University President
Stan L. Albrecht

Executive Vice President and Provost
Raymond T. Coward

Dean, Caine College of the Arts
Craig D. Jessop

Production Services
Jeff Counts

Department of Music, Head
James M. Bankhead

Department Staff
Sherie Jensen
Cary Youmans

Curriculum Committee
Cindy Dewey

Search Committees

Awards Committee
Gary Amano

Scholarship Committee
Thomas Rohrer

Audition Committees
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.

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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.
FACULTY BY AREAS OF STUDY

Departmental

Dept. Head: Dr. James Michael Bankhead 435-797-3036 james.bankhead@usu.edu FA 107
Asst. Head: Prof. Gary Amano 435-797-3028 gary.amano@usu.edu FA 101
Asst. Head: Dr. Cindy Dewey 435-797-3055 cindy.dewey@usu.edu FA 208
Senior Asstn. Prof. Sheri Jensen 435-797-3036 sherijensen@usu.edu FA 107
Staff Asst./Adv. Cary Younans 435-797-3015 cary.younans@usu.edu FAC 102

Academic

Conducting: Dr. Mark Emile 435-797-3501 mark.emile@usu.edu FA 122
Music History: Dr. Christopher Scher 435-797-8706 christopher.scher@usu.edu FA 210
Musicology: Dr. Christopher Scher 435-797-8706 christopher.scher@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
Baritone: Mr. Steve Park speark@usu.edu
Low Brass: Dr. Todd Falis 435-797-3005 t.falis@usu.edu FA 120
Trombone: Dr. Todd Falis 435-797-3005 t.falis@usu.edu FA 120
Trumpet: Dr. Max Matzen 435-797-9117 max.matzen@usu.edu UA 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 Christianson 435-797-8840 corey.christianson@usu.edu UA 619
Prof. Michael Christianson 435-797-3011 michael.christianson@usu.edu UA 124

Harp

Chilali Hug 734-255-6152 chilali.hug@usu.edu FA 108

Music Education

Area Director: Dr. Thomas P. Rohrer 435-797-3004 thomas.rohrer@usu.edu FA 106
Choral: Dr. Cary Evans 435-797-2015 cary.evans@usu.edu FA 215
GRP: Michael Huff 435-797-7940 michael.huff@usu.edu CCA 108
Elementary: Prof. Leslie Timmons 435-797-3006 Leslie.Timmons@usu.edu FA 105
Instrumental: Dr. Todd Falis 435-797-3005 t.falis@usu.edu FA 120

Music Minors

Elementary Ed.: Prof. Leslie Timmons 435-797-3006 Leslie.Timmons@usu.edu FA 105

Music Therapy

Prof. Maureen Heams 435-797-3009 maureen.heams@usu.edu FA 220

Organ Studies

Area Director: Lynn Thomas 435-797-9798 organlist@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 Olsen 435-797-3033 kevin.olsen@usu.edu FA 101

Strings

Area Director: Prof. Sergio Bernal 435-797-0467 sergio.bernal@usu.edu FA 218A
Bass: Corbin Johnston corbin@keshworks.com
Cellist: Anna-Frances Bayless 435-797-3086 anna@4yestreetquartet.com UR 202
Chamber Music: Brant Bayless brantbayless@hotmail.com
Orchestral Repertoire: Brant Bayless brantbayless@hotmail.com
Viola: Bradley Ottesen 435-797-3092 brad.ottesen@usu.edu FA 206
Viola:
Dr. Mark Emile 435-797-3051 mark.emile@usu.edu FA 122
Rebecca McFaul 435-232-2861 rebecca.mcfaul@usu.edu FA 208
Robert Waters 773-354-3273 robertwaters91@gmail.com FA 204

Voice
Applied Voice:
Liesel Pudheker
Susan Haderlie
Laurie Hart
Susan Huff
Briona Carn Krause
Margaret Purser
Dana Shulman 435-792-6028 dr.shulman@usu.edu UR 15
Area Director: Dr. Cindy Dewey 435-797-3055 cindy.dewey@usu.edu FA 208A
Opera:
Dr. Michael Ballam 435-797-3034 mtballam@usu.edu FA 213
Dr. Lynn Janison-Kolsker 435-797-1038 binkles@usu.com FW 129

Woodwinds
Bassoon: Prof. R. Dennis Hirst 435-797-3257 dennis.hirst@usu.edu FA 203
Clarinet: Dr. Nicholas Morrison 435-797-3506 nicholas.morrison@usu.edu CCA 204
Flute: Prof. Leslie Timmons 435-797-3699 leslie.timmons@usu.edu FA 105
Multiple Woodwinds: Dr. Greg Wheeler 435-797-1103 greg.wheeler@usu.edu UR 118
Oboe: Bonnie Schroeder basschroed@yahoo.com
Saxophone:
Dr. Jon Guimond 435-797-3003 jon.guimond@usu.edu FA 212
Jonelle Zattare 435-797-3016 FA 210C
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