

Workloads for the Music Department staff may be found at the MPD Faculty and Staff tab.

## **E. Faculty and Staff**

### **1. Qualifications**

We have an exceptional faculty. They all have the requisite degrees or professional experience to teach the courses at the appropriate level within our programs. They work collaboratively and collegially both within the department, across campus and with colleagues across the country.

**A summary of faculty and their qualifications is at the MDP | Size and Scope tab.**

### **2. Number and distribution**

We currently have 19 tenure/tenure track faculty and 16 part-time/adjunct faculty. We have one Visiting Professor and 5 Professional Practice professors.

<http://music.usu.edu/facStaff/facultyAreasStudy.cfm>

We can present high quality courses and ensembles with this faculty. We really need new faculty positions in music History, Music Theory, Voice – Tenor or Bass/Baritone and a music business/commercial business specialist. We are doing all we can to get funding for these faculty positions.

A complete file on each of the faculty members is available to the NASM visitors.

## **Faculty by Areas of Study**

### **Department Head**

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### **Asstnt. Head**

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### **Asstnt. Head**

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**Brass**

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**Guitar**

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**Music Education**

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**Elementary Education**

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**Music Therapy**

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Percussion

**Percussion Area Director:**

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**Piano Area Director:**

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**Youth Conservatory:**

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**Strings Area Director:**

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**Bass:**

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**Cello:**

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**Chamber Music:**

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**Orchestral Repertoire:**

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Voice

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Susan Huff

Brianna Craw Krause

Margaret Purser

**Oboe:**

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**Bassoon:**

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**Woodwinds**

**Flute:**

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FA 216C

**Clarinet:**

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**Multiple Woodwinds:**

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**NOTE:** there is no Music Theory listing because we are in the final stages of a national search for a professor of music theory. The search should be completed by mid-March, 2013. The theory and aural skills courses are being taught by full time and part time faculty who are experienced and qualified to teach these courses.

### 3. Appointment, evaluation, and advancement

**Appointment:** All aspects of faculty appointments, evaluation and advancement are found in the University's Faculty Code <http://www.usu.edu/hr/html/policies>. These are the policies that govern the tenure and promotion of faculty and dictate how we are to handle even the most complex situations.

After going through a rigorous national search process (outlined in the Code) faculty are hired with a very clear expectation regarding what they will be doing and how they will be evaluated as specified in their Role Statement. A letter of appointment is given to the new faculty member that is specific regarding what is expected.

**Examples of faculty Role Statements and appointment letters can be found at Appendix III**

**Evaluation:**

The faculty tenure and promotion policies are at <http://www.usu.edu/hr/files/uploads/Policies/405.pdf> . This is a thorough and comprehensive document that details how we are to structure our faculty committees, deal with promotion and tenure and all aspects of evaluating faculty.

When a new faculty is hired, a faculty committee (no fewer than 5 members) is formed that should be the same throughout the tenure/promotion process. If changes are made, they must follow the directions found in the Code. The committee does yearly evaluations of the faculty member. The Third Year Review is considered very important and given special consideration.

The yearly evaluations go to the Department Head and the Dean for their comments/recommendations.

In the sixth year, the final review for tenure and promotion provides an in-depth evaluation of the faculty members teaching, research/creative activity and service to the university. If the faculty member's record of achievement is found sufficient, they will be offered tenure/promotion.

If the faculty member is found to be lacking, the Code gives specific instructions regarding appeal, grievance, etc.

USU uses the IDEA Student Course Evaluation system as the means to have students provide evaluations of courses and quality of instruction.

- Student IDEA information <http://www.usu.edu/search/?cref=http%3A%2F%2Fwww.usu.edu%2Fsearch%2Fcref%2Fusu.xml&q=IDEA+Student+Course+Evaluation+&cof=FORID%3A11>
- Faculty IDEA information [http://www.usu.edu/aaa/idea\\_faculty\\_faq.cfm](http://www.usu.edu/aaa/idea_faculty_faq.cfm)

The system was implemented in 2011 with the usual concerns, difficulties and suspicions associated with a "new" system. The IDEA information has been helpful to faculty in learning from student's perspectives what is working or not working in the classes.

**Examples of the IDEA forms are at Appendix IV**

**Advancement:** faculty are advanced through the tenure/promotion system as specified in the Code. Normally, a faculty member has 6 years to be tenured and promoted to Associate Professor. Promotion to Professor can take many years. Some faculty do not request to be evaluated or seek further promotion. If a member puts themselves forward, it is usually after 6 years in grade as an Associate professor.

USU's system is very similar to other state universities and seems to be working well for the faculty member and the administration.

For the Music Department, we have had very good success with the tenure/promotion system with the entire faculty within the past 8-10 years who have gone up for tenure and promotion being granted those advancements.

#### 4. Loads

Faculty workloads are determined by a negotiation between the faculty member and the Department Head with the faculty Role Statement as a guiding instrument in making teaching assignments. The Role Statement is a document that broadly describes the multiple responsibilities of a faculty member at Utah State University and outlines the performance expectations that the University has of faculty members. The role statement establishes general parameters and principles for the employment of faculty at Utah State University.

The Department Head uses the following as a guide when assigning workloads:

**Utah State University  
Music Department  
Faculty Workloads**

**15 faculty "units" is a full work load**

- 3 units are assumed as service to the university
- 12 units are to be assigned for teaching, research or other appropriate activities

Faculty will be assigned teaching loads using the following unit credit for specific assignments:

<u>Faculty Credit</u>	<u>Course</u>	<u>Student Credit</u>
3	3 credit courses	3
3	Major Ensembles*	1
2	Techniques classes	1
2	Group instruction	1
3	Aural Skills	1

3	Keyboard Harmony & Major	1
1	Chamber Ensembles	1
2	Pedagogy	2
2	Literature	2
2	Diction	2

**Private Studio Instruction** - .67 for majors; .35 for non-majors  
 10 students X .65 = 6.6 units or just over 50% of the full load 12 units  
 19 students X .65 = 12.35 units or just over a full load

**Variable faculty credit:**

- 1-6 for Recitals
- 1-3 for Opera/Musical Theater productions
- 1-2 for accompanying
- 1-2 for Advanced Piano Pedagogy

**Faculty credit for additional administrative duties**

- Area heads/directors
- To be negotiated with the Department Head and reflected in the annual evaluation and role statement

**\*Major Ensembles:** Marching Band; Wind Orchestra, Symphonic Band; Symphony Orchestra; Choirs; Opera Workshop; Jazz Ensembles

**Faculty Workloads for Spring 2013 and projected workloads for fall 2013 are at MDP I Faculty & Staff tab.**

**5. Student/faculty ratio**

University wide, the student/faculty ratio is ratio: 18.9 to 1. In the Music Department, that ratio is skewed because of the large number of 1:1 studio instruction classes that are required. We have larger classes in music history, music theory, some General Education classes and large ensembles (orchestra, band, choirs, etc.) but most of our classes are in the 15-25 student range. This is a very good situation as the instructors do have a close association with the students.

**6. Graduate teaching assistants**

The Music Department currently has six graduate students that receive graduate assistantships/fellowships. Five of these students receive graduate assistantships from the Music Department. These awards consist of a scholarship in the amount of Utah Resident tuition for the 2012-2013 academic year, a departmental contribution to the subsidized graduate student health insurance plan, and a monthly stipend. One of the Music Department's graduate students is funded through the School of Graduate studies; this student was awarded a \$12,000 graduate fellowship for the 2012-2013 academic year.

Work assignments for Music Department graduate assistants are divided between teaching in the Music Theory/Aural Skills/Keyboard Harmony core courses, performing Accompanying/Collaborative activities, and Administration in our Youth Conservatory and Keyboard Harmony Programs. The graduate assistant stipend is based on a 20 hour per week work assignment.

Music Department Graduate Assistant Award (per student) for 2012-2013	
Utah Resident Graduate Tuition for 2012-2013 (up to 9 credits per term)	\$4,295.82
Music Department Contribution for Graduate Student Health Insurance	\$1,041.00
GA Stipend (\$675 per month for 8 months)	\$5,400.00

Total 2012-2013 Music Department Graduate Assistantship Award \$10,736.82

### **Undergraduate Teaching Assistants**

The Music Department extensively utilizes Undergraduate Teaching Fellow (UTF) students in most of the department's Music Theory, Aural Skills, Keyboard Harmony, and Music History core courses. UTF students are assigned a faculty mentor and a course for each term of participation in the UTF program. UTF students provide in-class assistance, help sessions, supervised classroom instruction, and other assistance as outlined by their faculty mentor. UTF students receive a \$400 scholarship per course for each semester they participate in the program. They are selected by invitation and application, based on previous success in department classes and/or demonstrated competency. Currently, the Music Department has 38 sections of courses with assigned UTF students. These courses include MUSC 1100, 1110, 1130, 1170, 1180, 1800, 2110, 2120, 2130, 3110, 3120, & 3190.

## **7. Faculty development**

Faculty can request funding from the Department and the College for travel and to support their research/creative activities. The Department Head gives each tenure track faculty member \$2,000 each year to support these activities. Those faculty receive that funding until they are tenured.

The College offers faculty travel grants that are usually for not more than \$1,000. The grants are competitive in nature and given out each February for the upcoming year.

The Office of Research and Graduate Studies, <http://rgs.usu.edu/graduateschool/>, is very active in helping faculty find grants to help with research/creative activity. They offer an ongoing series of training sessions to help faculty with the granting process. <http://rgs.usu.edu/rd/htm/faculty-research-training>

The Department, College and University are very supportive, to the extent funding allows, of faculty development. It is a high priority as reflected in the mission and goals of the university.

## **8. Support staff**



The Music Department has two very well qualified staff members - Sherie Jensen, Sr. Staff Assistant; Cary Youmans, Staff Assistant III. Both do excellent work and are able to deal with the workload assigned them.

We have four students working in the office. Two are Work-Study students; one is paid hourly; one is on scholarship that includes time working as staff. Each averages about 10 hours a week so we have a student helping in the office all week during office hours (8 a.m. – 5 p.m.).

**Staff duties are at the PDM I Faculty and Staff tab.**