

**SCHOOL OF MUSIC**  
**HEAD OF TEACHING AREA GUIDELINES**  
(3.23.21)

**Appointment and Reporting**

Teaching Area Heads are appointed by the Director of the School of Music and they are responsible for overseeing and coordinating teaching in their field of expertise. All School of Music faculty report directly to the Director of the School of Music.

**Terms**

Teaching Area Heads serve three-year terms. In the spring semester of the final year of an Area Head's term, the Director will consult with full-time faculty members in the Area before reappointing the current Area Head or appointing another member of the Teaching Area as Area Head for a three-year term, starting on July 1<sup>st</sup>.

**Area Head Responsibilities**

1. Makes recommendations on appointments of faculty with teaching responsibilities within the Teaching Area. These recommendations are submitted to the Director of the School of Music. Faculty appointments are reviewed according to University policies, School of Music Retention, Promotion, and Tenure (RPT) guidelines, and CFA Career-line, Adjunct, and Visiting (CAV) faculty review guidelines.
2. Makes recommendations on teaching assignments of faculty teaching classes and students in the Area.
3. Meets with faculty in the Teaching Area on a regular basis and represents the Teaching Area as a member of the Advisory Committee.
4. Serves as a mentor for pre-tenure and career-line faculty members in the Area, and consults, as needed, with mentors external to the Area in the School of Music and the College of Fine Arts.
5. Oversees and coordinates juries of students taking lessons in the Teaching Area.
6. Oversees and coordinates admissions and scholarship auditions of prospective students majoring in the Area.
7. Works with faculty in the Area to make recommendations on scholarships/TAships for students majoring and/or teaching in the Area.
8. Is responsible for overseeing advising of incoming graduate students, until they have formed a graduate supervisory committee, and works with them to set up their graduate supervisory committee in a timely way.

9. Before each term, works with the School of Music Administrative Assistant and the Associate Director of the School of Music to review and revise staffing, scheduling, caps, and modality of the courses in the Schedule of Classes offered by faculty in the Area.

10. In coordination with the Director of Undergraduate Studies or the Director of Graduate Studies, oversees curriculum of courses and degrees in the Area, and guides Area faculty as they develop curriculum proposals for approval by the Undergraduate Studies and the Graduate Studies committees, for consideration by the faculty.

11. Responds to questions about School of Music policies from faculty and students teaching and taking classes in the Area, and forwards them to the pertinent School of Music administrator (Director of the School, Director of Undergraduate Studies, or Director of Graduate Studies), as necessary.

12. Advises students pursuing a degree emphasis in the Area, in coordination with the CFA Advising team, the Director of Undergraduate Studies, and the Director of Graduate Studies. As part of these duties, the Area Head reviews requests for exceptions to policies from students taking courses in the Area and forwards them to the Director of Undergraduate Studies or the Director of Graduate Studies, as appropriate.

13. Oversees and coordinates events involving students and faculty in the Teaching Area. Faculty should coordinate with the Teaching Area Head when organizing events involving students majoring in an Area.

14. Oversees grant proposals from students majoring in the Teaching Area.