



**Caine College of the Arts**  
**Department Head Role Statement**  
Professor James M. Bankhead, Head  
Department of Music

Position Title: Department Head and Professor, Department of Music

Professor Bankhead is a tenured Professor of Music. He joined the music department faculty in 2011. His appointment as Department Head begins on July 1, 2011.

The role of department head is one of the most important academic leadership positions at Utah State University. It is the most immediate interface between faculty and administration. The role of department head has two primary over-arching dimensions. First, department heads have the responsibility to oversee and manage the wide range of operations in their academic unit. Second, department heads participate in the executive management of their college and, as such, have a responsibility to contribute to the overall success of their college.

Department heads serve at the pleasure of their dean. Periodically, input on performance will be solicited from faculty and staff; however, it is the dean who will make the final decision about continued service in this role.

The performance of department heads will be judged in five primary areas of responsibility. The following text describes the university's expectations for performance in each domain of responsibility.

**ROLE ASSIGNMENT #1: LEADERSHIP FOR ACADEMIC QUALITY**  
(Relative weight: 50%)

In this domain of responsibility, the department head is expected to provide exemplary leadership in a changing and increasingly complex academic setting. One outcome of your leadership should be the creation and maintenance of high quality academic programs. You are responsible for ensuring that the department provides high quality instructional, research and outreach programs that contribute to the success of the college and the university.

Section 104.5 of the Utah State University Policy Manual outlines the duties of department heads. Specific sections from the code are referenced below.

104.5.2(1) "Provide leadership for the department in all professional matters, particularly in developing program plans, coordinating activities, and maintaining high quality performance in teaching, extension, and research;

104.5.2(2) direct departmental affairs in accordance with department, college, and school policies and regulations. All matters involving more than one department shall be forwarded to the dean or other authorized administrator for disposition;

104.5.2(3) convey to the dean pertinent recommendations of the department, including those concerned with course offerings and requirements for departmental majors, and maintain current copies of departmental course syllabi;

104.5.2(4) recommend to the dean or director appointments, promotions, tenure, changes in salary, leaves of absence, dismissals, retirements, or other matters affecting personnel of the department;

104.5.2(5) direct an effective student-advisory program for majors of the department;

104.5.2(10) prepare departmental reports required by the dean or other responsible administrative officer;

104.5.2(11) recommend approval of the research, instruction, extension, or service activities involving the department faculty or other staff members both on and off campus.”

**ROLE ASSIGNMENT #2: ORGANIZATIONAL PERFORMANCE AND ADMINISTRATIVE OPERATIONS** (Relative weight: 10%)

It is the department head's responsibility to manage the administrative operations of the academic unit to optimize flexibility, adaptability, efficiency and effectiveness. The department head must direct the affairs of the unit consistent with university policies and regulations.

104.5.2(6) “Supervise and evaluate the work and performance of each staff member.”

Possible areas of expectation:

- Organize and implement flexible, adaptive and effective planning processes
- Organize and implement appropriate personnel policies and procedures
- Organize and implement effective communication processes and procedures
- Foster morale and cooperation across the department programs, faculty, and staff

**ROLE ASSIGNMENT #3: BUDGET AND RESOURCE SUPPORT** (Relative weight: 15%)

It is the department head's responsibility to provide leadership for budgeting and maintaining (or increasing where possible) financial support for department programs.

104.5.2(7) "Prepare the budget for the department from the written budget requests of individual faculty members and, after discussion with the department faculty, recommend to the dean a program for the expenditure of funds assigned to the department;

104.5.2(8) recommend the purchase and maintenance of adequate and appropriate equipment for the department and be responsible for all equipment and supplies assigned to the department;

104.5.2(9) represent the department in acquiring suitable and adequate offices, classrooms, and other space facilities."

Possible areas of expectation:

- Seek resources from administration to support teaching and research for the department
- Provide leadership to departmental efforts in developing effective external grants and contracts programs and/or fellowships and awards
- Provide leadership to departmental efforts to solicit private gifts in support of department programs

**ROLE ASSIGNMENT #4: REPUTATION BUILDING AND FOSTERING THE SUCCESS OF THE COLLEGE AND UNIVERSITY (Relative weight: 15%)**

It is the responsibility of the department head to promote the internal and external recognition of the instructional, research and outreach activities of the department. As the department's primary spokesperson and representative, the department head must communicate clear and compelling rationales for the department's needs, and clearly describe the department's ambitions. It is the responsibility of the department head to act strategically to build the reputation of the department for excellence in all its domains of responsibility.

As academic leaders at Utah State University, department heads have the responsibility to foster the success of their college and the overall university. Their actions and decisions should be consistent with building a high-quality college and a world-class university. Their responsibility, as university leaders, is to ensure that their department is contributing positively to the goals and strategic plans of the college and the university.

- Be an effective spokesperson for your college and the university.
- Positively communicate to the faculty, staff and students in your college the policies, perspectives and goals of your college and the university.
- Contribute to the creation of policies and programs that move the college and the university forward in a positive, constructive manner. Act in a manner befitting

your role as an academic leader and consistent with high standards of professional ethics.

104.5.2(12) "Perform such other duties as may be assigned by the dean of the college."

**ROLE ASSIGNMENT #5: PERSONAL PROFESSIONAL ACTIVITY  
AND FACULTY DUTIES (Relative weight: 15%)**

As a department head, you have the responsibility to continue to contribute as a tenured member of the faculty. The precise assignment within this domain of your responsibilities will be determined annually by your dean and will be some combination of instruction, research, outreach and professional service. Your performance in this domain will be judged by the standards and procedures employed for other members of the faculty in your department.

**Approvals**

The undersigned have reviewed and accepted the conditions that are stated or implied in this role statement.

\_\_\_\_\_  
James M. Bankhead, Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Craig Jessop, Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Raymond T. Coward, Executive  
Vice President and Provost

\_\_\_\_\_  
Date

#### **4. Governance and administration responsibilities and relationships among faculty, staff and administration.**

The Department Head is the chief administrative officer for the department.

Department staff work directly for the Department Head while provide services/help to faculty and students.

The senior faculty member in each area is the area director or coordinator. Each area head works with their colleagues to coordinate all aspects of the curriculum and performing ensembles. If problems arise, the Department Head is the next level of arbitration. Most often things are worked out in a collegial and helpful manner. A listing of the faculty by area is with this document.

The Assistant Department Heads work with the Department Head in areas like curriculum, budgets, personnel issues, student problems, and special projects.

Faculty are given as much freedom as possible to run their programs. They are encouraged to be pro-active in their programs doing assessments and reevaluations of their programs on a regular basis. Budgets are allocated as early in the academic year as possible to allow faculty to plan and implement their programs.

The relationship between the faculty, staff and Department Head is healthy, respectful and effective.



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**FACULTY BY AREAS OF STUDY****Departmental**

*Dept. Head* Dr. James Michael Bankhead 435-797-3036 james.bankhead@usu.edu FA 107  
*Asstnt. Head* Prof. Gary Amano 435-797-3028 gary.amano@usu.edu FA 201  
*Asstnt. Head* Dr. Cindy Dewey 435-797-3055 cindy.dewey@usu.edu FA 208B  
*Senior Asstnt.* Sherie Jensen 435-797-3036 sherie.jensen@usu.edu FA 107  
*Staff Ast./Adv.* Cary Youmans 435-797-3015 cary.youmans@usu.edu FAC 102

**Academic**

*Conducting:* Dr. Mark Emile 435-797-3051 mark.emile@usu.edu FA 122  
*Music History:* Dr. Christopher Scheer 435-797-8706 christopher.scheer@usu.edu FA 210  
*Musicology:* Dr. Christopher Scheer 435-797-8706 christopher.scheer@usu.edu FA 210  
*Scoring & Arranging:* Dr. Mark Emile 435-797-3051 mark.emile@usu.edu FA 122

**Audio Engineering**

Tim Moes 435-363-4700 tim@whysound.com

**Brass**

*High Brass:* Dr. Thomas P. Rohrer 435-797-3004 thomas.rohrer@usu.edu FA 106  
*Horn:* Mr. Steve Park stpark@dsdmail.net  
*Low Brass:* Dr. Todd Fallis 435-797-3005 todd.fallis@usu.edu FA 120  
*Trombone:* Dr. Todd Fallis 435-797-3005 todd.fallis@usu.edu FA 120  
*Trumpet:*  
 Dr. Max Matzen 435-797-9117 max.matzen@usu.edu UR 21  
 Dr. Thomas P. Rohrer 435-797-3004 thomas.rohrer@usu.edu FA 106

**Commercial Music**

Dr. Michael Huff 435-797-7940 michael.huff@usu.edu CCA 108  
 Tim Moes 435-363-4700 tim@whysound.com

**Guitar**

Prof. Corey Christiansen 435-797-8840 corey.christiansen@usu.edu UR 019  
 Prof. Michael Christiansen 435-797-3011 michael.christiansen@usu.edu FA 124

**Harp**

Chilali Hugo 734-255-6152 chilali.hugo@usu.edu FA 108

**Music Education**

*Area Director:* Dr. Thomas P. Rohrer 435-797-3004 thomas.rohrer@usu.edu FA 106  
*Choral:*  
 Dr. Cory Evans 435-797-3035 cory.evans@usu.edu FA 215  
 Dr. Michael Huff 435-797-7940 michael.huff@usu.edu CCA 108  
*Elementary:* Prof. Leslie Timmons 435-797-3699 leslie.timmons@usu.edu FA 105  
*Instrumental:* Dr. Todd Fallis 435-797-3005 todd.fallis@usu.edu FA 120

**Music Minors**

*Elementary Ed.:* Prof. Leslie Timmons 435-797-3699 leslie.timmons@usu.edu FA 105

**Music Therapy**

Prof. Maureen Hearn 435-797-3009 maureen.hearn@usu.edu FA 220B

**Organ Studies**

*Area Director:* Lynn Thomas 435-797-9798 organist@usu.edu FAC 227

**Percussion**

*Percussion:* Dr. Jason Nicholson 435-797-3008 jason.nicholson@usu.edu FA 114

**Piano**

*Area Director:* Prof. Gary Amano 435-797-3028 gary.amano@usu.edu FA 201  
*Youth Conservatory:* Dr. Kevin Olson 435-797-3033 kevin.olson@usu.edu FA 101

**Strings**

*Area Director:* Prof. Sergio Bernal 435-797-0487 sergio.bernal@usu.edu FA 218A

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**CORE CHANGES**  
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 Links

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Resources for Faculty

**Bass:** Corbin Johnston [corbin@klshlworks.com](mailto:corbin@klshlworks.com)  
**Cello:** Anne Francis Bayless 435-797-3086 [anne@frystreetquartet.com](mailto:anne@frystreetquartet.com) UR 202  
**Chamber Music:** Brant Bayless [brantbayless@hotmail.com](mailto:brantbayless@hotmail.com)  
**Orchestral Repertoire:** Brant Bayless [brantbayless@hotmail.com](mailto:brantbayless@hotmail.com)  
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**Violin:**  
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Rebecca McFaul 435-232-2861 [rebecca.mcfaul@usu.edu](mailto:rebecca.mcfaul@usu.edu) FA 208  
Robert Waters 773-354-3273 [robertwaters91@gmail.com](mailto:robertwaters91@gmail.com) FA 204

**Voice**

**Applied Voice:**  
Liesel Fadkenheuer  
Susan Haderlie  
Laurie Hart  
Susan Huff  
Brianna Craw Krause  
Margaret Purser  
Dana Slabaugh 435-792-6028 [dk\\_slab@msn.com](mailto:dk_slab@msn.com) UR 15  
**Area Director:** Dr. Cindy Dewey 435-797-3055 [cindy.dewey@usu.edu](mailto:cindy.dewey@usu.edu) FA 208B  
**Opera:**  
Dr. Michael Ballam 435-797-3034 [michael.ballam@usu.edu](mailto:michael.ballam@usu.edu) FA 213  
Dr. Lynn Jamison-Keisker 435-797-3038 [lkelsker@aol.com](mailto:lkelsker@aol.com) FAV 129

**Woodwinds**

**Bassoon:** Prof. R. Dennis Hirst 435-797-3257 [dennis.hirst@usu.edu](mailto:dennis.hirst@usu.edu) FA 203  
**Clarinet:** Dr. Nicholas Morrison 435-797-3506 [nicholas.morrison@usu.edu](mailto:nicholas.morrison@usu.edu) CCA 204  
**Flute:** Prof. Leslie Timmons 435-797-3699 [leslie.timmons@usu.edu](mailto:leslie.timmons@usu.edu) FA 105  
**Multiple Woodwinds:** Dr. Greg Wheeler 435-797-1205 [gregj.wheeler@usu.edu](mailto:gregj.wheeler@usu.edu) UR 118  
**Oboe:** Bonnie Schroeder [bonschroed@yahoo.com](mailto:bonschroed@yahoo.com)  
**Saxophone:**  
Dr. Jon Gudmundson 435-797-3003 [jon.gudmundson@usu.edu](mailto:jon.gudmundson@usu.edu) FA 212  
Joanna Zattiero 435-797-3016 FA 216C

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# **Sr. Staff Assistant**

## **Current Job Description/Responsibilities**

### **Administration**

Administrative Assistant to Music Department Head

Prepare a wide range of documents for faculty and Department Head

Coordinate with other campus agencies for all administrative and office functions

Work closely with the Dean's office staff and others on campus focusing on meeting all deadlines and accomplishing all reports

Employee Files – Role Statements, CV's

Course Fee Evaluations

Assist in preparation of accreditation documents

Schedule tenure meetings and

Prepare department reports.

### **Clerical**

Prepare documents for the Department Head and Faculty

Proof read/edit letters, proposals, brochures and other printed materials

Assist with making copies for faculty including programs

### **Personnel**

Draft contracts for all private instruction adjunct teachers

Assist with all problems/issues relating to faculty pay

Maintain faculty and staff personnel files

Assist with Tenure and Promotion processes including file management

### **Office Manager**

Manage/supervise two staff members

Manage Work Study students

Approve time off/leaves

Set work schedules

Manage work flow

Assign staff or manage special projects

### **Budget/Finance**

Manage/supervise P-card purchases and reconciliations

Assist with budget development and account tracking

Work with the College finance office in all area impacting the Music Department

Oversee requisitions, travel authorizations, scholarships /tuition waivers

Schedule finance systems training for faculty and staff

### **Calendar**

Keep master calendar for the Music Department

Maintain calendar for Music Department Head

Schedule all appointments for Department Head

Coordinate with faculty, staff and students all issues pertaining to schedules and the master calendar

## **Staff Assistant III**

### Current Job Description/Responsibilities

Course authorizations in Banner for students

#### Advising

- Oversee advising of more than 350 music majors
- Assist students with problems ranging from financial aid to personal issue

Schedule scholarship/admission auditions

Answer general Music Department phone line

Update Banner courses and semester schedules

Schedule classrooms in Fine Arts Center

Assist faculty with textbook orders

Works under Senior Staff Assistant with various office duties

Works with Department Head in curriculum and articulation

Supervise work study students

Answer email questions for Music Department

Supervise locker rentals and practice room assignments

#### Scheduling

- Schedule classrooms
- Schedule performance venues for an average of 12 ensembles
- Work with the college scheduling to refine schedules and ensure booking information is accurate