Department of Music Committees – 2018-19

Budget: Kavasch (chair), Short, Sims, Wiggett

- Collect, review, and make recommendations on annual IRA funding requests
- Draft annual department IRA funding proposal
- Identify department/program resource issues and recommend possible responses
- Encourage, support, solicit and review ideas and proposals for new development activities, funding support, etc.
- Recommend short- and long- range budget priorities in the department

Enrollment: Afonso (chair), Chan, Davies, Sims

Supervise and administer department scholarships, including:

- Review auditions and recommend awards Manage scholarship accounts
- Recommend opportunities and strategies for funding development as needed
- Administer entering student audition and assessment:
- Performance audition
- Theory proficiency exam
- Resource and advising guidance for prospective students
- In cooperation with Department ASC, manage work of Student Recruitment Coordinator
- Develop and implement annual timeline for publicity and recruitment, including print and web updates, recruitment coordinator event presence (e.g. CASMEC), auditions, etc.
- Department web page oversight
- Encourage, support, solicit and review ideas and proposals for new activities, events and other aspects and activities of department outreach, publicity and recruitment.

Ad Hoc Sub-Committee for Publicity and Marketing: Mazzaferro (chair), Chan, Dahman, Dubberly, Dennis, Sims, Wiggett

Under the direction of the Enrollment Committee, the committee is charged with creating publicity and branding materials and developing a tool (video) that can be used for Department of Music advertising and recruitment. The committee aims to deliver the objectives by November 1st.

Curriculum: Afonso, Kavasch, Sims (chair)
['review': examine, offer feedback, assess needs and cost, recommend changes, report*]

• Review proposals for new courses
• Review proposals for conversion of current courses to OTM instruction
• Review proposed changes to existing courses/programs that are content related and/or curricular in scope
• Review proposals for new programs, emphases, majors, etc.
• Encourage, support, and solicit new ideas and proposals related to curricular and program development, growth, revision, etc.

RPT & Faculty Review: Davies, Chan, Wiggett (chair)

Each Department or equivalent unit shall elect a departmental RPT Committee. All committee members shall be full-time tenured faculty members elected by all full-time probationary and tenured faculty members of the Department.

A. Composition. The departmental committee shall be comprised of three, or, if larger, an odd number of, members of the departmental faculty.

B. Eligibility. All Committee members shall have a higher rank/classification than those being considered for promotion. Members of the University Retention, Promotion and Tenure Committee shall be ineligible to serve. Faculty members under review shall be ineligible to serve.The Departmental Chairperson may be elected to serve on the Committee.

C. Election Procedures. It shall be the responsibility of the chair of the Department to oversee the election of each year's committee. The election shall be conducted by secret ballot and shall be held each fall prior to the initiation of the fall RPT review. Candidates elected shall normally serve one full year and must receive a majority of votes cast. An eligible faculty member may withdraw his/her name from candidacy. If there are three or fewer eligible faculty members willing to serve, then those faculty members are automatically members of the Departmental RPT Committee. Additional candidates for membership on the Departmental Committee shall be nominated from the eligible faculty in related disciplines whenever fewer than three Departmental members are eligible to serve. When the Department Chair is under review, and it is necessary to add related discipline faculty, the URPTC shall meet with the department in order to initiate nomination procedures. If before the initiation of the Fall or Spring reviews, any member of the committee cannot continue to serve on the committee, an election shall be held to fill the vacant position as soon as possible. The Departmental RPT Committee shall elect its own Chair.

D. It shall be the responsibility of the Chair of the Departmental Committee to verify that the Departmental Committee has been selected according to the foregoing procedures and to inform the University Retention, Promotion and Tenure Committee of the Departmental Committee's membership.

Department Bylaws Committee: Sims (chair), Kavasch, Davies

The committee is charged with drafting department bylaws for faculty review by March 4th, 2019. The bylaws will define roles, responsibilities, policy implementation, committees and voting procedures.