master teachers, artists, and composers of under-represented and diverse backgrounds;
- Consistent assignment of repertoire for study and performance by composers of under-represented and diverse backgrounds in applied studios and ensembles;
- Increased and consistent inclusion of composers, music, and artists of under-represented and diverse backgrounds in all music courses.
- Timely and serious attention given to diversity and inclusion concerns voiced by students and faculty.

Department of Music
Policy and Procedure Document
Adopted by Faculty June 17, 2021

1. Departmental Mission

The purpose of the Music Department at Auburn University is to (1) Provide an exceptional education and musical experience for music majors and non-music majors alike; (2) Assist in the development and attainment of positive opportunities for students; (3) Bring world-class performances to Auburn University campus performance venues, including the Gogue Performing Arts Center; and (4) Offer cultural enrichment on local and global stages.

The Department Strategic Plan and Code of Ethics also provide direction and goals for the conduct of teaching, service, research, creative activity, scholarship, and collegiality for the Department.

2. Provision for Amending Policy and Procedure Document

Any voting faculty member of the Department of Music may propose an amendment to the "Department of Music Policy and Procedure Document." The amendment will be submitted in writing to the Department Chair (DC) who will distribute copies to all regularly voting faculty and call a meeting to consider the proposal after the amendment has been distributed. Adoption of the amendment will require a two-thirds majority of the voting faculty. Amendments will not be considered during the summer semester. Final approval of all amendments is subject to review by the DC and Dean.

3. Code of Ethics

In case of dispute between this Policy and Procedure Document, the Department Code of Ethics, College of Liberal Arts Policy, or University Policies regarding Faculty, Employees, and Students the University Policy shall be adhered to.

4. Faculty Governance

4.1 Departmental Faculty Meetings

- 4.1.1 Faculty meetings, frequency, and Rules of Order shall be conducted in accordance with Department Bylaws Section D. Faculty Meetings.
- 4.1.2 The DC will circulate the agenda for the meeting no later than two days before the meeting.
- 4.1.3 Issues requiring a vote will be decided in accordance with the requirements of Department Bylaws Section A. Faculty, Subsection 1. Membership.
- 4.1.4 Votes on amending this document will be conducted in accordance with Section 2 of this document, Provision for Amending Policy and Procedure Document
- 4.1.5 Within a week after the meeting, the DC will circulate a summary of the meeting to all the professorial faculty.

4.2 Voting Eligibility

- 4.2.1 Faculty eligible to vote in all matters of the departmental affairs described

below are those holding tenured status and those on probationary appointments who meet the requirements of the *Department Bylaws Section A. Faculty*, Subsection 1. Membership.

4.2.2 Instructors on full-time appointment are eligible to vote on the committees to which they may be appointed or elected.

4.2.3 Votes within the Music Department are advisory to the Department Chair (DC).

4.3 Graduate Faculty

Criteria for membership on the graduate faculty are determined by the Department of Music with the approval of the Graduate Council. Departmental meetings for this membership will be held as circumstances may require, at a date and time to be set by the DC. A meeting may be called by the DC in response to a request by a minimum of three graduate faculty members. The DC will circulate the agenda no later than two days before the meeting.

5. Administration and Administrative Service Appointments

5.1 Department Chair (DC)

The DC is an administrative position, preferably at the rank of full professor, serving at the pleasure of the Dean of the College of Liberal Arts. The DC is responsible for overseeing the implementation of the policies and procedures set forth in this document for governing the Department of Music.

5.2 Eligibility and Term of Office.

The DC shall be selected and serve in accordance with the *Department Bylaws, Section B. Department Chair*, Subsection 1. Eligibility and Term of Office.

5.3 Duties and activities of the DC.

In addition to the following activities, the DC responsibilities are outlined in the *Department Bylaws, Section B. Department Chair*, Subsection 2. Duties of the Chair.

5.3.1 holding primary responsibility for course scheduling and enrollments and guiding curriculum development;

5.3.2 holding ultimate responsibility for the recruitment of highly qualified undergraduate and graduate students;

5.3.3 maintaining records of departmental activities and reporting those upon request;

5.3.4 maintaining contact with other offices such as the Registrar, Graduate School,

5.3.5 recruiting faculty members and fostering their development;

5.3.6 organizing and implementing policies and procedures for the promotion and tenure recommendations of faculty members;

5.3.7 managing the allocation of available departmental resources including operating funds, office space, support equipment, and instructional equipment;

5.3.8 conducting regular evaluation of faculty and staff and making recommendations for merit salary increases;

5.3.9 arranging the allocation of faculty responsibilities, including committee assignments, teaching responsibilities, research and creative work activities;

5.3.10 communicating the policies and expectations of the higher administration to the department faculty;

5.3.11 advocating the needs for the department to the Dean and Provost;

- 5.3.12 maintaining relationships with students, other administrators, University councils and committees, alumni, professional organizations, and other appropriate groups;
- 5.3.13 coordinating and offering balance to the department's research, and instructional programs;
- 5.3.14 Supervising the support personnel of the Department;
- 5.3.15 Promoting positive relations with other units of the University, with departments of other universities, and with the community at large;

5.4 Election Processes

The Election of a DC shall be conducted in accordance with the *Department Bylaws Section B. Department Chair*, Subsection 3. Election Processes, and Subsection 4.

Support of the Dean.

5.5 Administrative Appointments

- 5.5.1 Area Coordinators. The Area Coordinator is appointed by and serves at the pleasure of the DHC. The Coordinator is responsible for providing oversight and leadership within the area and serves as a liaison between area faculty, students and the DHC.
- 5.5.2 Duties of the Area Coordinator may include facilitating area activities (e.g. area juries and auditions), calling and leading area meetings as needed, providing leadership to resolve area issues, and working with other area coordinators as directed by the DHC.
- 5.5.3 Other duties may be assigned as needed by the DHC. The Area Coordinator may assign duties to other faculty in the area (or other areas, as needed) for shared governance and leadership.
- 5.5.4 Generally, senior tenured faculty in the area will be first choice for appointment. There is no term limit. The Coordinator may assign duties to other faculty in the area for shared governance and leadership; and serve as a liaison between applied faculty, students and DC, as needed.
- 5.5.5 Area Coordinators are appointed for the following positions:
Coordinator of Brass, Keyboard, Percussion, String, Voice, Woodwind, Core:
responsible for oversight of the multi-section courses of Appreciation of Music (and any other core courses), Commercial, Composition/History/Theory

6. Committees

Standing and Other Committees of the Department of Music are listed and updated in the Department Bylaws Section C. Departmental Committees.

7. Auditions, Juries, Exams, and Events

7.1 Audition and Jury Committees

All audition and jury committees shall be comprised of at least three area faculty. Faculty from other areas will be added to the committee for areas with less than three faculty.

7.2 Auditions

- 7.2.1 Auditions are held annually in the fall and/or spring for incoming students seeking entry in the forthcoming fall semester.
- 7.2.2 Audition requirements, dates, and guidelines are determined by the applied

faculty and published on the department website.

- 7.2.3 Alternate scheduling arrangements can be made in special circumstances (e.g. spring semester applicants or late applicants for fall semester), but the audition must be held prior to the commencement of classes of the intended semester of entry.
- 7.2.4 Audition results are at the sole discretion of the applied instructor and audition committee.
- 7.2.5 Students who don't pass the initial audition may take no more than one additional audition the following year.
- 7.2.6 Degree-required MUSI and MUAP courses are only provided to BM, BA, and BME students who successfully pass the audition.

7.3 Degree-required Recital Juries

- 7.3.1 Students enrolled in a degree-required recital course must first successfully pass a recital jury two weeks prior to the proposed recital date.
- 7.3.2 The recital jury grade is determined by the average of the committee member grades ("A" – "F"). The recital jury replaces the semester jury and accounts for 33% of the final MUAP grade. Only the applied instructor is required to attend the recital and will submit a grade of satisfactory or unsatisfactory for the MUSI recital course. The recital jury must be passed and the recital must be successfully performed before registration is permitted for the subsequent MUAP course.
- 7.3.3 Students who successfully pass the recital jury with a grade of "C" or better will be permitted to perform the recital as scheduled.
- 7.3.4 Students who fail the initial recital jury may make one additional recital jury attempt during the current semester.
- 7.3.5 Students who don't pass the recital jury and complete the recital by the last day of semester classes will fail the semester MUAP and MUSI recital courses.
- 7.3.6 Students who pass the recital jury on the second attempt must reschedule the recital to occur two weeks following the jury date.
- 7.3.7 Students who don't pass the recital jury on the second attempt must retake the current MUAP and MUSI recital courses.
- 7.3.8 Senior students must pass the recital jury and successfully perform the recital before final grades are due in order to graduate.

7.4 Student Events

Student events sponsored by the department should occur when school is in session. The date(s) should be agreed upon and/or announced to the faculty and posted for students at least four months in advance of, or in the semester prior to, the event.

7.5 Graded Activities

Registration for graded activities, i.e., course exams, quizzes, juries, recitals, auditions, etc. must be conducted online.

7.6 Participation in Extracurricular Activities

Student participation or non-participation in extracurricular activities, i.e., on/off-campus competitions, auditions, community ensembles, honor events, etc., will not be factored into grading for any course.

7.1 Request for Change of Applied Instructor

We respect an applied student's prerogative to request instruction from any Department instructor(s) of their choice, when there are two or more instructors for the applied instrument, with the approval of the Department Chair.

8. Appointment

Guidelines and requirements relating to Faculty Appointments for Non-Tenure and Tenure-Track Faculty are provided in the *Auburn University Faculty Handbook* (Faculty Handbook). Appointment guidelines that are specific to the Department of Music are contained in this Section. In the event of a conflict between this Policy and Procedure Document and the University Faculty Handbook, the guidelines within the Faculty Handbook shall prevail.

In addition to the policy established in *Section 3.3: Faculty Appointments of the Faculty Handbook*, *Section 3.5: Nontenure-Track Faculty*, and *Section 4.8.2 The Graduate Faculty*, the following guidelines are in place for the Department.

For the purpose of this section, the following definitions shall apply:

- Regional - within and sponsored by a peer institution, program, or organization within the South Eastern region of the US (Alabama, Florida, Georgia, Arkansas, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, and the U.S. The Virgin Islands)
- National - sponsored by an institution or organization within the continental US and its designated territories or outside of the South Eastern region
- International - any institution outside the United States or organization that is an International organization, regardless of where the event is held or where the organization is based
- National or International Organization Offices - voted positions by the organization membership
- Productions and Recordings - published by nationally or globally recognized production company
- Guest Conductor or Musician - selected from among national or international candidates

8.1 The DC is responsible for coordinating all recruitment and appointment procedures. In the spring semester (approximately a year and a half prior to the appointment), the DC, in consultation with the full-time faculty, determines hiring needs and priorities and develops an appropriate advertisement. Once the advertisement has been completed, the DC appoints a Search Committee for each position consisting of a chairperson and at least two other full-time faculty members; in setting up the committee, the DC tries to include at least one person from the same field or a closely related one.

8.2 The Search Committee members will review the application materials for each candidate. Once the application deadline has passed, the search committee will submit a ranked list of recommended candidates to the DC, who will then determine which candidates to interview. If the DC has questions about the search committee rankings or does not agree with them, the DC meets with the Search Committee to discuss those points before making a final decision about which candidates to interview.

8.3 The DC works with the Search Committee Chair to make arrangements for

interviews.

8.4 Once the interview process has been completed, the DC calls a meeting of the Search Committee and qualified faculty to discuss the candidate(s)

8.5 Qualified faculty vote by secret ballot on which candidate(s) to recommend for appointment and rank candidates if there is more than one recommended candidate. If the DC concurs, he or she proceeds to recommend appointment; if not, the DC explains reasons for not following recommendations to the faculty.

8.6 The Department of Music recognizes one level of Graduate Faculty membership: Level 1 – The faculty member may teach at the 6000-7000 level and may serve on both masters' and doctoral committees.

8.7 Mentoring

Each new tenure-track faculty member will be assigned at least one mentor from the tenured faculty by the DC during the faculty member's first semester. Tenured faculty have the option to decline to serve as a mentor but should make every effort to serve if requested. Mentees have the option to discuss, with the DC, a change of mentor at their discretion. Mentors are not ultimately responsible for the success or failure of the new faculty member, but they should be knowledgeable about current university Promotion and Tenure Guidelines. It is reasonable for activities of the mentor to include the following responsibilities:

8.7.1 To be available to discuss professional issues

8.7.2 To provide peer reviews annually on classroom and/or applied teaching

8.7.3 To give feedback on classroom teaching

8.7.4 To assist the new faculty member in assembling his or her file for tenure and promotion or annual review

8.7.5 To serve as a representative for the faculty member during Department Promotion and Tenure Committee meetings and third-year review discussions

8.7.6 Responsibilities of the mentored faculty include:

8.7.7 Being proactive and seeking advice from one's mentor as well as other individuals within and outside the department

8.7.8 Being knowledgeable of all university promotion and tenure guidelines

9. Promotion

Guidelines and requirements relating to Promotion and Tenure of Tenure-Track Faculty are provided in the *Auburn University Faculty Handbook* (Faculty Handbook). Promotion guidelines that are specific to the Department of Music are contained in this Section. In the event of a conflict between this Policy and Procedure document and the University Faculty Handbook, the guidelines within the Faculty Handbook shall prevail.

Academic Ranks and Promotion for Tenure-Track Faculty, Lecturers, and Clinicians are described in *Section 3.3.4: Academic Ranks and Promotion*, *Section 3.5.1: Guidelines for Establishing and Filling Positions in the Lecturer Title Series*, and *Section 3.5.2: Guidelines for Establishing and Filling Positions in the Clinician Title Series* of the Faculty Handbook.

For the purpose of this section, the following definitions shall apply:

- Regional – within and sponsored by a peer institution, program, or organization within the South Eastern region of the US (Alabama, Florida, Georgia, Arkansas, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, and the U.S. The Virgin Islands)
- National – sponsored by an institution or organization within the continental US and its designated territories or outside of the South Eastern region
- International – any institution outside the United States or organization that is an International organization, regardless of where the event is held or where the organization is based
- National or International Organization Offices – voted positions by the organization membership
- Productions and Recordings – published by nationally or globally recognized production company
- Guest Conductor or Musician – selected from among national or international candidates

9.1 The Music Department Promotion and Tenure Committee shall consist of all music faculty of higher rank than the candidate for promotion and those with tenure in the case of a candidate for tenure. The Department Chair will oversee the Tenure and Promotion process.

9.2 The activities that are necessary to carry out the mission of the Department of Music fall into three categories: teaching, research and/or creative accomplishment, and service. To qualify for reappointment, promotion, and/or tenure, a faculty member, lecturer, or clinician (collectively – faculty member) must demonstrate successful contributions in all assigned areas.

9.3 Department Criteria for Teaching

The teaching load is appropriate to the needs of the area and Department, and the expertise of the faculty member and includes:

9.3.1 courses (including lessons, recitals, ensembles, independent study, thesis supervision, undergraduate or graduate student research, or senior or honors theses)

9.3.2 student internship supervision

9.3.3 academic advising is encouraged

9.3.4 successful recruiting - A faculty member's recruiting is evaluated based primarily upon results over a running three-year period, not only the activities that lead to these results. At a minimal level, successful recruiting results in the faculty member recruiting and filling an academic area, studio, or ensemble with music majors. More successful recruiting activity is reflected in larger numbers of higher quality music major auditionees or interviewees, on average, over the course of years, resulting in a more competitive admission process and higher quality of matriculating students.

9.3.5 evidence of quality teaching

9.3.5.1 AU eValue reports, including student comments

9.3.5.2 peer evaluation of teaching

- 9.3.5.3 statements from administrators which attest to the candidate's teaching and advising effectiveness
- 9.3.5.4 competitively awarded honors, fellowships, prizes, festivals or apprenticeships received by students (e.g., regional, national, or international level)
- 9.3.5.5 college, university, or external (at the regional, national, or international level) honors and awards received for teaching or advising
- 9.3.5.6 membership on graduate committees
- 9.3.5.7 evidence of expertise or experience in international or intercultural activities
- 9.3.5.8 mentoring of students in successfully meeting the requirements of their degree program, demonstrating a positive record of student retention and graduation
- 9.3.5.9 placement of students in graduate programs at premier institutions
- 9.3.5.10 mentoring students in presenting and/or publishing research or music in a professionally recognized forum
- 9.3.5.11 evidence of course or curricular development
- 9.3.5.12 evidence of pedagogical innovation
- 9.3.5.13 an account of supervision of undergraduate research
- 9.3.5.14 a description of mentoring or coordinating GTAs for large-enrolling, multi-section classes
- 9.3.5.15 a description of participation in teaching workshops and pedagogical training
- 9.3.5.16 evidence of producing students who become active professionals in music
- 9.3.5.17 mentoring students to achieve the standard of excellence in performance and academic studies established by the Department

9.4 Department Criteria for Research

The weight of each of the following is based on the significance of the venue, journal, or label; the intent of the activity; whether it is invited, peer-reviewed, or refereed; the venue of the activity (regional, national, or international); the quality of program; and where the faculty member is in trajectory and rank.

- 9.4.1 Books, chapters, compositions, recordings, arrangements, or computer programs in which you are the primary author, composer, or performer.
- 9.4.2 Books, chapters, compositions, recordings, arrangements, or computer programs in which you are a contributing author, composer, performer, or editor.
- 9.4.3 Articles published in refereed print or online journals.
- 9.4.4 Invited or peer-reviewed presentations at national or international professional meetings as a sole or co-presenter.
- 9.4.5 Service as editor of a professional and/or scholarly journal.
- 9.4.6 Invited or peer-reviewed presentations at regional professional meetings as a sole or co-presenter.
- 9.4.7 Invited or peer-reviewed video research presentation published by a significant professional organization.

- 9.4.8 Invited presentation at peer or aspirational institutions or significant programs in the given field.
- 9.4.9 Papers published in refereed conference proceedings.
- 9.4.10 Extended abstracts published in a journal or conference proceedings (refereed on the basis of abstract).
- 9.4.11 Articles published in popular press or non-refereed journals.
- 9.4.12 Invited or peer-reviewed presentations at state/local professional meetings as a sole or co-presenter.
- 9.4.13 Manuscripts submitted for publication (include where and when submitted and status of submission).
- 9.4.14 Substantial review article published in a scholarly print or online source.

9.5 Department Criteria for Creative Activity

The weight of each of the following is based on the significance of the venue, journal, or label; the intent of the activity; whether it is invited, peer-reviewed, or refereed; the venue of the activity (regional, national, or international); the quality of program; and where the faculty member is in trajectory and rank.

- 9.5.1 Invited or competitively awarded performances, conducting engagements, commissions/performances of original compositions, or seminars/workshops in nationally or internationally recognized venues or conferences.
- 9.5.2 Invited or competitively awarded performances, conducting engagements, or commissions/performances of original compositions, or seminars/workshops in regionally recognized venues/conferences.
- 9.5.3 Invited to adjudicate professional auditions or competitions and/or present/lead clinics for award granting entities not part of a professional service organization.
- 9.5.4 Performer or conductor at nationally or internationally recognized venues or with honor ensembles.
- 9.5.5 Performer or conductor at regionally recognized venues or with honor ensembles.
- 9.5.6 Exchange performances at peer or aspirational institutions or significant programs in the given field.
- 9.5.7 Master classes at peer or aspirational institutions or significant programs in the given field.
- 9.5.8 Faculty or local recital.
- 9.5.9 Secondary role in faculty or local recital.
- 9.5.10 Playing as a member of or conducting a local large ensemble.

9.6 Grants or Fellowships

9.7 Honors, awards or prizes for research and/or creative accomplishment

9.8 Department Criteria for Service Activity

9.8.1 Institutional Service

- 9.8.1.1 Committee work at university, college, and Department level. Serving as Chair of governance bodies and related activities (i.e., area coordinator); Member of governance bodies and related activities
- 9.8.1.2 Invited special event performances or presentations at the university, college, or Department level. These performances could include

- performances by students (solo or ensemble) that the faculty member arranges.
- 9.8.1.3 Record of contributions to the University's programs, at home and abroad, to enhance equal opportunity and cultural diversity. Contributions to university, college, or Department publications
- 9.8.1.4 Recognition through awards from the University or community for service
- 9.8.1.5 Hosting and/or organizing symposia, clinics, workshops, guest artist appearances
- 9.8.1.6 Facilitating or coordinating additional functions of the Department
- 9.8.1.7 Ensemble recruiting or Area coordination at the Department-level
- 9.8.2 Disciplinary Service
 - 9.8.2.1 Membership and active participation in professional and learned societies related to candidate's academic discipline
 - 9.8.2.2 Offices held in professional societies
 - 9.8.2.3 Service on professional society committees
 - 9.8.2.4 Evaluation of peer research, scholarship, or creative activity
 - 9.8.2.5 Service as peer referee for professional journals and publishers
 - 9.8.2.6 Service as reviewer of proposals for granting agencies
 - 9.8.2.7 Service as external evaluator for promotion and/or tenure
 - 9.8.2.8 Published book, CD, or software reviews
 - 9.8.2.9 Honors or awards for service activity within the academic discipline
- 9.8.3 Professional Service
 - 9.8.3.1 Service to public and private organizations or institutions in which the candidate uses his/her professional expertise.
 - 9.8.3.2 Service to governmental agencies at the international, federal, state and local levels
 - 9.8.3.3 Service to industry, e.g., training, workshops, consulting
 - 9.8.3.4 Participation in community affairs as a University representative
 - 9.8.3.5 Adjudication at competitions or on audition panels (other than Department auditions)
 - 9.8.3.6 Recital or ensemble performance in public or private schools
- 9.9 Outreach activities are an integral part of the Department mission and will also be considered for promotion and tenure when appropriate.

10. Tenure

In addition to the policy established in *Section 3.6: Promotion and Tenure of Tenure-Track Faculty* of the Faculty Handbook, the following guidelines are in place for the Department.

- 10.1 Candidates for tenure in the Department of Music are normally considered at the same time as promotion to the rank of *associate professor*
- 10.2 The recommendations are linked in that favorable recommendation for tenure normally presumes, but does not guarantee, favorable recommendation for promotion to the rank of *associate professor*.
- 10.3 The DC is responsible, under the annual guidelines issued by the University and the College of Liberal Arts, for initiating assessment procedures requisite to

- nominations for promotion and tenure.
- 10.4 All Department tenured faculty should be involved in the peer review process. Probationary faculty, during their first three years, should expect one announced class visit per year from a tenured faculty member identified by the DC.

11. Evaluation of Faculty

The Annual, Third-Year, Post-Tenure, and Administrative Review process is conducted in accordance with *Section 3.7: Evaluations and Reviews* of the Faculty Handbook.

Department-specific processes are described below.

- 11.1 The purpose of the Annual Review is to give the faculty member, both tenured and tenure-track (probationary), (a) an opportunity to share in the assessment of the extent and value of the evaluated faculty member's instructional, research, outreach, and service activity for the year and (b) an opportunity to discuss with the DC the faculty member's present and future place within the departmental program.
- 11.2 The Annual Review for tenure-track *assistant professors* will also incorporate feedback on materials provided and progress toward tenure and promotion from Department faculty members who meet and discuss the extent and value of the evaluated faculty member's instructional, research, outreach, and service activity for the year.
- 11.3 For tenure track faculty this serves as a progress report in their quest for promotion and tenure (as required by the University).
- 11.4 The following scale will be used in the annual reviews as mandated by College of Liberal Arts guidelines:
- 11.4.1 Exemplary Performance 5
 - 11.4.2 Exceeds Expectations 4
 - 11.4.3 Meets Expectations 3
 - 11.4.4 Marginal 2
 - 11.4.5 Unacceptable 1
- 11.5 Upon request, the Biggio Center staff will conduct a classroom observation. The typical observation will include: session organization and teaching techniques, instructor-student interaction, student behavior, and instructor behavior.
- 11.6 A short, written report of the faculty review and discussion will be given to the DC and to the probationary faculty member as soon as possible; the contents of these reports (and any responses to them) will be discussed by the DC with the faculty member during their Annual Review for the Third-Year Review.

12. Assignment of Duties

- 12.1 Teaching and Service
- The DC is responsible for making semester teaching assignments. The conditions governing such assignments are (a) the budgetary and faculty resources available, (b) the nature and volume of student requests for classes, and (c) the responsibilities and obligations of individual faculty such as scholarly research/creative work, assigned departmental or university committee service, or outreach activity. All professorial faculty are expected to accept requests from the DC to serve on committees that conduct departmental affairs.
- 12.2 Summer Teaching

Faculty on nine-month appointments who wish to teach during the summer semester may apply for such assignments to the DC. The extent of such assignments will be determined by the departmental budget for the summer semester allocated by the central administration.

AUBURN UNIVERSITY DEPARTMENT OF MUSIC

BYLAWS

Adopted by Faculty June 17, 2021 (rev. 11/27 2023)

INTRODUCTION

The general business of the Department of Music shall be conducted in compliance with these bylaws. General duties, responsibilities, and rights of the faculty are specified in the Auburn University Faculty Handbook. The rules in that Handbook take precedence over the following bylaws.

A. FACULTY

1. **Membership:** Voting and non-voting faculty constitute the members of the department.
 - a. Voting members are tenure-track faculty who hold a full-time appointment. To have voting rights, a faculty member must hold a full-time appointment with at least fifty percent of his or her time in the Department of Music.
 - b. Non-voting members are non-tenure track faculty, professors of practice, lecturers, instructors, visiting faculty, and full-time faculty with less than 50% appointment in the Department of Music. Non-voting members are encouraged to participate in faculty meetings and may be asked to serve on committees.
2. **Duties:** Duties of the faculty may consist of teaching, research/creative work, service, administration, and outreach as specified in the Auburn University Faculty Handbook.

B. DEPARTMENT CHAIR

1. **Eligibility and Term of Office:**
 - a. The Chair must be a tenured voting member of the department and must hold the rank of associate or full professor.
 - b. The term of office of the Chair is five full academic years. The start of the term will typically coincide with the end of the previous academic year. Additional five-year terms are permitted pursuant of reelection as specified below in B.3.
2. **Duties of the Chair:** The Chair has general administrative responsibility for the conduct of the department's business. Responsibilities include convening and chairing faculty meetings, establishing ad-hoc departmental committees, appointing members of all standing committees, and ensuring that decisions made at faculty meetings are put into practice. The Chair is an ex-officio member of all departmental committees. Additional activities of the Chair include but are not limited to the following:
 - a. Proposing and managing the department's budgets
 - b. Supervising the academic operations, business operations, and support personnel of the department

- c. Conceiving proposals needed to adapt to changing conditions in the profession and the university
- d. Representing the department's needs and accomplishments to university administrators
- e. Promoting positive relations with other units of the university, with departments of other universities, and with the community at large
- f. Fundraising

3. Election Processes:

- a. **Internal:** If possible, election of a new Chair from within the faculty shall be held in the spring semester of the last year of service of the current Chair and at least six weeks before the end of the semester. At least four weeks before the election meeting, a full professor other than the Chair should invite nominations from the voting members of the faculty. A nomination shall be in writing, indicating that the person nominated is willing to serve if elected and is willing to meet with any member of the department, the Dean of the College, and the Provost prior to election. As nominations are received from within the faculty, names of the nominees shall be made known to all members of the department without waiting for a final list. Nominations should close one week before the election meeting at which time ballots shall be distributed to all voting faculty. At a regularly called meeting of the faculty, an election shall be conducted by secret ballot, and the winner elected by a simple majority of those voting in person or in absentia (see section D 2. below for in absentia voting procedures). Throughout the nomination process, the Chair shall consult with the Dean. The results of the election shall be conveyed in writing to the entire faculty and to the Dean immediately after the votes are counted.
- b. **External:** In anticipation of a chair vacancy, the faculty may determine, by vote, whether (or not) to request an external search for potential candidates. If the Department is authorized to search for external chair candidates, the Department shall follow a search process as specified in departmental policies and in consultation with the Dean. Internal candidates may also apply.
- c. **Extraordinary Election:** If, for any reason such as health, resignation, etc. the Chair cannot continue in that position, the following procedure shall be followed: The Dean shall appoint a faculty member to temporarily assume the duties of the Chair for a pre-determined period. The temporary chair shall call for the election of a new Chair as soon as possible and within two weeks of the Chair position becoming vacant. The process for electing an internal chair, described above, shall be followed.

4. **Support of the Dean:** Chairs, though elected by the faculty, serve at the pleasure of the Dean.

5. **Return to Faculty Position:** When the Department Chair returns to their regular faculty position following the administrative appointment, the step-down procedure included in the Auburn University Faculty Handbook will be followed: [Policy on Administrator Return to Faculty Position](#)

C. DEPARTMENTAL COMMITTEES

1. **Standing Committees:** The standing committees of the Department shall recommend actions to the faculty and will include:

- a. **Curriculum Committee:**
 - i. Membership: The Curriculum committee will be appointed by the Department Chair. It will include music faculty and coordinate with/consult Music Education faculty when appropriate.
 - ii. Duties: The committee will review all aspects of music curricula and degree requirements including scheduling, course descriptions, faculty workload policy, and admission requirements.
 - b. **Music Scholarship Committee:**
 - i. Membership: The music scholarship committee will be chaired by the Department Chair and consist of area coordinators, ensemble directors and appropriate faculty members, as appointed by the Chair.
 - ii. Duties: In consultation with the faculty, the committee chair will establish scholarship audition dates, oversee scholarship auditions, and recommend the awarding of scholarships in accordance with available resources.
 - c. **Assessment:**
 - i. Membership: The assessment committee will be appointed by the Department Chair.
 - ii. Duties: The committee will be responsible for departmental assessment in the areas of program, core music courses, writing, and oral communication. The committee chair will be responsible for creating and submitting the annual assessment report to the university.
 - d. **Calendar:**
 - i. Membership: The calendar committee will be chaired by the Department Chair and will consist of appointed Department of Music ensemble directors.
 - ii. Duties: The committee will plan the year's calendar with the approval and input from the music faculty.
 - e. **Policies and Procedures:**
 - i. Membership: The policies and procedures committee will be appointed by the Department Chair.
 - ii. Duties: The committee will meet when updates are needed to departmental policies and procedures.
2. **Additional Committees:** In addition to Department of Music faculty committees, performance areas with coordinators are Brass, Classical Voice, Commercial Music, Comp/Tech, Percussion, Piano, Strings, and Woodwinds. Conducting, Ensembles and Academic areas are without coordinators. The Music Education Advisory Committee, comprised of music and music education faculty, serves to facilitate communication between the two departments.
 3. **Ad-Hoc Committees:** Ad-hoc committees are appointed by the Chair to undertake specific tasks and provide recommendations to the faculty. Ad-hoc committees will serve until the committee's work is completed and its recommendations have been forwarded to the faculty.

D. FACULTY MEETINGS

1. Meeting Schedule:

- a. **Regular Meeting Time:** The Chair shall ensure that in each semester of the academic year, one weekly period of sixty to ninety minutes is reserved for faculty or committee meetings where no classes or other official departmental events are scheduled.
- b. **Minimum Frequency:** In the fall and spring semesters, the Chair shall call at least one meeting per month. An agenda for each meeting shall be distributed at least forty-eight hours prior to the meeting.
- c. **Special Called Meetings:** In special circumstances the Chair may call meetings in addition to regularly scheduled meetings at other times. Any faculty member may request that the Chair call a meeting. A meeting requested by at least three faculty members shall be mandatory. Additional faculty meetings shall be called with a week's notice, except in circumstances of urgency.

2. **Rules of Order:**

- a. **Quorum:** A quorum shall be the presence of a simple majority of the voting faculty of the department.
 - b. **Parliamentary Procedure:** All meetings shall be conducted according to Ray Keesey's Modern Parliamentary Procedure (1994).
 - c. **Voting:** Votes shall normally be by a show of hands. When a vote is on a personnel or policy issue, or when requested by any active voting member present at the meeting, the vote shall be by secret ballot.
 - d. **Voting In Absentia:** A member who cannot be present at a meeting but wishes to vote on motions on the agenda may vote in absentia by leaving a marked ballot sealed in an envelope for the Department Chair. Such envelopes should be opened and counted at the time of voting at the meeting. If the motion changes during the discussion at the meeting, the Chair shall use discretion either to defer the motion to the next meeting or to proceed with voting, excluding the in absentia votes. The vote shall be postponed if requested by a faculty member, and the request to postpone is supported by a majority vote.
3. **Minutes:** Minutes from department meetings are available to faculty on the Department of Music Faculty Resources Site. Approved minutes of all meetings will be kept in the department office. Because the minutes may contain information on personnel matters, the file shall not be available to other persons except by faculty vote.

E. **APPROVAL OF OR CHANGES TO THE BYLAWS**

1. **Approval Criterion:** A new article for, or an amendment to the existing articles of the bylaws shall be adopted by a two-thirds majority of the voting faculty.
2. **Voting Procedure:** Any proposed change to the bylaws shall be proposed in one meeting and discussed and voted on at a subsequent meeting. These two processes shall not be condensed into a single meeting.

Additional Departmental Procedures

Faculty Travel

Faculty wishing to engage in travel with funding from the department should complete the following steps:

1. Please familiarize yourself with the [CLA Travel Policy](#) as well as the official [AU Travel Policy](#). Be sure to note both reimbursable and non-reimbursable expenses.
2. Department support for faculty travel will be \$1500 for full professors and \$2000 for full-time faculty seeking tenure and/or promotion, on an annual basis. Travel for non-tenure track full-time or part-time faculty will be at the discretion of the chair and subject to the availability of funding.
3. The department will adhere to the AU fiscal year for travel funding (October to October).
4. Request approval for travel funding from the department chair.
5. Domestic travel - complete a [RAT \(Request for Authority to Travel\) form](#). The form should be submitted no less than 30 days in advance of the proposed travel date. Forms submitted less than 30 days in advance of the proposed travel will only be approved under extraordinary circumstances.
6. International travel – complete a RAT 50 form. The form can be found under the Employee tab of AU Access. Submit to the music office as well as to the director of international and exchange programs at least 30 days in advance of the proposed travel date.
7. Submit receipts to the music office for reimbursement after the travel has been completed. Expenses not supported by a receipt will not be reimbursed.
8. The Business admin will create a Travel Voucher from the receipts submitted. When notified, review and approve the completed Travel Voucher for reimbursement.

Purchasing Procedures

Musical Instruments/Gear/Equipment/Supplies

1. Find out if the university has a preferred vendor for the item(s) you'd like to purchase. Common preferred vendors to be aware of:
 - Staples – office supplies.
 - Lowes – building supplies & equipment.
 - B&H Photo Video – computer equipment and live sound/lighting gear.
 - The university does not have a preferred vendor for musical instruments.
 - The full list of preferred vendors can be found [here](#).
2. Obtain a price quote, either by pricing the item(s) online or through a written quote (preferred) from one of the preferred vendors if possible.
 - If the preferred vendor doesn't carry the item or is experiencing significant delivery delays that will adversely affect the order, another vendor may be used. Be sure to specify that information when forwarding for approval.
 - If pricing online, be sure to include each item description, model number, price, and where the item(s) will be purchased. Web links are the easiest and quickest way to do this.

3. Email the quote the Department Chair and the copy the Business Admin for approval and ordering.
4. Please pick up items promptly upon notification of their arrival.
5. For significant items, add the item information to the area inventory.

Music

1. Follow steps 1-3 above. The university does not have preferred vendors for sheet music.
2. When the music arrives, the business admin will give it to the Music/Band librarian first, for cataloging in the music library system (currently Charms)
3. The librarian will deliver your music within 48 hours of its arrival to the department.

Scheduling a Guest Artist/Clinician

1. Obtain approval from the Department Chair for all arrangements: finances, scheduling, etc.
2. Have the guest register with the university as a vendor. They can do this directly through the [AU Supplier Portal](#) (formerly the Vendor Center).
3. Have the guest create an invoice including a description of the services provided and itemized costs to the appropriate area Admin (You can also do this if you have all of the information).
4. The guest should make flight and hotel arrangements and pay for them up front. Please be sure that they know to look for competitive hotel rates and not to book first class or significantly upgraded flights. Be sure the guest keeps copies of all receipts.
5. The Admin will create a contract and send to the guest for a signature. This can also be done during the guest's visit.
6. The guest will not be paid during their visit. Auburn requires completion of the service(s) provided before processing payment.

Hosting an event involving minors (as participants)

1. Obtain approval from the Department Chair for all arrangements: finances, scheduling, etc.
2. Familiarize yourself with Auburn's [Youth Protection Policy](#).
3. Coordinate with the music office for information about event registration with the university, and any required background checks. Registration for events typically must be completed 90 days in advance of the event.
4. More information, including FAQs, can be found on Auburn's [Youth Protection Website](#).
5. If the event impacts regular department operations or schedules, send an informational email to the music office for forwarding to the entire faculty.

Interactions with Parents – FERPA (Family Educational Rights and Privacy Act)

1. If a parent calls or emails and asks for information about a student's academic progress, grades, or other educational information, advise them of our [FERPA policy](#).
 - a. Any student enrolled at Auburn is protected by FERPA, even if they are not 18 years old. This includes dual enrollment students.
 - b. Direct the parent to the [Auburn Family Portal](#) for more information about the policy and a link to the written consent form. They will have to create an account to make a request.

AUBURN UNIVERSITY DEPARTMENT OF MUSIC
COLLABORATIVE PIANIST GUIDELINES
(Revised January 11, 2023)

Unlike many music programs, Auburn provides some accompanying time to its students at the Department of Music's expense. To ensure that this limited resource is utilized in an equitable and professional manner, the Department of Music has adopted the following guidelines:

ACCESS TO COLLABORATIVE PIANIST SERVICES

The AU Music Department provides collaborative pianists for degree-required recitals, convocation performances, and juries, if student responsibilities are fulfilled (see below).

VOICE STUDENTS

At the beginning of each semester, but no later than the end of the first week of the semester, voice instructors will submit their applied voice teaching assignments (i.e., name of student, days/times, and complete student schedule) to collaborative pianists. During the second week of the semester collaborative pianists will assign a pianist to each student and inform each voice instructor of the collaborative pianist assignments. Once the assignments are made, the assigned pianist will contact the student (cc'ing the instructor) providing a day/time for weekly rehearsals and instructions for copying and submitting music to the pianist.

The collaborative pianist service for a voice student includes weekly 25-min rehearsal and 25-min lesson accompanying and convo and jury performances. Weekly accompanying service starts on Week 3 of the semester.

VOICE RECITALS

The collaborative pianist service for voice recitals includes one dress rehearsal: 30 minutes for a BM Junior or BME Recital, 60 minutes for a Senior BM Recital.

INSTRUMENTAL STUDENTS

For required convocation performances and juries, 2 total hours of accompanying are included.

INSTRUMENTAL RECITALS

The collaborative pianist service for recitals includes rehearsal in preparation for the performance: A BM Junior recital or BME recital includes 1.5 hours of rehearsal, A BM Senior recital includes 2.5 hours of rehearsal. If the recital program is longer than required, the student may be responsible for paying a fee at the discretion of the collaborative pianist.

ALL STUDENTS

Students may also request collaborative pianist services for non-degree recitals, recordings, and other non-required performances (i.e, other than those specified in the student's curriculum). This includes off-campus performances and competitions. In this case, compensation and scheduling shall be negotiated between the student and the collaborative pianist. The suggested fee for departmental collaborative pianists is \$75/hr.

Departmental collaborative pianists may also be hired, at the student's expense, when departmental hours have been exhausted. In this case, compensation and scheduling shall be negotiated between the student and the collaborative pianist. The suggested fee for departmental collaborative pianists is \$75/hr.

STUDENT RESPONSIBILITIES

- Each student requiring collaborative pianist services is expected to complete a **STUDENT PERFORMANCE REQUEST FORM** to ensure accompanists' availability for their given performance. Forms are available on the Music Department homepage and must be sent to the student's applied teacher for online submission to the Auburn Box folder. **Deadline for submission of convocation performance requests is the end of the 2nd week of classes.** In the case of degree recitals, the student should discuss appropriate dates/times of the recital hearing when the recital date is confirmed. **Deadline for scheduling all degree recitals is the 5th day of classes in a semester.**
- Sheet music must be submitted along with the Performance Request Form. Under no circumstance should the accompanist be expected to copy the student's music. Failure to submit music by the appropriate deadline will result in forfeiture of accompanying service.
- **Music for Jury should be submitted to the collaborative pianist at least 6 weeks from the Jury date.** If the music is particularly difficult, the student is encouraged to give the accompanist as much advance notice as possible.
- If a student is required to re-take a jury or incomplete recital, they may contact the previously assigned collaborative pianist to whom they will pay the accompanist fee. In the case of a university-approved absence, a makeup date is subject to the availability of the collaborative pianist. For university-approved make-up juries, the pianist will provide one rehearsal and jury performance at no additional charge to the student. Any additional rehearsals or subsequent re-jury (if necessary) will be subject to the accompanist fee.
- Students are encouraged to contact their collaborative pianists as early as possible to plan and schedule rehearsals.
- For rehearsals, it is expected that the student will be familiar with the music and have mastered most of the technical aspects prior to the first rehearsal with the accompanist. While all of the collaborative pianists are proficient sight readers, they should not be expected to sight read in lessons and rehearsals.

CANCELLATION POLICY

24-hour notice should be given by either party unless there is an emergency. Rehearsal time must be compensated in the event of a cancelled or postponed performance.

- Students must inform the collaborative pianist 24 hours in advance if they must cancel a scheduled rehearsal. If a student misses two scheduled rehearsals, the accompanist will not play for that performance.
- In the event that the collaborative pianist must cancel, they will notify the instructor and student within 24 hours and make arrangements regarding a potential makeup day/time.

A list of Auburn Music Department Collaborative Pianists is below.

Dr. Yumin Na	yzn0015@auburn.edu
Ms. Haein Kim	hzk0071@auburn.edu
Dr. Minjung Seo	mzs0187@auburn.edu

CLA Department of Music
Code of Ethics
Adopted by Faculty June 17, 2021

This Code of Ethics has been written, in part, to engender conversation and dialogue on the ethical issues facing university administrators, faculty and staff, especially individuals new to our profession. We adhere to this Code of Ethics, the Auburn University Student Policy, and the Auburn University regarding prohibited behavior.

Each of us has a mutual responsibility to hold our professional and institutional colleagues accountable. We raise our voices when the ethical standards of our profession are not being upheld. We do not rationalize unethical behavior because of friendship or loyalty. We strive to act with moral courage, treat others courteously, and consider the thoughts and feelings of others before taking action or speaking. We have a responsibility to promote ethical conduct within our profession. When ethical conflicts arise between Department members, we use direct communication to resolve problems among the involved parties; when the conflict cannot be resolved, we follow established Department and University policies and procedures for dealing with concerns.

1. We actively promote and disseminate our Code of Ethics, commit to the highest level of integrity, and pursue opportunities to adopt emerging ethical practices. We strive to seek out and participate in growth opportunities to increase our awareness and knowledge of ethical best practices and emerging ethical issues.

- Honest behavior is key to establishing trust among those with whom we work. We do not make false or deceptive claims or engage in rendering statements that are misleading or incomplete.
- We actively promote connected relationships among all people and foster community.
- We create environments that promote connectivity.
- We promote authenticity, mutual empathy, and engagement within human interactions.
- We take responsibility for our actions, honor commitments made within the guidelines of established policies and procedures, and hold ourselves and others accountable for our ethical practices.
- We avoid actual or apparent conflicts of interest, especially in our personal and/or professional relationships. In all we do, we take responsibility for our actions and inactions and take relevant and prompt steps to correct any mistake, omission or distortion. We commit to addressing interpersonal conflicts in a timely manner.
- We support and empower freedom of choice for individuals and groups.
- We strive for quality and excellence in the work that we do.
- We promote positive change in individuals and in society through education.
- We foster an environment where people feel empowered to make decisions.
- We support and maintain a mutually supportive atmosphere within our department and in our interactions with other related professionals.

- We refrain from making defamatory or untrue negative public statements or judgments about colleagues or our students, either verbally or in writing.
 - We interact with colleagues, students, staff, and stakeholders in ways that promote positive outcomes.
2. **We uphold the values of fairness and equity.** We welcome and encourage diverse perspectives and respect the dignity of all individuals. We appreciate human differences and do not discriminate on the basis of age, culture, ethnicity, gender, ability, gender expression, color, class, religion, sexual orientation or economic status. We recognize diversity, promote human dignity, endorse equity and fairness, treat others with respect, and embrace a cross-cultural approach in support of the worth, dignity, potential, and uniqueness of people within our professional and cultural contexts.
- We operate within the framework of laws and policies.
 - We respect the rights of individuals and groups to express opinions.
 - We examine the influence of power on the experience of diversity to reduce marginalization and foster community.
3. **We strive for accuracy and transparency.** We are obligated to provide our colleagues and students with information that is truthful, accurate, objective, clear, and as complete as possible. Our information should comply with the rules and regulations of the University, professional organizations and accrediting agencies.
- We seek and convey the truth in our words and actions.
 - We act with integrity and honesty in all endeavors and interactions.
 - We relay information accurately.
 - We meet all accreditation and professional standards regarding published materials and websites in fulfillment of our responsibility to provide accurate public information.
4. **We respect confidentiality and protect the privacy of information.** We take active steps to respect and protect the legitimate privacy interests of all individuals and maintain appropriate confidentiality of institutional information and student records. We never use information acquired in the course of our work for personal advantage or for the disadvantage of others.
- We maintain confidentiality of interactions, student records, and information related to legal and private matters.
 - We communicate relevant facts and information while respecting privacy and confidentiality.
 - We respect the privacy and personal integrity of students, not disclosing confidential information except to the extent that a particular legal or academic system requires disclosure.
 - We maintain appropriate boundaries related to student / faculty interactions (i.e. the confidentiality of student-to-student, student-to-faculty, and faculty-to-faculty issues).

5. **We support the mission of our institution and our department.** University administrators, faculty, and staff act as stewards and defenders or enforcers of institutional goals, policies and practices. Many of the ethical dilemmas we face occur when there is a perceived or real conflict between the students, faculty, staff, and public we serve and the reasonable interests of our institution. In all situations we demonstrate professional judgment and respond in ways that meet the highest standards of our profession.
- We faithfully support the Department, College, and University and participate in and contribute to its activities and mission.
 - We will pursue personal interactions and demeanor that reflect positively on the department and institution as a whole.
 - We respect the rights, opinions, and efforts of others with respect to Departmental policies and procedures.
 - We conduct ourselves in a manner that reflects positively on the Department through teaching, research, creative activity, and service.
 - We exhibit responsible and ethical behavior when using print, digital and social media associated with the Department, College, and University.
 - We demonstrate loyalty and commitment to the institution that employs us and exercise good stewardship of institutional resources.
 - We will not discredit other institutions by disparaging the character, nature, quality, value, or scope of our courses of instruction or services; or by imputing to them dishonorable conduct, or by adversely reflecting on them in any other material respect.
6. **We actively seek support when concerned about an ethical issue.** Gross ethical violations are relatively easy to recognize and report. Most ethical issues, however, are not so clear cut. There is frequently a “gray area” between the letter and spirit of an institutional practice or policy.
- Whenever appropriate, we seek guidance from a trusted peer, mentor or experienced colleagues in a manner that fully respects privacy concerns.
 - Faculty and students follow recommended grievance procedures as defined in their appropriate handbooks.
 - We will not actively involve students in faculty grievance procedures.
 - We will keep all grievance proceedings confidential.
 - We utilize the University ombudsperson as a resource for concerns about ethical issues.
7. **We behave professionally and ethically.**
- We strive for excellence in teaching, pedagogy, musicianship, a familiarity with a variety of repertoire, and performance skills.
 - We present ourselves honestly, in a dignified and professional manner.
 - Meetings and personal conversations will not be recorded without consent of all parties present.
 - We strive for continued professional growth.
 - We abide by the compliance of copyright law and guard against encouraging or allowing infringement thereof.
8. **We are committed to ethical Department Member/Student relationships.** We

establish and maintain relationships with students that foster excellence and learning in a dignified and professional environment, and which do not involve discrimination, sexuality, innuendo, or favoritism. Our recruitment policies and procedures shall demonstrate concern for the needs of students, the institution, and the national effort in the education and training of music professionals.

- We avoid all types of discriminatory practices and abide by the guidelines and statutes of Title IX of the Education Amendments of 1972.
- We maintain appropriate boundaries in psychological, emotional, and personal contact with students, including insinuations that could be construed as sexual advances, even when a student may encourage or request such interaction.
- We clearly communicate and comply with our studio policies and expectations in a timely and concrete manner.
- We establish, maintain and terminate the relationship between teacher and student in a respectful, professional manner.
- When it is determined that guest clinicians will benefit student instruction and/or when students choose to study with other teachers during camps, clinics, masterclasses, or workshops, we will work collegially with other professionals to benefit student progress.
- We offer our best instruction and career advice to every student under our supervision, and treat each student in a respectful and impartial manner while taking into account individual differences in ability, learning styles and motivation.
- We refrain from making exaggerated claims or misleading statements concerning a student's prospects for a professional career in music.
- We do not guarantee performances, professional positions or favorable contacts unless we can fulfill those promises.
- We utilize procedures and techniques to develop a student body with the highest possible qualifications.
- We clearly state the nature of student commitments, the schedules for our implementation, and the conditions under which such commitments may be released by any or all Department parties.
- We ensure that this Code of Ethics is included in the Department Student Handbook.
- We do not knowingly influence or encourage any student to leave another educational institution in which the student is enrolled, registered, or has submitted a tuition or matriculation deposit, especially by encouraging an individual to change schools with an offer of financial aid.
- We eliminate barriers that impede student learning and development or discriminate against full participation by all students.
- We assess students in a valid, open, and fair manner and one that is consistent with learning objectives.
- We render honest and unbiased adjudication at auditions, recitals, and competitions; if we are unable to do so, then we recuse ourselves.
- When it is determined that involving medical professionals in a student's instruction is beneficial, we will work collegially with these professionals.
- We create environments that are educational and supportive of the growth and development of the whole person.