

School of Music Standing Faculty Committees

Executive Committee

Committee membership consists of the Director of the School of Music, the Associate Director of Undergraduate Studies, the Assistant Director of Graduate Studies, two tenure-line faculty members at large, one career-line faculty member at large. Responsible for advising the Director of the School of Music on all matters except personnel. Membership of the EC consists of Director of the School of Music, Director of Undergraduate Studies, Director of Graduate Studies, and three faculty members at large. The committee, which should include representation from a variety of School of Music Areas, is appointed by the Director and ratified through faculty vote; meets weekly. Faculty at large serve 3-year terms on the committee.

Appointment to the position of Associate Director of Undergraduate Studies and the position of Assistant Director of Graduate Studies require an open call to tenure-line faculty and interviews conducted by the Director of the School of Music and the Executive Committee.

Advisory Committee

Chaired by the Director of the School of Music

Responsible for 1) regularly reviewing the School of Music Strategic Plan to monitor progress towards achieving its goals, 2) advising the Director of the School on matters having an impact on the effective operation of the School of Music, 3) representing the interests/concerns of areas within the broader considerations of the School of Music, 4) presenting matters raised by faculty for discussion in the advisory committee. Membership of the Faculty Advisory Committee consists of the Director of the School of Music, the Associate Director for Undergraduate Studies, the Assistant Director for Graduate Studies, and Heads of the ten Areas in the School of Music (Composition, Conducting, General Education, Instrumental Studies, Jazz Studies, Keyboard Studies, Music Education, Music History, Music Theory, Vocal Studies). Members of the Faculty Advisory Committee are responsible for communicating with their areas regarding the work of this committee. Meetings of the Faculty Advisory Committee are open to all tenure-line, career-line, visiting, and adjunct faculty except in cases where sensitive personnel issues are considered; meets once each semester.

Undergraduate Studies Committee

Chaired by the Associate Director of Undergraduate Studies.

Staff Representative: Jenn McLaurin, CFA Undergraduate Student Advisor.

Responsible for all undergraduate academic matters including development, review, and revision of curriculum and degree programs administered by the School of Music. Additional responsibilities include 1) policies and procedures for undergraduate student admissions, 2) policies and procedures for undergraduate student advising, 3) development, review, and consideration of undergraduate exit surveys; and 4) other duties and activities as determined to be appropriate in support of the undergraduate mission and programs of the School of Music. Chaired by the Associate Director for Undergraduate Studies, committee membership includes representatives from the following areas: Composition & Music Technology, General Education, Instrumental Studies, Jazz Studies, Keyboard Studies, Music Education, Music History, Music

Theory, and Vocal Studies. Members of the Undergraduate Studies Committee are responsible for communicating with faculty in their areas regarding the work of this committee; meets monthly.

Graduate Studies Committee

Chaired by the Assistant Director of Graduate Studies.

Staff representative: Sasha Bains, Graduate Studies Coordinator.

Responsible for all graduate academic matters including development, review, and revision of curriculum and degree programs administered by the School of Music. Additional responsibilities include: 1) policies and procedures for graduate student admissions, 2) policies and procedures for graduate student advisement, 3) development, review, and consideration of graduate exit surveys; and 4) other duties and activities as determined to be appropriate in support of the graduate mission and programs of the School of Music. Chaired by the Associate Director for Graduate Studies, committee membership includes representatives from the following areas: Composition, Conducting, Instrumental Studies, Jazz Studies, Keyboard Studies, Music Education, Musicology, Music Theory, and Vocal Studies. Members of the Graduate Studies Committee are responsible for communicating with faculty in their areas regarding the work of this committee; meets monthly.

Tenure-line Faculty Appointments Committee (Tenure-line FAC)

Chaired by the Director of the School of Music.

Responsible for voting on the appointment of faculty in tenure-line appointments. Membership consists of all tenure-line faculty members, except for the Director of the School of Music; meets as needed for tenure-line faculty searches.

Faculty RPT Committee

Chaired by a tenured faculty member elected by the tenure-line faculty.

Responsible for retention, promotion, and tenure reviews of faculty in tenure-line appointments, and for post-tenure reviews of tenured faculty members. Membership consists of all tenured faculty members in ranks higher than those of candidates being considered for tenure and/or promotion, except for the Director of the School. Tenured Associate Professors may vote on retention of assistant professors, tenure cases, and on promotions to associate professor. Tenured Professors may vote on retention and tenure cases and on all promotions. Meets once in the Fall (retention, promotion, and tenure reviews), and once in the Spring (tenured faculty reviews).

Career-line Faculty Appointments Committee (Career-line FAC)

Chaired by the Director of the School of Music.

Membership includes all tenure-line and career-line faculty, except for the Director of the School of Music. Responsible for voting on the appointment, reappointment and/or promotion of faculty in career-line (lecturer), adjunct, and visiting appointments. Membership consists of all tenure-line and career-line faculty members, except for the Director of the School of Music; meets once in the Spring to review faculty in career-line (lecturer), adjunct, and visiting appointments, and as needed for non tenure-line faculty searches.

Instructional Personnel Review Committee (IPRC)

Chaired by a tenure-line faculty member appointed by the Director of the School of Music.

Membership consists of an equal number of tenure-line and career-line faculty, to be appointed by Director, per recommendations from the IPRC Chair. Responsible for generating reports for the reviews of faculty in career-line (lecturer), adjunct, and visiting appointments. The Review Committee shall be comprised of two or more members of the Tenure-Line faculty and one or more members of the Career-Line faculty who hold the rank of Associate Professor or Professor, with approximately a 50/50 balance between Tenure-line and Career-Line faculty members. These appointments are made by the Department Chair/School Director. In addition, a member of the Tenure-Line faculty shall be elected as Chair of the Review Committee by majority vote of the Tenure-Line and Career-Line faculty in the department/school. The membership and Chair of the Review Committee should be established no later than the end of the Spring semester prior to the year in which reviews will take place. The Review Committee shall only vote when a two-thirds or greater quorum exists, including any proxy votes provided in advance in writing.

Scholarships Committee

Chaired by the Associate Director of Undergraduate Studies.

Staff representative: Michelle Addison, Administrative Officer.

Responsible for making recommendations to the Director of the School regarding the distribution of revenues specified for music scholarships. Chaired by the Associate Director for Undergraduate Studies, membership consists of large ensemble directors, and members of the Composition, Music Education, Jazz, Piano, and Voice faculty. Members of the Scholarship Committee are responsible for communicating with faculty in their respective programs regarding the work of this committee; meets once in the Spring.

Scheduling Committee

Chaired by the Director of the School of Music.

Staff representative: Claudia Horton, Facilities Manager.

Responsible for scheduling concerts and events in advance of the upcoming academic year. Chaired by the Director of the School of Music, membership consists of large ensemble directors and heads of areas that have present more than one concert per semester; meets monthly.

Marketing Committee

Chaired by the Director of the School of Music.

Membership includes the CFA Marketing Coordinator for the School of Music, the School of Music facilities coordinator, the School of Music Administrative Officer, three faculty members at large and a graduate student assistant. Works with the Marketing and Communications Coordinator and provides recommendations on website, social media, marketing, and publicity for the School of Music; meets monthly.

Student Success, Equity, Diversity, Inclusion, and Library (SSEDIL)

Co-Chaired by a faculty member on the committee and the Director of the McKay Library. Membership consists of the Director of the McKay Library, two tenure-line faculty members, one career-line faculty member, SAC leadership, and one staff member. The Student Success, Equity, Diversity, Inclusion, and Library Committee (SSEDILC) is open to faculty, staff, and students of the School of Music. SSEDILC, which has grown out of the McKay Music Library Committee, has a mission that centers the student experience in the School of Music through the creation and sponsorship of projects and initiatives designed to focus on student success, inclusion, and social justice. Libraries have always been at the forefront of not only cultivating knowledge and disseminating information, but also providing materials and support to anyone who needs them. The McKay Library is committed to this tradition as well and seeks to diversify its collections and to create a rich and inclusive physical and social space that enhances learning, supports teaching and research, and provides a home to student success and EDI in the School of Music. Meets twice per semester.