

School of Music Policy on use of faculty offices to teach private lessons for personal profit to students not enrolled in the University of Utah

1. University Policy 5-204 *Remunerative Consultation and Other Employment Activities*, allows University of Utah faculty members to engage in consulting activities, including use of their University office, to teach private lessons for personal profit to students not enrolled in the University of Utah. <https://regulations.utah.edu/human-resources/5-204.php>.
2. Policy 5-204 limits all consulting activities to no more than four (4) days per month.
3. Consulting activities on University premises, including teaching private lessons, are limited to the faculty member's office. The School of Music common areas, recital halls, and practice rooms may not be used for consulting activities.
4. Prior to engaging in any consulting activity, including private lessons, whether on or off University premises, the faculty member and the client hiring the faculty member must complete the [form](#) provided in Policy 5-204(II)(F)(1). The completed form must be turned into the Music Office before engaging in any private lesson whether held on or off University premises.
5. University Policy 1-015 *Safety of Minors Participating in University Programs or Programs Held on University Premises*, requires faculty members to register any private lessons for personal profit held on University premises involving students not enrolled in the University of Utah who are under 18 years of age with Youth Protection and Program Support. <https://regulations.utah.edu/general/1-015.php>
 - a. Faculty members should complete all the requirements listed at <https://youthprotection.utah.edu/> including the online Safety of Minors Policy Training video at <https://utah.bridgeapp.com/>.
 - b. Non-University students who are under 18 years of age and their Parents/Legal Guardians must complete the waiver: MINOR PARTICIPANT INFORMED CONSENT & PARENT/GUARDIAN CONSENT TO TREATMENT, WAIVER AND RELEASE FOR NON- U OF U EVENT OR ACTIVITY (located at <https://riskmanagement.utah.edu/forms/index.php>). The form must be turned into the Music Office before the faculty member teaches the minor private lessons in their faculty office.
 - c. Because the Safety of Minors Policy and Rules prohibit one-on-one interaction between an adult and minor and because the School of Music Offices do not have windows to permit observation by others, the parent/legal guardian must remain in the faculty office during the lesson if the student is a non-University student who is under 18 years of age.

Please note that you may offer a complimentary (free of charge) lesson in your faculty office to prospective high school juniors or seniors without having to meet any of the requirements listed above: the policy on the safety of minors does not cover "University sponsored recruitment and pre-enrollment activities for prospective students of the University who either (1) have been admitted to attend the University or (2) will be age-eligible to be admitted within a two-year period." (Policy 1-015.II.A.2.i) Complimentary (free) lessons, offered to admitted or to prospective students who will be age-eligible within a two-year period to be admitted to the University, are a University-sponsored recruiting activity, therefore the policies above (5-204 and 1-015) do not apply. At the same time, every faculty member working with minors is encouraged to complete the Safety of Minors Training.