

Music Department Operational Manual



Grambling State University

Grambling, LA

INTRODUCTION

DEPARTMENT OF MUSIC MISSION STATEMENT

The Music Department of Music views its roles at the University as both an academic and a service unit whose mission is to provide programs of study for both music majors and non-music majors; and to educate future music professionals through appropriate curricular offerings

The goals and objectives of the Music Department are listed below:

Goal of the Music Department

1. Develop a list of study for both music majors and non majors.
2. To prepare and educate future music professionals and to prepare students for graduate schools.
3. Promote faculty research and creativity.
4. To prepare students for living in a dynamic global society through appropriate curricular offerings.

Objectives of the Music Department

1. To have the ability to offer a high quality program that fulfills both music majors and non-majors.
2. To offer the three concentrations and curriculums for music, music education-vocal, music education-instrumental with sufficient enrollment to cover the size and scope of the program.
3. To promote faculty research and creativity within the musi

Qualifications

Full time employees are expected to have a Master's Degree in Music Education or Performance Doctorate preferred. Prior teaching experience at the college level is preferred but is not a requirement. Professional experience in the field is also expected.

Reporting Authority

The Department of Music is administered by the Head of the Department who is responsible to the Dean of The College of Arts and Sciences. The Dean of the College of Arts and Sciences is responsible to the Vice President for Academic Affairs, who is directly responsible to the President of the University. All teaching faculty members and staff members including the secretary are responsible to the head of the Department of Music.

Terms of Employment

- Head - One year contract, serves at the pleasure of the President and the Board of Trustees of the University of Louisiana System (12-month appointment).
- Faculty - Nine and 12 month-contract: serves at the pleasure of the President and the Board of Trustees of the University of Louisiana System.

PRIMARY RESPONSIBILITIES/JOB DESCRIPTION

Department Head

Observation of administration procedures, supported by research, indicates that policy formation and general administrative decision, if they are to be effective in the functioning of a college, must be applied, adapted and interpreted at the department level where the work is primarily carried on. Consultation is important. It prevents the disjunction of departments which attempts to operate without the framework of the total college. Departments of instruction are, in one sense, convenient units for operational purposes.

The department head, subject to the approval of the Division Head, gives consideration to primary responsibilities: course revision, curriculum realignments, and qualifications of future staff, research, promotions, budget, and teaching, the duties of the department head are as follows:

1. Formulation of administrative departmental policies; including the necessary steps for admission into the department and the execution of same.
2. Supervision of all instructional and related activities in the department.
3. Evaluation of curricular offerings and study ways whereby they may be further developed an improved.
4. Supervision of instructional and service loads of personnel as an aid in determining departmental staff needs, proper allocation of functions, and the elimination of unnecessary duplication of efforts in curricular offerings.
5. Recommendation to the appropriate authority modifications in policies and regulations concerning instructional programs.
6. Evaluation of personnel for appointment, promotion, leaves of absence, and termination of service.
7. Investigation of faculty personnel difficulties with the idea of promoting high morale and good human relations.
8. Preparation of reports regarding the department for accrediting bodies, state agencies, and professional organizations.

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responsibility to attend each meeting and to participate fully.

It is the responsibility of the teacher to be productively involved in such scholarly activities as research, publication or other scholarly or creative endeavors.

The faculty member has, in addition to the above, such responsibilities as follows as opportunity and invitations are presented:

- involvement with local school systems
- recruitment of students and faculty
- sponsoring and otherwise supporting student organizations and activities relevant to his/her department's participating in internal/external evaluation activities of the college/school/department for accreditation purposes etc.
- giving prompt attention to completion of all forms, departmental requests for data, etc.
- contributing demonstrably to the attainment of departmental and college goals and objectives.

It is, also, the job of the teacher, appropriately supported by the university, to engage in other scholarly activities and service appropriate to the institution's mission.

Absence from Duty

Any anticipated absence by a faculty member must be reported to the department head.

Whenever possible members of the department will cooperatively carry on the class work of a teacher who is out for a short period of time.

Tardiness

Lack of punctuality on the part of the teacher in meeting assigned classes will be regarded as extremely poor professional practice; therefore, each faculty member is expected to meet all classes on time.

Scheduling of Classes

Classes are scheduled by a committee consisting of the academic deans, including the Director of Graduate Studies, and the Registrar. After classes have been officially scheduled, teachers are not permitted to change the hours, the day, or place for meeting classes without the consent of the appropriate department head and academic dean.

Textbooks

All textbooks for students are ordered through the bookstore. The bookstore manager is expected to have textbooks on hand prior to the beginning of each semester.

Whenever it becomes necessary to change textbooks, the department head is required to notify the bookstore manager one semester prior to the date the books are to be used. This procedure is to be adhered to for the purpose of safeguarding against an accumulation of unsold books.

Curriculum

Curriculum offerings are studied and revised whenever the need arises. A Standing Committee (The Curriculum Committee) consisting of faculty membership has the responsibility of approving curriculum additions and changes. For graduate curricula, the graduate council has jurisdiction. It is the duty of the department head to provide leadership for his faculty in studying and determining additions and changes to be effected regarding departmental curriculum. The signatures of the department head, the academic dean, and the Vice President for Academic Affairs are required before a proposed curriculum change is sent to the committee for its decision. If the decision is affirmative, the proposed curriculum addition (such as a new degree or change) is sent to the office of the Vice President for Academic Affairs for transmittal to the President.

The Board of Trustees

create two folders. One for the advisor's file and one for the departmental file. In the folder the following should be included: a copy of the student's music curriculum a copy of the application to enter the department if the student has composite of 16 or above on the ACT or SAT), a signed contract for the entering semester.

Applied Music Instruction - Each level of applied instruction has two weekly components, one private lesson (50 minutes) and recital seminar. After the first semester of instruction, each student must perform on the recital-seminar at least once per semester.

Juries - At the end of each semester, each student must perform before a faculty panel. His/her final grade in applied music is determined by this jury grade and his/her attendance and performance at recital-seminar.

Counseling and Advising

Academic counselors provide counseling, assistance in course selection and scheduling of classes for all new music majors.

If there is a personality conflict with advisee and advisor; arrangements can be made to change advisors. This must be cleared through the centralized advisor and head. Advisor and advisee must gain the approval of an alternate advisor before a transfer can be made.

Course Credit Ratios and Contact Hours

Academic credit is a measure of the total time commitment required of a typical student in a particular course of study. For the GSU semester system one semester credit is assigned for a minimum of 45 hours of total time

activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (Southern Association of Colleges and Schools Commission on Colleges)

Transfer of Credit

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Transfer credits will be evaluated by the Admissions Office and added to the permanent record

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curriculums require approval by the university curriculum committee. Curriculums for new proposed programs require both university and the state regents' board approval. (Procedures Manuel, College of Arts and Sciences)