# Faculty Operations Manual – Revised: 9/16/19 (CC/KLT)

## Table of Contents

**Introduction**

- Related Policy Links .......................... 5

**1. Overview**

- About MSM ........................................ 7
  - MSM Mailing Address & Building Hours ........ 7
  - The MSM Mission Statement & Core Values ....... 7
  - MSM Accreditation ................................ 7
  - The Moores School of Music Society ............ 7
  - Organizational Chart .............................. 8

**Who-to-call List**

- Curriculum and Advising ........................ 9
- Finance and Business ............................ 9
- Information Technology (IT) .................... 10
- Marketing .......................................... 10
- Moores Society .................................. 10
- MSM Programs/Recitals ........................... 10
- Piano Technicians ................................ 11
- Room Scheduling .................................. 11
- Box Office ........................................ 11
- Community Arts Academy (formerly PCS) ...... 11
- Endowments and Donations ...................... 11
- Events ............................................. 11
- MSM Camps ....................................... 11
- TMF & IPF ................................. 12
- Facilities .......................................... 12

**2. Faculty Information**

- Calendar Information and Semester Reminders .......... 13
  - Calendar Reminders by Month ..................... 13
  - Checklist for Start of Semester .................. 14
  - CV Upload to Faculty Center .................... 14
  - Faculty Meetings ................................ 14
  - Faculty Schedule ............................... 14
  - ORD ............................................. 14
  - Orientation for New Faculty .................... 15
  - Syllabi Uploads to Faculty Center ................ 15
  - Tuesdays and Thursdays at 1:00 ................ 15

**Communications**

- Email ............................................. 15
- Mailboxes ........................................ 15
- Skype for Business .............................. 16
- Telephones ....................................... 16

**Fundraising for Programs, Special Projects, and Initiatives**

- General MSM Information ........................ 17
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Performance Review Guidelines</td>
<td>17</td>
</tr>
<tr>
<td>Attending Concerts and Recitals</td>
<td>17</td>
</tr>
<tr>
<td>Biographies</td>
<td>17</td>
</tr>
<tr>
<td>Business Cards</td>
<td>17</td>
</tr>
<tr>
<td>Committees</td>
<td>17</td>
</tr>
<tr>
<td>Computers</td>
<td>19</td>
</tr>
<tr>
<td>Copying Policy</td>
<td>19</td>
</tr>
<tr>
<td>Non-credit private teaching</td>
<td>19</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>20</td>
</tr>
<tr>
<td>Recording</td>
<td>20</td>
</tr>
<tr>
<td>General UH Information</td>
<td>20</td>
</tr>
<tr>
<td>Absences</td>
<td>20</td>
</tr>
<tr>
<td>AccessUH</td>
<td>20</td>
</tr>
<tr>
<td>Conflict of Interest Form</td>
<td>20</td>
</tr>
<tr>
<td>Cougar cards</td>
<td>20</td>
</tr>
<tr>
<td>Document Retention</td>
<td>21</td>
</tr>
<tr>
<td>Employment Contract</td>
<td>21</td>
</tr>
<tr>
<td>Faculty Center</td>
<td>21</td>
</tr>
<tr>
<td>Faculty Development Leave (FDL)</td>
<td>21</td>
</tr>
<tr>
<td>Equal Opportunity Services</td>
<td>22</td>
</tr>
<tr>
<td>FERPA</td>
<td>22</td>
</tr>
<tr>
<td>Human Resources</td>
<td>23</td>
</tr>
<tr>
<td>Parking</td>
<td>23</td>
</tr>
<tr>
<td>P.A.S.S.</td>
<td>23</td>
</tr>
<tr>
<td>PeopleSoft</td>
<td>23</td>
</tr>
<tr>
<td>Photo/video Release Forms</td>
<td>24</td>
</tr>
<tr>
<td>Professional Training (annual mandatory online training courses)</td>
<td>24</td>
</tr>
<tr>
<td>Student Records</td>
<td>24</td>
</tr>
<tr>
<td>Student Workers</td>
<td>24</td>
</tr>
<tr>
<td>Time Reporting</td>
<td>24</td>
</tr>
<tr>
<td>Marketing and Communications</td>
<td>24</td>
</tr>
<tr>
<td>Recruiting, Faculty Role</td>
<td>25</td>
</tr>
<tr>
<td>3. Students and Curricular Issues</td>
<td>25</td>
</tr>
<tr>
<td>Advising, Recruiting, and Scholarships</td>
<td>25</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>25</td>
</tr>
<tr>
<td>Admissions and Recruiting</td>
<td>26</td>
</tr>
<tr>
<td>Auditions for Scholarships and Admissions</td>
<td>26</td>
</tr>
<tr>
<td>Degree Offerings and Requirements</td>
<td>26</td>
</tr>
<tr>
<td>International Students</td>
<td>27</td>
</tr>
<tr>
<td>Scholarships</td>
<td>27</td>
</tr>
<tr>
<td>Applied Lessons and Collaborative Pianists/Accompanists</td>
<td>28</td>
</tr>
<tr>
<td>Accompanists (for lessons)</td>
<td>28</td>
</tr>
<tr>
<td>Applied Lessons</td>
<td>28</td>
</tr>
<tr>
<td>Barriers and Proficiencies</td>
<td>28</td>
</tr>
<tr>
<td>Rehearsalnet</td>
<td>29</td>
</tr>
<tr>
<td>Concerts and Recitals</td>
<td>29</td>
</tr>
<tr>
<td>Recital Attendance</td>
<td>29</td>
</tr>
<tr>
<td>Recital Guidelines</td>
<td>29</td>
</tr>
</tbody>
</table>
6. Facilities

Classroom & Studio Maintenance, Equipment, and Materials ........................................ 48
  Audio and Video Equipment ....................................................................................... 48
  Dry Erase Boards ......................................................................................................... 48
  Faculty Teaching Studios ............................................................................................. 48
  FixIt ................................................................................................................................. 48
  IT Issues ......................................................................................................................... 48

Keyboard Instruments, Maintenance, and Tuning .......................................................... 48

Keys ................................................................................................................................ 49

MIDAS - Room Reservations ......................................................................................... 49

Music Library .................................................................................................................. 49

Performance Spaces ....................................................................................................... 50
  Classroom Performance Spaces .................................................................................... 50
  Dudley Recital Hall ....................................................................................................... 50
  Moores Opera House (MOH) ....................................................................................... 50
  Organ Recital Hall ......................................................................................................... 50

Property Management .................................................................................................... 51

Safety Concerns ............................................................................................................... 51
  Fire Alarm ...................................................................................................................... 51
  Injury ............................................................................................................................... 51
  Safety Requirements in Offices and Studios ................................................................. 51
  Security ......................................................................................................................... 51
Introduction

Following this overview, the faculty manual is organized into the following sections:

Section 1: Overview
An overview of useful information related to the MSM, the KGMCA, and UH.

Section 2: Faculty Information
Contains information helpful for management of daily and seasonal tasks oriented towards being a faculty member, including information on committees, promotion and tenure, mandatory training, using accessuh.uh.edu for personal and course needs, etc.

Section 3: Students and Curricular Issues
Relates to how faculty interact with students from recruiting to degree plans to recitals. Start here if your question has to do with courses or students matters.

Section 4: Concerts, Events, and Outreach
Includes a synopsis of the reoccurring camps, festivals, and events held at MSM. You will find entries on procedures for recitals and programs. Information on the Community Arts Academy (CAA) is also found here.

Section 5: Business Office
Start here when you are in need of logistical support for contracts, payroll, benefits, marketing, website management, and monetary transactions.

Section 6: Facilities
Issues related to getting in, using, and maintaining the buildings are found in this compact section.

The purpose of this “unofficial handbook” is to acquaint you with some of the nuts and bolts aspects of the school, college, and the university. The System Administration Memoranda (SAM), Manual of Administrative Policies and Procedures (MAPP), UH Faculty Handbook, Undergraduate Catalog, Graduate Catalog, and Online Course Listing, are the definitive sources of official UH information and supersede any information contained in this document.

Related Policy Links

- MSM Bylaws: https://www.uh.edu/kgmca/music/faculty-staff/msm-bylaws/
- KGMCA Bylaws: https://www.uh.edu/kgmca/bylaws/
- New Faculty Information Page: http://www.uh.edu/academics/courses-enrollment/The-New-myUH/info-for-faculty/
- Faculty Handbook: www.uh.edu/provost/faculty/handbook/
- Academic Catalogs, Course Listings, Academic Calendar, Academic Regulations, and Student Handbook: http://publications.uh.edu/
- MSM “Forms” page: https://www.uh.edu/kgmca/music/forms/index
• SAM (System Administrative Memoranda) and MAPP (Manual of administrative Policies and Procedures): http://www.uh.edu/policies/
1. Overview

About MSM

MSM Mailing Address & Building Hours

The University of Houston
3333 Cullen Boulevard, Room 120
Houston, Texas 77204-4017
Front Desk: (713) 743-3009

The music building is open from 7:00 am–9:00 pm M–F; 9:00 am–5:00 pm on Saturdays; and 12:00 noon–8:00 pm on Sundays. All MSM faculty and students in the card access system can enter the building after posted hours.

The MSM Mission Statement & Core Values

To provide an outstanding comprehensive music education on the undergraduate and graduate levels, overseen by a faculty and staff second-to-none; to continue to develop recognition of the school at the local, national, and international levels in order to attract students of the highest caliber; and to provide the university community and the city with the highest quality performances that will both educate and entertain.

The purpose of the Moores School of Music is to enrich lives through music. As a faculty, we are:

- dedicated to excellence in the arts,
- focused on student success,
- team players and problem solvers,
- models of integrity and collegiality, and
- passionate, energetic, and tenacious in our work.

MSM Accreditation

The Southern Association of Schools and Colleges (SACS) is the university’s regional accrediting agency; the National Association of Schools of Music (NASM) accredits the university’s music programs. The school is also a member of the Texas Association of Music Schools (TAMS).

The Moores School of Music Society

The Moores Society's mission is to support the Moores School of Music through programs and events that benefit scholarships, special projects and educational opportunities for music students at the University of Houston. Faculty members are encouraged to become Moores Society members, with membership levels that include varying benefits at $120 Friend, $250 Patron, $500 Partner, $1,000 Director. Read more about the Moores Society here: [http://www.uh.edu/kgmca/music/moores-society/](http://www.uh.edu/kgmca/music/moores-society/) Membership form: [https://giving.uh.edu/msm/](https://giving.uh.edu/msm/)
Organizational Chart

President, UH, Renu Khator

Provost, UH, Paula Short

Dean, KOMCA, Andrew Davis

Director, MSM, Courtney Crappell

Associate Dean, KOMCA, Beckham Dossell

Associate Director, MSM, Katherine Turner

Music Librarian: Madagascar Washington

Timothy McGee

Lauri Roesler

KOMCA Support Staff:

Advancing Office, Academic Affairs, Business Office, Communications, Development, IT, Marketing

Patron Relations Coordinator: Shannon Langman

Assistant Director, TAM, Melissa McCinnon

CAA Assistant, Erin Davis

Director, Texas Music Festival, Alan Austin

Director of Graduate Studies, Marcus Maroney

Director of Undergraduate Studies, Cynthia Clayton

Ensemble Division Heads:

AURA, Rob Smith

Band: David A. Bertman

Chorus: Jenny Luettke

Jazz: Ida Marmolejo

Opera: Buck Ross

Orchestra: Franz Wagner

Percussion: Blake Williams

Academic Areas Division Heads:

Composition: Marcia Maroney

Music History: John Bieritz

Music Psychology, Howard Pollack

Music Theory: Timothy Kozin

Ensemble Faculty:

Band: Cameron Kubo, Dana Fiedler

Chorus: Jadahah Mauzerald

Charles Ausmanns

Opera: Raymond Harvey, Kevin Miller

Percussion: Alec Warren

Performance Areas Division Heads:

Collaborative Piano: Timothy Hester

Jazz: Noa Marmolejo

Organ: Daryl Robinson

Percussion: Blake Williams

Piano: Timothy Hester

String: Karen Von Voelck

Vocal: Joseph Evans

Woodwinds & Brass: Mark Burton

Additional Academic Areas Faculty:

Composition: Marcia Maroney, David White, Howard Pollack

Music History: John Bieritz, Paula Bollweg

Music Psychology: Anna Langley, Laura McGovern, Cory Meats

Musicology: Paul Bertagnolli, Daniel Cassano, Frantiska

Mathew Dreyfus, Barbara Rose

Lange: Cory LeFevre, Kandra Leonard, Katherine Turner

Music Theory: Ji Yeo, Nancy Murphy, John Snyder

Additional Ensembles:

Band: Rondra Pitts, Jamey Holt

Appreciation & Technology Faculty:

Lawrence Wheeler, Chapman Welsh

Kathleen Randles, Peggy Russell, Melissa Sahu, Eric Wagener

Brass: James Austin, Mark Hughes, Robert Johnson, Brian Kuhl, David Reed, Jim Versallie, Dan Vesco, Robert Wap

Jazz: Michael Wheeler, Woody Wof

Percussion: Joel Fulger, Alex Warren

Piano: Courthey Crappell, Timothy Hester, Tall Mangleti, Andrew Stupka, Brian Stutts, Paul van Kees

String: Alan Austin, Wayne Brooks, Andrey Grablet, Anthony Kitts, Suzanne LeFevre, Yvonne Ranfian, Rainer Wistbar

Vocal: Zachary Avey, Cynthia Clayton, Timothy Jones, Domingo McCormick, Kristin Soman, Hend Vazquez, Robert Darrow, Adam Ditzler, Ashley DeBough, Jonathan Fischer, Dan Gelot, Randall Griffin, Mark Nacoco, Chester Renvel, Peggy Russell, Melissa Sahu, Eric Wagener

Chester Renvel, Peggy Russell, Melissa Sahu, Eric Wagener
Who-to-call List

Your first point of contact for any needs in the School of Music can always be the Office Assistants at the front desk.

Info: (msmfrontdesk@uh.edu • 713-743-3009 [3-3009])

Curriculum and Advising

Admissions & Recruiting ............. Kelly Ibarra, Admissions & Recruitment Coordinator (KGMCA)  
   kibarra@uh.edu • 3-5934

Student Academic Advising

Undergraduate (Current Freshmen, Sophomores, Juniors, Seniors),
   Graduate................................................................. Stacia Dunn, Academic Advisor III (KGMCA)  
   slmorga2@uh.edu • 3-3314

Incoming Freshmen..................... Carrie Young, Director of Acad. Affairs & Student Success  
   (KGMCA) cyoung11@uh.edu • 3-3172

Course Requests & Scheduling, Scholarships .... Sarah Hardin, Administrative Assistant (KGMCA)  
   sjhardin@uh.edu • 3-3169

Academic Honesty, Academic Policy Questions & Requests

Undergraduate ............................... Cynthia Clayton, Director of Undergraduate Studies (MSM)  
   cynthi aclayton@uh.edu • 3-3304

Graduate................................................. Marcus Maroney, Director of Graduate Studies (MSM)  
   mkmmaroney@uh.edu • 3-9477

Finance and Business

Faculty Travel

Requests (due Sept. 6, Nov. 1, and March 1) ................................. msmfrontdesk@uh.edu

Assistance with Concur System or questions about  
   travel arrangement post-approval .............................. Melanie Mendoza, MSM Office Manager  
   mrmendo3@central.uh.edu • 3-7175

Other Business
Division Spending (guest artists/speakers, equipment and supplies [except classroom supplies], student travel, special recruiting trips and materials) .. Contact your Division Head

All other expenditure requests............................................. Courtney Crappell, Director
crappell@uh.edu ● 3-6118


Payroll/I-9/Benefits/HR Paperwork................................. Jessica Torres, Business Administrator
torres4@uh.edu ● 3-1515

Other business questions.............................. Melanie Mendoza, MSM Office Manager
mrmendo3@central.uh.edu ● 3-7175

Information Technology (IT)

Website Issues & Updates/Technology Support .. Joe Lazzaro, Director of Technology (KGMCA)
kgmcaweb@uh.edu (cc: klturner5@uh.edu) ● 3-1046
Heather Vo, Web Developer (KGMCA)
kgmcaweb@uh.edu (cc: klturner5@uh.edu) ● 3-6943

Marketing

Print Materials/Concert Programs/Marketing Requests .......... Tracy Ngo, Graphics Designer 2 (KGMCA) tpngo3@uh.edu ● 3-1006

Website Calendar Updates ............................................. Heather Vo, Web Developer (KGMCA)
kgmcaweb@uh.edu (cc: klturner5@uh.edu) ● 3-6943

The Moores School of Music Society

Questions about Moores Society ......................... Shannon Langman, Patron Relations Coordinator
slangman@uh.edu ● 3-8036

MSM Programs/Recitals

Student Recital & Tuesday Recital Programs ..................... msmstudentprograms@uh.edu

Tuesday Recitals ............................................................... Dennis Whittaker, Coordinator
dwhittaker@uh.edu ● 3-3379
Recital Monitors & Related Issues .......................... Melanie Mendoza, MSM Office Coordinator
mrmendo3@central.uh.edu ● 3-7175

Piano Technicians

Piano Maintenance .................................................. Andrew Edwards, Piano Technician
amedwards4@uh.edu ● 3-0108

Room Scheduling

Incidental Room Scheduling ..................................... Front Desk Staff, MSM Office Assistants
msmfrontdesk@uh.edu ● 3-3009

Box Office

Box Office and Ticket Sales ..................................... Rebekah Kington, Ticket Office Assistant Manager
rmkington@uh.edu ● 3-2571

Community Arts Academy (formerly PCS)

Community Arts Academy Sixto Wagan, Director of CAA
Erin Davis, Office Assistant
ekdavis@central.uh.edu ● 3-3398

Endowments and Donations

Endowments/Donations/Alumni Questions ...................... Julie Anderson-Smith, Adv. Senior
Director jdander4@central.uh.edu ● 3-6878
Mary Coleman, Dev. Coordinator
mcoleman7@uh.edu ● 3-8578

Events

Questions about events ............................................. Tonasha Laws, Program Assistant
tlaws@uh.edu ● 3-3009

MSM Camps
**Cougar Band Camp** .......................... **Cameron Kubos**, Director of Athletic Bands & Spirit Groups  
ckkubos@uh.edu ● 3-3190

**Cougar Choir Camp** ............................. **Jeb Mueller**, Associate Director of Choral Studies  
jmueller2@uh.edu ● 3-3319

**Texas Music Festival & International Piano Festival**

**TMF & IPF General Questions** .......................... **Alan Austin**, General & Artistic Director  
tmf@uh.edu ● 3-3167

**Scheduling** ................................................. **Melissa McCrimmon**, Associate Director  
mfmccrimmon@uh.edu ● 3-7274

**Facilities**

In case of basic non-billable repairs or adjustments (HVAC/temperature, light bulb replacement, etc.) **PLEASE** use the FIXIT link through your AccessUH. Please do NOT email or call anyone on this staff list in these instances, this only creates unnecessary work.

**On your AccessUH dashboard click on this button:**

![FIX-IT](image)

**For more significant issues (Classroom preparation issues, mechanical concerns, and surplus equipment removal)** .......................... **Paul Rousse**, Assistant Director, Facilities Operations (KGMCA)  
pprousse@uh.edu ● 3-0565
## 2. Faculty Information

### Calendar Information and Semester Reminders

#### Calendar Reminders by Month

<table>
<thead>
<tr>
<th>Month</th>
<th>Reminder</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Faculty search committees convene (if applicable)</td>
</tr>
<tr>
<td></td>
<td>Promotion and Tenure files due</td>
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<tr>
<td></td>
<td>Complete start of semester checklist</td>
</tr>
<tr>
<td></td>
<td>Fall semester student recital scheduling opens</td>
</tr>
<tr>
<td></td>
<td>Deadline for curriculum/degree changes to be submitted to University</td>
</tr>
<tr>
<td>September</td>
<td>Division Heads meeting</td>
</tr>
<tr>
<td></td>
<td>Travel requests due</td>
</tr>
<tr>
<td></td>
<td>Spring/Summer calendar event details due</td>
</tr>
<tr>
<td>October</td>
<td>Spring semester course scheduling</td>
</tr>
<tr>
<td></td>
<td>Order textbooks for the Spring</td>
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<tr>
<td>November</td>
<td>Audition Day</td>
</tr>
<tr>
<td></td>
<td>Course evaluations</td>
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<tr>
<td></td>
<td>Make arrangements for any “I” grades</td>
</tr>
<tr>
<td></td>
<td>Submit cyclical or updated pictures, content, videos for the website</td>
</tr>
<tr>
<td>December</td>
<td>Scholarship committee meets</td>
</tr>
<tr>
<td></td>
<td>Spring semester student</td>
</tr>
<tr>
<td>January</td>
<td>APR faculty reports due</td>
</tr>
<tr>
<td></td>
<td>Start of semester checklist</td>
</tr>
<tr>
<td>February</td>
<td>Audition Day</td>
</tr>
<tr>
<td></td>
<td>Division Heads meeting</td>
</tr>
<tr>
<td>March</td>
<td>Audition Day</td>
</tr>
<tr>
<td></td>
<td>Summer and Fall semester courses scheduled</td>
</tr>
<tr>
<td></td>
<td>Order textbooks for the Summer and Fall</td>
</tr>
<tr>
<td>April</td>
<td>Course evaluations</td>
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<tr>
<td></td>
<td>Curricular/Degree change proposals completed</td>
</tr>
<tr>
<td></td>
<td>Committees voted in for following year at the last faculty meeting</td>
</tr>
<tr>
<td>May</td>
<td>Academic year ensemble planning</td>
</tr>
<tr>
<td></td>
<td>Make arrangements for any “I” grades</td>
</tr>
<tr>
<td></td>
<td>Submit cyclical or updated pictures, content, videos for the website</td>
</tr>
<tr>
<td>June</td>
<td>Faculty recital planning</td>
</tr>
<tr>
<td></td>
<td>Website updated</td>
</tr>
<tr>
<td>July</td>
<td>NTT and AA/Professor of Practice Contracts email and returned to business office</td>
</tr>
</tbody>
</table>
Checklist for Start of Semester

Sign contract (if required), including I-9 completion and debt elimination (such as library fines or parking tickets) as necessary
Make key requests (as early as possible)
Assess pending Incomplete grades from last semester
Review the final exam schedule: http://www.uh.edu/academics/courses-enrollment/final-exam-schedules.php
Check with the bookstore to ensure books have arrived and are adequately stocked
Update syllabi with required information: www.uh.edu/provost/faculty/handbook/ (p. 60-62)
Make photocopies syllabi, if necessary (preferably the week before classes start)
Upload CV to Faculty Center
Upload Syllabi to Faculty Center for each undergraduate course
Verify in Midas scheduler that classes/studio class dates/times are entered correctly, even if you have repeats from last semester/year (https://uhcota.mid.as/index.pl)
Meet with TAs if applicable
Review your role sheets in Faculty Center on the first day of classes and again on the ORD, the 12th day of classes, for accuracy
Submit your weekly schedule to msmfrontdesk@uh.edu and post it by your office door

CV Upload to Faculty Center

State law requires all faculty members to upload a current CV every semester. Instructors should use the Word template available within their Faculty Center to create their CV. Once finalized, it can be uploaded through the Faculty Center.

Faculty Meetings

MSM normally schedules faculty meetings in room 118 at 1:00 on the last Thursday of each month (excluding December and May) (subject to change). All faculty members should attend. Agendas and Notes are provided via email. Do not schedule lessons or studio classes at that time. Generally, KGMCA holds one faculty meeting each semester.

Faculty Schedule

Each faculty member will post his or her semester schedule and email address on their door by the 12th class day (ORD). A copy of your schedule must also be emailed to msmfrontdesk@uh.edu

ORD

The Official Reporting Day is the 12th day of class each regular term. By this date, class rosters are set (students cannot easily change their schedules, nor can they get a full refund after the ORD). Faculty are responsible for checking their official class rosters for errors and omissions before and on the ORD.
Orientation for New Faculty

New faculty must attend the day-long New Faculty Orientation session scheduled just prior to the fall semester. Participants have the opportunity to meet top administrators and other new faculty, and learn about various resources available at UH. This does not include benefits information and sign up; that takes place at the Human Resources New Hire Orientation. According to a recent attendee, “a great deal of information is dispensed, some of which is useful.”

Syllabi Uploads to Faculty Center

Under state law, undergraduate classes must have an electronic posting of a course syllabus. Instructors can upload these two documents using a Word template and an upload interface within their Faculty Center. With the exception of the senior honors thesis or special problems courses, all sections (even if taught by the same instructor) must have a syllabus uploaded. For a detailed walk-through, see http://www.uh.edu/academics/courses-enrollment/The-New-myUH/info-for-faculty/

Tuesdays and Thursdays at 1:00

Tuesdays at 1:00 has been the established weekly time for departmental student recitals for almost 50 years. Most recitals occur in Dudley Hall, but occasionally recitals are scheduled in the Choral Recital Hall (room 160) or in the Moores Opera House. Faculty and guest artists perform occasionally during the Tuesday Recital time. Faculty should attend all Tuesday Recitals because students need to see their teachers in the audience — please make it a habit to support students with your attendance. Only non-major academic classes are scheduled during that time; do not schedule studio classes or lessons that would interfere with Tuesday Recitals.

Do not schedule lessons or studio classes during this time; please reserve it for the weekly student recital, monthly faculty meetings and various committee meetings. Finding time to schedule meetings with busy and productive faculty members is always challenging, but if everyone keeps that 1:00 hour free, half the battle is won!

Communications

Email

All official emails are sent to your UH address and remain the official property of the University. YOU are responsible for keeping track of this address and checking your account regularly. If you would like to forward that email to a private address, you may set this up through https://accessuh.uh.edu (the P.A.S.S. app). Emails remain the property of the University and should not be used to send student grades, contact information or other records, in accordance with FERPA.

Mailboxes

Faculty members and TAs have mailboxes in the mail/copy room. Mailboxes are the pigeonhole variety rather than lock and key, and they are not secure. Therefore, it is important to restrict student access to the mail/copy room. Do not ask students to put things in, or retrieve things
from faculty mailboxes. Students who need to leave papers for faculty should be instructed to give them to front desk staff, who will time stamp them and put them in mailboxes.

**Skype for Business**

This is a service supported by the University. You can use it to web conference, make video calls, retrieve voice mail, as well as basic services like making and transferring phone calls [http://www.uh.edu/infotech/services/skype/](http://www.uh.edu/infotech/services/skype/).

**Telephones**

The majority of campus phone numbers begin with 713-743-XXXX. When using campus phones to call a campus number, dial the last five digits of the number. Additional information about phone features, including information on retrieving phone mail messages from off campus, is available on the University Information Technology website, [http://www.uh.edu/infotech/services/_phones-and-email/](http://www.uh.edu/infotech/services/_phones-and-email/).

Contact the KGMCA business office for a long-distance code. All long-distance calls must be business-related.

**Fundraising for Programs, Special Projects, and Initiatives**

The first place to consider funding programs, special projects, and initiatives should be through internal grants available through UH. Many are available through the Division of Research here: [http://www.uh.edu/research/funding-opportunities/](http://www.uh.edu/research/funding-opportunities/). If a grant is not the appropriate funding model for your project, consider raising money through private donations.

Fundraising for particular programs, special projects, initiatives at the Moores School of Music is a team effort across faculty and staff. The KGMCA development team is in place to secure Moores School Director initiatives and can provide useful information and ideas for successful fundraising plans. The development team uses a donor-based approach, with the priority on donor wishes, making each of the Moores School of Music programs details essential to maintaining the donor’s philanthropic interests. The development team is dedicated to leading each donor to their philanthropic passion within the many programs at Moores School of Music.

As an example, consider how Professor Tim Hester recently secured funding for the 2019 Piano + chamber series. Prof. Hester approached the MSM Director a year before implementing the Piano + Series, a collaborative piano performance series that adds instruments to each performance. He started his fundraising within his network and supporters after discussing his approved project with KGMCA Senior Director of Philanthropy, Julie Anderson-Smith. With each confirmed commitment of financial support, he let development know and delivered any checks to make sure the funds were allocated correctly. He was able to reach his financial goal before the series begins and will focus efforts on audience development while fundraising for the next year.

Consider the following steps when planning a project:

**Where to start?**
• Clear vision of project, or program
• Specific financial need amount

Next steps
• Gather likely individual donor names from your network and stakeholders for underwriting or donation.
• Request to meet with the Director to approve and finalize details.

Beginning fundraising
• As you begin approaching potential donors to your program, keep the development team in the loop by making sure any monies collected is directed appropriately.
• Create an “elevator speech” or under three-minute speech with clear talking points to sell the project, an impact statement, and something personal.
• Start getting the word out to your potential donors in person, by phone, or email.

The development team can help with:
• Appeal letter proofing and editing
• Text-to-donate application if appropriate
• Prospect lookups as needed to clear with assigned Relationship Managers
• Coordination with Corporate Foundation Relations (CFR) in the Office of Annual Giving

General MSM Information

Annual Performance Review Guidelines
The Annual Performance Review (APR) guidelines are outlined in the official faculty approved document, “Annual Performance Review Guidelines.” Contact the Associate Director for a copy of this document.

Attending Concerts and Recitals
It is important for students to see faculty members in the audience and it is equally important to demonstrate support for your faculty colleagues through your presence at their concerts and recitals.

Biographies
The MSM website has a listing for each faculty member with a recent headshot, contact information, and a biography. All faculty members should update their information annually. Updates should be sent to: kgmtech@uh.edu.

In all other professional biographies, faculty members are expected to include mention of their affiliation with the University of Houston and the Moores School of Music.

Business Cards
For business cards, email msmfrontdesk@uh.edu and they will coordinate with Print Services. There is a standard template that MSM follows. Business cards come in a box of 500.

Committees
Faculty Committees

There are eight MSM standing committees: Advisory, Graduate Studies, Undergraduate Studies, Scholarship, Student-Faculty, Full Professor Promotion/Tenure, Post-Tenure Review, and DMA Admissions. Some posts are appointed, some elected. Although most are open to all faculty members, a few are limited to tenure-track or tenured professors. The membership qualifications and duties of standing committees are in the MSM bylaws, which are available on the Faculty Resources website.

Student Committees:

Student Recital Committees

Undergraduate and masters students are required to have three faculty members on their recital committees; Certificate in Music Performance and Doctoral Students must have four committee members. Each recital committee must include at least two faculty members from the student’s performance area and, if there is more than one instrument-specific teacher in the area, at least one other must be included. Division heads are de facto members of all committees and must be consulted and informed of committee membership. Division heads participate as members of the committee at their discretion. Committee members are expected to attend student recitals in person unless they are ill or out of town on an approved professional assignment.

Master’s Comprehensive Exam Committees

This three-member committee writes and evaluates the student's comprehensive exam. The committee consists of the student’s major professor, one theory faculty member, and one musicology faculty member. Students select their own committees. Students should select theory and musicology faculty with whom they have previously studied. In cases where students have not studied with any member of the theory or musicology faculty, or the faculty with whom the student studied is on leave, the student may either ask another professor from the relevant area to serve on their committee or allow the graduate office to make the committee appointment for them. Students must complete a Master’s Comprehensive Exam Committee form (available on the Student Resources website) and submit it to the Graduate Advisor. The committee is subject to the approval of the student’s major professor and the Director of Graduate Studies. Once finalized, the committee then writes the comprehensive exam in consultation with one another.

Doctoral Committees

Every doctoral student will have two committees during their course of study for the degree: The Recital/Document Committee and the Doctoral Comprehensive Exam Committee. The student is responsible for selecting the members of their Recital/Document Committee. This committee should be appointed in consultation with the student's major professor and with consideration given to the topic of the student's doctoral document. The Recital/Document Committee can be reconfigured as the document work moves in new directions. The committee must be appointed before the student's first recital.

Recital/Document Committee

The committee consists of: (1) the student's major professor; (2) a second faculty member from the student's major field; (3) one at-large faculty member from the School of Music but from outside the student's major field; and (4) one at-large faculty member from any discipline, inside or outside the School of Music. At least one of members 3 and 4 must be an academic faculty
member (from theory, musicology, composition, or music education). The committee must have at least one member who has written a doctoral document or dissertation. The committee is subject to the approval of the student's major professor and the Director of Graduate Studies and may be reconfigured at any time, as dictated by the student's course of study.

**Doctoral Comprehensive Exam Committee**
The committee consists of: (1) the student's major professor; (2) a representative from the student's minor field; (3) one theory faculty member; and (4) one musicology faculty member. Members 2, 3, and 4 are selected by the graduate office.

**Computers**
For technical assistance, see IT under Facilities. Faculty computers are provided by the College but are rarely replaced fast enough to keep up with the pace of technology. A broken or poor computer may be replaced with a used, but better-working computer. Email kgmtech@central.uh.edu.

The University of Houston has provided several software titles free for download for students, faculty, and staff. The list of free software downloads along with titles for University purchases can be found on https://accessuh.uh.edu by clicking on the icon for Software Downloads. You can make personal software purchases at the Cougar Byte store located in the Student Center. Check the Cougar Byte website for service hours and contact information.

Faculty members also have access to discounts on computer hardware from a number of different vendors. Go to http://www.uh.edu/office-of-finance/purchasing/ and click on links to Apple Store, HP, Gateway, Dell, or any of the others.

**Copying Policy**
All copies made on school machines must be job related. Front desk staff assigns faculty and staff individual copier codes. Codes will be limited to 2000 copies per instructor. An increase in this limit requires administrative approval. Do not give your copy code to anyone; if s/he needs a copy code, one can be assigned to that individual.

The mailroom copier has a scanning feature that can be used at no cost to the school. The Music Library also has a KIC scanner. From both, electronic files of scanned documents can be sent to your office or home computer. It is critical that high-volume documents, such as books for research purposes, be scanned and not made into hard copies. The Arts and Technology Center also has resources faculty may use for creative projects and specialized printing, https://www.uh.edu/kgmca/ATC/.

Networking your office computer to the mailroom copier is possible; contact kgmtech@central.uh.edu for setup. Personal copying should be done off-campus or in the University Center Copy Center at your own expense.

**Non-credit private teaching**
State law forbids any person from using state property for personal gain. Because ours is a stated-owned facility, receiving pay for teaching private lessons in an MSM studio, practice room, or classroom is a violation of state law. The best way to handle this is to have high school or community students register for private lessons through the Community Arts Academy program. Students pay for a series of lessons; CAA collects the fees up front and pays faculty through the UH payroll system. (See Conflict of Interest).

**Office Supplies**

The front desk staff will assist with acquiring common office supplies.

**Recording**

The main calendar events are recorded by a contracted employee and set in advance. If you have additional microphone, audio/visual recording or technology needs, consult your division head for budget then contact Afshin Farzadrar music4mvp@gmail.com directly.

**General UH Information**

**Absences**

Departmental policy requires permission from the director for you to be absent from your teaching responsibilities. In advance of your absence, fill out the Request for Leave of Absence form at [http://www.uh.edu/provost/faculty/administrators/](http://www.uh.edu/provost/faculty/administrators/).

If you will be off campus for an overnight professional engagement, you must submit a Travel Request for approval through the Concur portal. See the section on Travel below.

For sick leave, see the Faculty Resources website: [https://www.uh.edu/provost/faculty/current/benefits/work-life-balance/](https://www.uh.edu/provost/faculty/current/benefits/work-life-balance/). An Absence Request/Notification must be submitted via that P.A.S.S. icon in https://accessuh.uh.edu to request most types of leave. The request shall be completed and submitted to the Associate Director for approval with the required documentation attached.

**AccessUH**

In general, most UH systems and services are accessible through a single sign-in at [https://accessuh.uh.edu](https://accessuh.uh.edu).

**Conflict of Interest Form**

All employees annually submit forms required for the Certification of Compliance with the Policy on Conflict of Interest for Academic Staff. This regards activities that may conflict with state policy. This is a mandatory online process; an email is sent out by the administration each fall.

**Cougar cards**
The official UH picture ID card is the Cougar Card. Go to the Cougar Card office (Welcome Center: x3-2273) to get your card. This card is required for checking out materials from the music library and for after-hours building access.

**Document Retention**

Faculty are required to return all evaluated student material to the students or retain it for a six-month period after the end of the last class of the semester evaluated. *Any discarded graded materials must be shredded.* A shredder is located in the faculty workroom in room 120.

**Employment Contract**

All faculty sign a contract; your position will determine the type of contract and the specific obligations. The business office cannot complete your contract if you have university debt such as a parking ticket or library fine. You will also need to complete an I-9 identity verification form, which may need to be updated periodically with the Welcome Center.

Non-tenure track positions, including adjuncts, lecturers, Affiliate Artists, and Professors of Practice, most commonly sign contracts each semester. In order to be paid on time, it is essential that the contracts are returned in a timely manner; the business office will email your contract 4-6 weeks before the beginning of the term.

**Faculty Center**

This is the online PeopleSoft site from which you can print or download your class rosters, communicate with students via email, search the course catalog, and enter your final grades. It is an icon in https://accessuh.uh.edu.

**Faculty Development Leave (FDL)**

General guidelines pertaining to Faculty Development Leave (FDL) appear in the most current version of the University of Houston Faculty Handbook, and in the Texas Education Code Title 3, Subtitle A, sec. 51.101-108.

All tenured, full-time faculty members with at least seven years of service are eligible to apply for an FDL, for one academic year at one-half salary or one full semester (i.e., fall session 1 or spring session 1) at full salary. Note that there is no further restriction regarding timing of subsequent FDLs; in cases in which a School receives multiple applications and a limited number of FDLs are available, faculty members with longer intervals between FDLs will receive preference.

To apply for an FDL, faculty members should submit to the Director of the School a University of Houston Request for Leave of Absence form, available at [http://www.uh.edu/provost/faculty/administrators/_administrators/documents/request-for-leave-of-absence.doc](http://www.uh.edu/provost/faculty/administrators/_administrators/documents/request-for-leave-of-absence.doc) a proposal of no more than three pages; and an updated CV.

Proposals must address the purpose of the work, its scope, and the appropriateness of the timing of the leave; include a clear statement of goals, projected outcomes, and deliverables; and address how the work will contribute to the research agenda and metrics of the College-
including, for example, contributions to the numbers of performances, exhibitions, and publications, or to external or sponsored research income.

FDLs are not an entitlement. FDLs are awarded to productive scholars who have projects that contribute to the criteria outlined above.

Applications approved by the Director will be forwarded to the Associate Dean, with a letter of support from the Director. The Director's letter should briefly address the merits of the proposal and indicate what arrangements will be made to cover the applicant's teaching or service responsibilities during the faculty member's absence.

Applications forwarded to the Associate Dean will be reviewed by the Faculty Awards Committee in the College. The Committee will forward recommendations to the Dean for approval. The Dean will forward approved applications to the Office of the Provost for review and final approval. Please direct inquiries regarding Faculty Development Leaves to the Associate Dean of the McGovern College of the Arts.

FY20 FDL Deadlines:

- October 21: submission of applications to Director for review.
- November 4: submission of Director's recommendations to Associate Dean;
  o applications will be forwarded to Faculty Awards Committee for review.
- November 25: submission of Faculty Awards Committee recommendations to Dean.
- December 2: submission of Dean's recommendations to the Office of the Provost.

Equal Opportunity Services

The EOS office offers a variety of trainings to help you prevent incidents and meet university requirements. You can also begin a formal complaint or find information on sexual misconduct. They communicate policy related to Title IX as well. [https://www.uh.edu/equal-opportunity/](https://www.uh.edu/equal-opportunity/)

FERPA

Find details of the Family Educational Rights and Privacy Act at [http://www.uh.edu/ogc/ferpa/whatisferpa.htm](http://www.uh.edu/ogc/ferpa/whatisferpa.htm). All university personnel must abide by all conditions of this federal law and are required to read and understand this information. Key points:

- Do not speak with parents (or anyone else) without the permission of the student. Students may elect to waive their FERPA rights by signing the appropriate FERPA waiver form. Unless students have given you a copy of this form, do not assume that you have permission to speak with parents.
- Do not post grades and be very careful when returning student papers — assigned grades must not be visible to anyone other than the student. Do not leave stacks of papers from which students are to retrieve their own papers; do not leave envelopes on your doors or on bulletin boards for the distribution of graded work. If students have the opportunity to see the grades others have earned, a FERPA violation has occurred.
- Do not leave papers or exams for students to retrieve in the front office.
• Do not email grades to students.
• Keep any hard copies of class rosters and grade reports in locked files.
• Be aware that student records may be visible on your computer screen to other students. (For instance, students may enter your office while you are entering grades.)
• *Under no circumstance are students to be asked for their social security numbers.*

If issues concerning a student’s wellbeing or safety come to your attention—issues you believe parents need to know about—contact MSM administrators immediately. They will contact the Dean of Students who handles these matters routinely and is authorized to do so.

**Human Resources**

The University Human Resources page can be found at [https://www.uh.edu/human-resources/](https://www.uh.edu/human-resources/). Many self-service items including updating personal information and payroll information can be found through the P.A.S.S. icon in [https://accessuh.uh.edu](https://accessuh.uh.edu).

**Parking**

Employees can order parking permits online during specific enrollment periods through [https://accessuh.uh.edu](https://accessuh.uh.edu) and use the Parking Icon. The Office of Parking and Transportation is located in the Calhoun Lofts. In front of MSM is the gated lot 16-C, and the ungated Faculty/Staff lot, which fills up very quickly every morning. One-day permits for use in the student or ungated faculty lots can be purchased in the music office. Evening, Weekend and Special Event parking charges a small fee for parking unless you have a current UH tag. The Moores Society has a few reserved parking spaces that in special circumstances can be reserved by the front desk. An official dated and signed pass must be displayed in the windshield or the car is subject to towing.

**P.A.S.S.**

The university’s employee information system is accessed through [https://accessuh.uh.edu/](https://accessuh.uh.edu/). The P.A.S.S. site is where personal information is changed, benefits can be reviewed, direct deposit is set up, email preferences are designated, copies of paycheck receipts can be reviewed or printed, W-2s can be printed, etc. It is important that you keep your contact information up to date. If you move, change your phone number, etc., you must add or correct this kind of information in the P.A.S.S. site. Notify the Associate Director directly as well, so that in-house directories can be updated. In PASS you have the option of opting in/out of campus emergency alerts via email and text. *It is critical that the phone number entered on the emergency contact list be current at all times.*

**PeopleSoft**

PeopleSoft is the name of the university’s integrated software system for both finances and academics and is accessible through [https://accessuh.uh.edu/](https://accessuh.uh.edu/). Every applicant, student, and employee of the UH system is assigned a seven-digit number that remains assigned to that individual throughout their association with UH. If applicants become students, or if students become employees, their PeopleSoft numbers do not change. The PeopleSoft number is the Employee ID, it is found on the back of your Cougar Card.
Photo/video Release Forms

Posting anyone’s photo on a UH web site, or including it in printed material without written permission, is a violation of federal privacy laws. If you have an event for which you want to take/use photographs, contact the marketing department at kgmarcom@central.uh.edu.

Professional Training (annual mandatory online training courses)

All university employees must complete a series of online mandatory professional training courses. Topics include: FERPA, Fraud Awareness, Code of Ethics, Sexual Harassment, and Secure Our Systems. See the Online Training Icon once you login to https://accessuh.uh.edu/.

Student Records

Student Records are private, and must be kept for six months, See FERPA. Materials with grades or personal information must be destroyed. A shredder is available in the 120 workroom.

Student Workers

The federal and state Student-Work programs enable us to hire student workers as part of their financial package. Most student workers are employed in a business or box office capacity for 12-20 hours a week during the semester. Supervisors of work study students must take a training session, post positions with Financial Aid office, and participate in the hiring and reporting process, http://www.uh.edu/financial/undergraduate/types-aid/work-study/.

Time Reporting

Full-time employees receive monthly electronic reminders that university employees are required to report time away (this includes sick-leave hours and jury duty in particular). If you do not have hours to report, you are not required to take any action. However, if you served on a jury for two days, for example, you would log in to your P.A.S.S. account, select Time Reporting, enter 8 hours in the boxes representing each of the days you served, choose “Jury duty monthly” from the Total Time Reporting Code pull-down menu, and click “Submit.” The monthly reminder contains a link to a tutorial to assist you with the process.

Marketing and Communications

The Office of Marketing and Communications is a full-service creative team available to help the KGMCA arts divisions with marketing, design, writing, public relations and other related needs. To request a creative project, submit a Marketing Request Form.

Please note that the office requires a 1-4 week minimum notice for job requests, depending on the job type. Last-minute requests may not be accommodated due to office workload.

- For Proofreading/Copyediting and Digital Publication requests, please submit the Marketing Request Form at least 1 week before the final project is due.
- For Flyer/Poster and Magazine/Publication Print Ads requests, please submit the Marketing Request Form at least 2 weeks before the final project is due.
- For Large Format Printing and Mail-out requests, please submit the Marketing Request Form at least 3 weeks before the final project is due.
• For Apparel/Swag Items and Special Program requests, please submit the Marketing Request Form at least 4 weeks before the final project is due.
• Music concert programs require a 2-week minimum notice. Theatre/Dance, Opera and special programs require a 4-week minimum notice. Please email Beckham Dossett at bdossett@uh.edu with questions about programs.

Please edit and spell check all text before submitting it. Our proofreaders will review content for grammar and style guidelines, but all text should be submitted as close to final as possible. All creative services must adhere to the UH Branding standards, as designated by the University.

If you intend to outsource the printing, you must send a sample to UH campus Marketing for Branding approval. Failure to do so may result in fines or recall of your materials.

**Recruiting, Faculty Role**

Recruitment involves everyone, particularly ensemble directors and applied instructors. Establishing relationships with area public and private schools is key, and your program area coordinator can be helpful with contact information. There are dos and don’ts, and it is very important to understand what can and cannot be done or said. Keep in mind that the school is a member of NASM bound by its Code of Ethics (found in the NASM Handbook—available on the MSM faculty web page). In particular, representatives of MSM cannot make scholarship offers to students who have matriculated at other institutions, nor can they make scholarship offers to students who have already accepted offers from other schools after the NASM deadlines. The deadline is April 15 for graduate students, and May 1 for undergraduate students.

Any student can audition for, and be admitted to, any of our programs if they are qualified. However, if he or she is currently enrolled at another institution and has accepted its scholarship offer, we cannot discuss, or offer, an MSM scholarship until the student is officially released from scholarship obligations to his or her current school. If a student cannot secure a scholarship release, but chooses to attend MSM anyway, scholarship funds cannot be awarded during their first term of enrollment here.

### 3. Students and Curricular Issues

**Advising, Recruiting, and Scholarships**

**Academic Advising**

Please do not advise students on matters of policy, send them to the professional Academic Advisors. Many students turn to their studio and academic faculty as sources of knowledge and information; faculty are expected to stay abreast of their students’ academic progress and to work with advisors. Administrators and advisors may only discuss students’ financial or academic records with other university employees who have a legitimate “need to know.” Please assists students to the best of your ability, even if it is just listening. When a student is in need of help beyond your expertise, such as emotional crisis or mental health issue, refer them to CAPS (3-5454).
Admissions and Recruiting

This section of the faculty manual is in development. In the future, it will contain information regarding:

- Appropriate communication with prospective students
- Scholarship offers
- Recruiting activities (visits, trips)—not all trips or activities will be covered by MSM
- Marketing

Auditions for Scholarships and Admissions

Please mark audition dates on your calendar and avoid scheduling other activities on those days. Applicants audition for admission and scholarships on the first Saturday in November for spring admission and during February and March for summer and fall admission. All faculty members participate in auditions by listening to auditions, administering and grading diagnostic theory exams, conducting building tours, or meeting with individual applicants. Having faculty members present on audition days casts the school in the best light and truly makes a difference in prospective students’ experience. Audition organizers should ensure that the rooms used are cleaned and reset for school.

Degree Offerings and Requirements

The following degree programs are approved by the university and NASM:

**Bachelor of Arts in Music**

**Bachelor of Music in Applied Music** (organ, piano, voice, instrumental)

**Bachelor of Music**

With majors in:
- Composition
- Music Theory

With Elective Studies in:
- Teacher Certification (instrumental or choral)
- Music Marketing
- Religion

**Master of Music**

With majors in:
- Applied Music (organ, piano, voice, instrumental, and conducting)
- Accompanying and Chamber Music (Keyboard Collaborative Arts)
- Composition
- Music Education
- Musicology
- Music Theory
- Performance Pedagogy (Piano)
- Performance Pedagogy (Strings)
- Performance Pedagogy (Voice)
Doctor of Musical Arts
With majors in:
  Composition
  Conducting
  Music Education
  Music Performance (Keyboard)
  Music Performance (Keyboard Collaborative Arts)
  Music Performance (Orchestral Instrument)
  Music Performance (Voice)

Certificate in Music Performance
With majors in:
  Strings
  Brass
  Woodwinds
  Percussion
  Harp
  Piano
  Collaborative piano
  Organ
  Voice

All undergraduate students must complete appropriate barrier exams and their recital attendance requirement before graduation will be certified. Additional information about each degree can be found on the MSM web site under “Academic Programs” with different pages for Undergraduate Studies or Graduate Studies. Degree and curricular changes will be updated there as they are approved by the University, making this site the source of the most up-to-date information regarding degree requirements and curriculum.

International Students
Information for International Students wishing to apply for undergraduate admission can be found at http://www.uh.edu/undergraduate-admissions/apply/international/.

Information for International Students wishing to apply for graduate admission can be found at http://uh.edu/graduate-school/international-students/.

For currently-enrolled students, the UH Office of International Student and Scholar Services (ISSS) provides for the special needs of international students and exchange visitors related to their status as non-immigrants of the United States. All resources can be found at http://www.uh.edu/oiss/.

Scholarships
The school’s scholarship funds come from endowed and gift accounts. Although many music students receive university academic scholarships in addition to their music awards, MSM does
not receive money from the university for the 300-400 music scholarships we offer annually; these are coordinated through the Scholarship Coordinator. The link to the UH Scholarship and Financial Aid Office is http://www.uh.edu/enroll/sfa/. The Scholarship Handbook is updated annually, please refer to it for the most up-to-date information; it is available on the MSM website.

MSM awards are merit based and generally not need based. Many woodwind, brass, and percussion students receive band grants in addition to MSM scholarships. Current students use their juries as auditions for scholarship consideration or award increases. Any increases or considerations are requested by the division head and sent for review by the Scholarship Coordinator and Director. Students should notify their teachers as early in the semester as possible so that area funds are reserved in advance.

Award agreements specify that scholarship recipients must complete the requisite number of credit hours each semester (12 undergraduate, 9 graduate) and beginning Fall 2019, entering students and new reward recipients must maintain a semester GPAs of 3.0 for undergraduates and graduates. Students cannot earn grades lower than B in applied lessons or ensembles and must demonstrate “appropriate progress toward degree completion.” Students who fail to meet the complete list of requirements are placed on probation; those who fail to meet the requirements have their scholarships revoked. Students’ academic performances are tracked semester by semester to ensure compliance with the award agreements. The Scholarship Coordinator notifies students (and copies applied instructors) who will be placed on probation or who will have their awards revoked.

**Applied Lessons and Collaborative Pianists/ Accompanists**

**Accompanists (for lessons)**

See Rehearsalnet below.

**Applied Lessons**

Applied faculty are required to give 14 weekly lessons each semester (hour-long lessons for students registered in 3 or 4 credit hours, and half-hour lessons for those registered in 1 or 2 credit hours). Syllabi must explain how absences (faculty or student) will be handled and how students will be evaluated for grades. When faculty will be away for approved professional activities, they must let the Director know what arrangements have been made for teaching their students. Once weekly lesson times have been established, every effort must be made to adhere to the schedule. Canceling or rescheduling lessons at the last minute for personal convenience is inappropriate.

Be mindful that students have not only paid tuition for each credit hour but have also paid an applied music fee. All totaled, this is a significant financial outlay, and students deserve every minute of the instruction they have paid for.

See the section on RehearsalNet concerning studio accompanists.

**Barriers and Proficiencies**
Performance barriers typically occur at the end of the fourth semester of study, and passing this examination constitutes formal acceptance into an applied degree program (BM in Applied Music). Instructors are responsible for securing barrier forms from the Forms portal on the MSM website. The Undergraduate Advisor keeps completed forms in the students’ files. Students who are unsuccessful on their first attempt may attempt the barrier again, with the permission of their applied teacher. However, they must register at the 3000 (Junior) level for lessons. If they succeed, they will continue on to their Junior recital in the sixth semester of lessons, just as they would if they had passed their first attempt. If they are unsuccessful after the second attempt, they will be advised to select a different degree program. Barrier requirements vary among program areas; area coordinators have area-specific information.

Music education students take piano proficiency exams after four semesters of group piano study. Undergraduate theory and aural skills courses also require proficiency exams for advancement in the sequence.

Rehearsalnet

Applied professors who are in need of accompanists for their instrumental or vocal students have several options: the use of staff accompanists, outside accompanists, or student accompanists. The piano division head assists in coordinating all accompanying assignments. In order to facilitate accompanying assignments, all applied teachers and all applied students should register at http://www.rehearsalnet.com in order to enter schedule information. New professors will be provided with a user name and password and will also be provided policy guidelines for the system. Faculty should encourage all their students to register immediately by going to the site, clicking on “scheduler login” and entering “cougar118” as the school ID code in the blue box. Please direct all questions concerning accompanists to the collaborative piano division head.

Concerts and Recitals

Recital Attendance

As a requirement for graduation, undergraduate students must document attendance at 96 MSM recitals and concerts. Students must log 60 recitals before scheduling a junior recital or filing a degree plan and 72 recitals before scheduling a senior recital. Music education majors who complete degree requirements in four years are exempt from recitals the semester of their student teaching and need only attend 84 for graduation; those taking longer than eight semesters must attend 96. Students who want to give non-degree recitals must also be current on recital attendance before they are for recital scheduling. Numbers required of transfer students are prorated appropriately.

Recital Guidelines

Degree Recitals:
Students planning degree recitals should read and understand all of the requirements and procedures that published in the official MSM Recital Guide, https://www.uh.edu/kgmca/music/forms/index. Applied instructors should communicate well in advance with all pending recitalists about faculty scheduling limitations, so that the student may apply in a timely manner, with good information; it is up to the student to follow official scheduling procedures. In the Spring semester, desirable recital dates often fill up quickly, so it is
advised that the student prepare their application in advance and submit it as early as possible. It is not appropriate for a faculty member to attempt to bypass these procedures to ensure that their student gets a particular date, time, or venue. Pre-recital hearings are handled differently in the various areas; consult with your Division Head for exactly how these are scheduled. Please remind students that all recital receptions must now take place in the lobby of the Moores School; receptions in the lobby of Dudley Recital Hall are no longer permitted.

Non-degree Recitals:
Scheduling degree-required recitals takes precedence over non-degree recitals, and instructors, not students, must request scheduling of a non-degree recital. Students must be current on recital attendance (12 per semester). Scheduling non-degree recitals in the spring semester is difficult, with few dates available after degree-required recitals and rehearsals are scheduled. It is advisable for students to share non-degree recitals.

Student Recital Scheduling
The scheduling of student recitals requires the coordination of the student soloist, the accompanying performers, and faculty committee members, all through the Recital Coordinator. Eligible students can submit the application form between August 1 and October 15 for the Fall, and December 1 and February 20 for the Spring. No recitals are scheduled for the summer. Recitals must be completed by the published last day of class. Students submit preferred dates and locations on the Recital Application form; the Recital Coordinator assigns a date/time/location on a first-come-first-serve basis which must be approved by the applied instructor. A pre-recital jury must be scheduled with the front desk three weeks prior to the recital date, at which time, the program must be approved by the applied instructor. Grades must be submitted to the front desk upon completion of the recital (or as soon as all faculty have heard the recording). More information can be found at [http://www.uh.edu/kgmca/music/forms/](http://www.uh.edu/kgmca/music/forms/)

Tuesday Recitals
Tuesday in Dudley Recital Hall at 1pm is the established hour for the full MSM student body to gather for departmental recitals, convocation, and guest events.

Grading, Academic Honesty, and Conduct

Academic Honesty

UH publishes academic honesty policies in the Student Handbook (online at [http://publications.uh.edu/content.php?catoid=31&navoid=11705](http://publications.uh.edu/content.php?catoid=31&navoid=11705)). If you suspect a student has engaged in dishonest activity (plagiarism, cheating, copying homework, falsely claiming completion of prerequisites, etc.) contact the Director of Undergraduate Studies or the Director of Graduate Studies, as appropriate, immediately. Because university policy mandates a timeline, it is critical to initiate action immediately.

(See Turnitin.com below, for information about the plagiarism detection system to which the university subscribes.)

Behavioral Issues
If an instructor has an issue with a student’s behavior, the proper channel is to file an “Incident Report” with the Dean of Students, https://www.uh.edu/dos/behavior-conduct/.

**Grades**

When new courses are submitted for approval and inclusion in the UH catalog, a grading option is requested. Options include SU (Satisfactory/Unsatisfactory), LT (Letter Grade), MU (Multiple Options, including SU or LT), or IP (In Progress – used for thesis or document courses, for which a letter grade is entered for the semester of completion only). The grading option assigned to the course is the *only* option that will become available on the final online grading roster.

Final grades are entered online through the Faculty Center found in www.accessuh.uh.edu. Online grade rosters become available a week before finals. After grades are posted and can be viewed by students, the system remains available for corrections for only a few days. When online grade rosters are no longer accessible, paper Course Adjustment Forms must be submitted for any further grade changes. Faculty who fail to enter grades during the online grading period will be required to submit a separate Course Adjustment Form for each student. Failing to enter grades in a timely manner can negatively impact a student’s graduation, transcripts, and other transactions, so please make timely grade submission a priority.

A final grade of “Incomplete” may be assigned in cases in which a student has a specific non-academic issue beyond his/her control impacting a small percentage of the course. The instructor and student must agree on the conditions and timeline for completing the missing work. An I grade must be completed and assigned a letter grade in the Faculty Center within one year or it will convert to an F. The academic catalogs contain additional information, http://publications.uh.edu/content.php?catoid=34&navoid=12493.

**Low Grade Policy (former known as the “Four-C Rule”)**

A graduate student who receives a grade of C+ or lower and/or a grade of U in 12 semester hours of credit attempted at UH in all courses taken including undergraduate leveling, and repeated courses, is ineligible for any advanced degree at this institution and will not be permitted to re-enroll for graduate study. The Termination of Enrollment section of the University of Houston Graduate Catalog specifies other regulations. Any grade of C+ or lower carries over from master’s to doctoral work — beginning a second graduate degree does not negate grades earned during the first. See http://www.uh.edu/graduate-school/forms/gr-sop-admin-02---low-grade-policy-enforcement.pdf.

**TurnItIn**

The university subscribes to the plagiarism detection system turnitin.com, and you are urged to use it. Students submit their work to Turnitin via upload in Blackboard, Turnitin analyzes it for plagiarized passages, and submits a report to you. If it detects plagiarized portions, they are color coded and the source is identified.

**Graduate Assistants and Fellowships**

Graduate Assistants are employees of the Moores School of Music and the University of Houston. The Graduate Director oversees all Graduate Assistants and makes policy decisions regarding their employment. A Graduate Assistant’s specific duties will be determined by the
faculty member(s) to whom they are assigned and will be appropriate for the area in which they are working. Duties vary greatly from area to area.

Each semester, Graduate Assistants are expected to be available to fulfill their assigned duties beginning one week before the first class day and ending two days after the last day of the finals period. Faculty members should notify their Graduate Assistant(s) if they will need to be available outside of this time frame. Each semester, faculty will be asked to evaluate the Graduate Assistants they have worked with.

Upon hiring, Graduate Assistants receive and must agree to the Moores School of Music Graduate Assistantship Agreement containing applicable policies and a code of conduct. Faculty may request a copy of the agreement for their records by contacting the Graduate Advisor. Graduate Assistants must also complete a university-wide online training module.

Auditions, contests, performances, and other professional engagements that will conflict with a student’s assistantship duties must be cleared with the Graduate Director and the faculty member(s) to whom they have been assigned before a student commits to them. Any other absences, barring illness, must be approved at least three weeks in advance by the faculty member(s) to whom the student has been assigned. Graduate Assistants must have the permission of the Graduate Director to accept any additional employment.

Generally, only doctoral students or students pursuing second master’s degrees become teaching fellows/instructors of record. Teaching assistants have more faculty oversight and generally teach with considerable oversight from the faculty member. Assignments for instructional assistants are typically administrative rather than academic. The majority of our TFs, TAs, and IAs have commitments of 10 hours per week. Those with 20-hour positions qualify for tuition waivers and state benefits. The Graduate Office processes TA applications. Stipends vary according to students’ academic levels and years of study.

**Practice Room and Classroom Usage**

**Practice Room Policy**

Please be sure your students get their annual practice room stickers and display their ID in the practice room window. If you see someone in a practice room without their ID displayed, please say something to the student. If they do not have an ID or sticker, please tell them (nicely) that they need to leave.

**Student Room Reservation Policy**

Students who wish to reserve a room must fill out the Facility Request Form located at the MSM front desk. They will need to fill out the form out completely and get a signature from their instructor. Once it has been completed, the front desk staff will reserve it in MIDAS and send a confirmation email to the requestor. Rooms are reserved on a first-come-first-serve basis.

**Scheduling of Courses and Exams**

**Course Scheduling and Summer Classes**
Course scheduling begins in September (for the following spring) and February (for the following Summer and Fall). Division heads assign courses and draft a preferred schedule. The Scheduling Office compiles a full draft of the upcoming semester for review by faculty. All courses must have a course number (for example, MUSI 4397) and a five-digit class number that changes for each section and each semester. The complete catalog is released to students in accordance with the Registrar’s schedule.

Summer classes are rare. Trailing sections of music theory, music education graduate courses, thesis/dissertation, and select academic courses are offered. No lessons will be taught in the summer. If you are interested in teaching summer courses, see your division head.

**Final Examinations**

Final examinations must be scheduled in accordance with the published university final exam schedule. Any scheduling deviations must be approved in advance by the Associate Director, who must request further approval from the dean’s office. Current final exam schedules are published online at [http://www.uh.edu/academics/courses-enrollment/final-exam-schedules.php](http://www.uh.edu/academics/courses-enrollment/final-exam-schedules.php). Check this schedule when preparing your syllabi and include your final exam dates/times on the syllabi. It is against University policy to schedule any kind of final exam during class sessions.

**Juries**

Typically, all students perform juries each semester unless they have presented a recital that term. (Flexibility with this requirement applies primarily to doctoral students.) Area coordinators inform the front desk personnel of the preferred times and venue, front desk staff prepare the student sign-up sheets accordingly, and students schedule their jury times in the front office. Juries typically take place during the first few days of the final exam period. Avoid scheduling juries on reading days. Jury requirements and the importance of the results vary from area to area; syllabi must reflect the role of juries in the applied lesson grade. Applied faculty should inform area coordinators of scheduling limitations. **All applied instructors are expected to participate in juries.**

**Studio Classes**

Applied instructors hold weekly studio classes unless there are too few students in a studio or if the studio provides only secondary instruction. Finding appropriate spaces for nearly 40 weekly classes is a challenge, to say the least. Avoid scheduling your class on Tuesdays or Thursdays at 1:00. This time is reserved for student recitals, faculty meetings, and other committee meetings. Reserve rooms at the front desk *every semester*; do not assume that the room you used last semester will automatically be available at the same time the next semester. Front desk staff will determine which rooms are available and assist you with your reservation.

**Teaching Tools, Resources, and Guidelines**

**Blackboard Learn**

Blackboard Learn is the university’s Course Management System. It can be accessed through [https://accessuh.uh.edu](https://accessuh.uh.edu). Faculty Help for Blackboard Learn can be found at
http://www.uh.edu/blackboard/faculty/. Blackboard Faculty Support is available 24 hours a day, 365 days a year.

An email is sent out prior to each semester asking faculty to create a course “shell” which can then be personalized by the faculty member. You can upload the syllabus and other course documents, communicate through email or announcements, have students upload assignments, use TurnItIn (see “TurnItIn,” below) and keep a gradebook that students can access. TAs can be granted access as graders and course builders through https://accessuh.uh.edu.

**Class Rosters**

Log into the PeopleSoft system at https://accessuh.uh.edu. Choose UH Self-Service, then Faculty Center. The list of classes assigned to you for the current or the next semester will be available.

This icon: ![icon](image) appears at the beginning of the row when students are registered in that section. Click on it to access the class roster. To print the roster, choose “printer friendly version” at the bottom of the page. Clicking on the very small grid on the column heading bar downloads rosters into Excel spreadsheets, a vital tool for those teaching large classes. Near the end of the term, this grading icon: ![icon](image) will appear, allowing access to online grade rosters. Notice that the system enables you to contact individual students or all members of your class via email.

It is important that faculty teaching applied music check frequently to see that students have registered for the correct levels of instruction. Section errors should be corrected before the fifth class day. Between the fifth and twelfth days, section corrections are not problematic *as long as they involve moving students between sections at the same level*. However, moving students from one level to another will be impossible. Mistakes can have significant consequences on students’ insurance, graduation, and financial aid, and it is important that faculty verify that students are registered correctly.

**Course Evaluations**

The University of Houston requires students to evaluate their courses every semester, including applied lessons and summer courses. Generally, this happens during the last two weeks of each semester. All evaluations must now be completed online, with class or studio time given to do so. Students will login to https://accessuh.uh.edu and click on the icon for Course Evaluation and complete the form once the faculty member has left the classroom. A student can read the instructions to the class or a front desk staff member can administer these. The Office of Measurement and Evaluation tabulates the results and prepares the summaries. Student comments are attached to the summaries before they are distributed to faculty. MSM places copies in faculty personnel files.

**Course Listings**

The course listings site can be accessed through the UH home page (current students – course listings) or through your Faculty Center page (see Faculty Center below). From the pull-down menu, choose UH, then the appropriate semester. Music courses are listed under three different prefixes (MUSA, MUSI, and MUED —see Course Numbering below). If you teach both applied
music and academic courses or ensembles, or music education courses and academic courses, you will need to search course listings separately with the different prefixes.

To find course listings under your name, enter the prefix in the first box, uncheck the box that specifies that only open sections be shown (this allows closed sections to appear on your list as well), scroll down and enter your last name in the “instructor’s last name” box. When the page of your courses and sections appear, you can click on the section link to see the course details (quota, current enrollment, notes, grading options, etc.). To create a “waitlist” email the course scheduler.

Course Numbering
Three different prefixes are used for music courses: MUED for music education, MUSA for applied music, and MUSI for academic, chamber music, ensemble, and independent-study courses. The catalog number is the prefix plus a four-digit number. The first of the four associated numbers indicates level, the second indicates numbers of semester credit hours (SCH), and the last two digits identify specific courses or special topics. With each successive semester, courses are assigned new class numbers (formerly section numbers) required for registration. Remember, the catalog numbers (Course ID) remain the same, but the course numbers (section numbers) change every term.

Applied Music Course Designations—MUSA prefix
Following the prefix, the first of the four numbers indicates the level (1=Freshman; 2=Sophomore; 3=Junior; 4=Senior; 6=Master’s; and 8=Doctoral).

The second number indicates the number of semester credit hours (SCH). Students registering in one or two SCH lessons receive 30-minute weekly lessons; those registering for three or four SCH lessons receive hour-long weekly lessons. Hour-long lessons at the freshman and sophomore levels are three SCH; those at the junior, senior, master’s, and doctoral levels are four.

The third and fourth numbers indicate the focus of instruction. For example, the code for voice instruction is 00, piano 10, flute 30, clarinet 34. The complete series of voice lesson numbers would be MUSA1200, MUSA1300, MUSA2200, MUSA2300, MUSA3200, MUSA3400, MUSA4200, MUSA4400, MUSA6200, and MUSA6400. The series for piano would be MUSA1210, 1310, 2210, 2310, etc. For clarinet, MUSA1234, 1334, 2234, 2334, etc. Doctoral level course numbers (with the exception of those for composition lessons) do not use instructional focus codes. All doctoral students registering for half-hour lessons enroll in MUSA8220 or, for hour-long lessons, MUSA8420. Doctoral courses in composition are MUSA 8230 and 8430.

The four doctoral recital registration numbers carry the MUSA prefix.

MUSA8240: first doctoral recital
MUSA8241: second doctoral recital
MUSA8242: third doctoral recital
MUSA8243: lecture-recital
Instructors of doctoral students should contact the associate director or graduate advisor to ensure that appropriate recital courses are scheduled.

**Syllabi**

Each course, lesson, and ensemble class must have a distributed syllabus and should include:

- Contact information and office hours for faculty and TAs
- Learning objectives for the course
- Grading and attendance policies
- Course outline or schedule; leave time for course evaluations in the last two weeks
- Academic honesty statement and link: Students are responsible for knowing and abiding by the University of Houston’s Academic Honesty Policy. “Academic dishonesty” means employing a method or technique or engaging in conduct in an academic endeavor that contravenes the standards of ethical integrity expected at the University of Houston or by a course instructor to fulfill any and all academic requirements: [http://catalog.uh.edu/content.php?catoid=6&navoid=1025](http://catalog.uh.edu/content.php?catoid=6&navoid=1025)
- Students with DisABILITIES statement and link: The University of Houston complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students who have a disability. In accordance with Section 504 and ADA guidelines, UH strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe you have a disability requiring an adjustments/auxiliary aids, please contact the Center for Students with DisABILITIES at 713-743-5400 or [http://www.uh.edu/csd/](http://www.uh.edu/csd/)
- CAPS statement and link: Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. Also, there is no appointment necessary for the “Let's Talk” program, which is a drop-in consultation service at convenient locations and hours around campus. [http://www.uh.edu/caps/outreach/lets_talk.html](http://www.uh.edu/caps/outreach/lets_talk.html).

**Textbook Orders**

At least two months before the start of a new semester, order your textbooks by ISBN at the official campus bookstore’s Online Adoption webpage. [https://www.bkstr.com/houstonstore](https://www.bkstr.com/houstonstore).

**4. Concerts, Events, and Outreach**

**Concerts and Recitals**

**Calendar Planning**

Concert calendar planning proceeds according to the following calendar outline:

- February-March: large ensemble planning for upcoming fall/spring
- May-June: faculty recital planning for upcoming fall/spring
• August 1: student recital calendars open for fall
• Mid-December: student recital calendars open for spring

**Concert Tickets**

Faculty are entitled to two free tickets for each of our ticketed events. Please use the online Vendini system http://www.uh.edu/kgmca/music/opera/box-office/ (Buy Tickets Online) to order these (the discount code for FY20 is KGMCA20FS), so as to limit the ticketing line at the event. Tickets are available online up to two hours before concert time.

**Faculty Recitals**

Although faculty members generally prefer presenting recitals in the Moores Opera House, the high volume of opera and ensemble performances scheduled in MOH leaves few remaining dates available for faculty recitals (available dates are publicized in late spring for the following year). MOH scheduling preference will be given to faculty members unable to schedule recitals in MOH in the previous year. There are always more dates are available in Dudley Recital Hall.

**Printed Programs**

Programs for performances are to be printed by the school unless specific arrangements for off-campus printing have been approved by the Director. The recital coordinator in 120 will assist students after they have worked with their teacher to prepare their recital program for printing. It is particularly important that programs for student performances follow School of Music policies. See https://www.uh.edu/kgmca/music/forms/index.

**Community Arts Academy**

The Moores School of Music Community Arts Academy offers non-credit classes and private instruction for students of all ages. In addition, it offers professional development workshops for public school teachers, workshops for church musicians and private teachers, and provides after school instruction to children in the Third Ward neighborhood adjacent to the campus. Many MSM faculty and grad students teach privately through CAA, making it legal to receive pay for non-credit instruction delivered in the MSM building (see Private Lessons below). Contact the Director of CAA for more information; brochures are available in the Music Office and online at http://www.uh.edu/kgmca/music/caa/index.php

**Concert and Event Marketing**

The college has a marketing team which can be reached at kgarcom@central.uh.edu please also copy the Associate Dean. The university has become very specific about branding, so all forms of marketing must be approved by the college.

**Festivals**

Contact the Director of TMF/IPF for more information on the following events.

*International Piano Festival* was founded in 1984 by legendary pianist and UH Cullen Professor, Abbey Simon. For almost four decades, the IPF has presented master classes and recitals some of the world’s greatest pianists.
For additional information, go to https://www.uh.edu/kgmca/music/events-performances/piano-festival/schedule/index.

Lack Master Class Series The endowed A. I. Lack Music Master Series offers master classes and recitals by distinguished classical performers and recognized pedagogues at no charge to our students and the Houston community at large. For additional information, go to https://www.uh.edu/kgmca/music/events-performances/lack/.

Immanuel and Helen Olshan Texas Music Festival® (TMF) was founded in 1990 to provide an orchestra of young professional musicians with a challenging musical environment in which to develop skills in orchestral, chamber music, and solo performance. The intensive multi-week orchestral fellowship program on the University of Houston campus is guided by renowned guest conductors, members of Houston’s orchestras, faculty from the Moores and Shepherd schools of music, and other distinguished artists. In addition, the festival presents several summer institutes. For additional information, go to https://www.uh.edu/kgmca/music/tmf/.

Summer Camps
Band Camp and Choir Camp are regular parts of our summer calendar. In June and July, several hundred middle and high school descend on MSM for outstanding musical experiences. Our faculty and students serve as teachers, camp counselors and support staff for these intensive events. Expect that your office may be used to facilitate classes; you will be notified ahead of time so that you can protect your valuables.

5. Business Office

Purchases, Reimbursements, and Hiring a Guest Artist/Vendor
Faculty should work with their division heads who are authorized to make purchasing and reimbursement requests to the front desk. Division heads follow the procedures outlined and delivered to them by the MSM Director. The reimbursement process begins with a written request for approval prior to travel or the purchase of goods or services. This allows funds to be encumbered for that specific purpose. After the purchase or travel is completed, attach a copy of your approval and photocopies of all receipts and related correspondence and submit them to the KGMCA business office. The university issues reimbursement checks via direct deposit. University policy requires that approved travel reimbursements be completed within 60 days after travel. Faculty are liable for any purchases made without prior approval.

Faculty members requesting to hire a guest artist/vendor will go to this link: http://www.uh.edu/kgmca//music/forms/, and fill out the online form “Hiring a Guest Artist/Vendor.” Once you click submit, it will be sent to the Director for review. Once approved the form will be sent to the KGMCA business office for final approval. The requester will be sent an automated email with a checklist to complete and make sure that everything is in order before the event occurs.

Hosting an event in the MSM building
The use of our facilities by any outside group requires administrative approval. *Faculty are not authorized to grant approval for use of our facilities.* Contact the Associate Director for information. Any group approved to schedule an event in the building must show proof of liability insurance and file these documents with the university in advance of the event. In addition, facility rental and custodial fees may be required.

**Travel: Funding Requests**

Moores School of Music faculty are undoubtedly among the most active of the university in terms of travel, with appearances in performance halls and at conferences and conventions worldwide. These appearances are of tremendous import to the school and its reputation, and so travel funds are set aside from the school’s operating budget to support these endeavors at the start of each fiscal year. But the limited nature of these resources require that we establish the policy and application process outlined below to promote both equity and the stretching of our resources to the fullest.

Grants will be awarded for up to **$750** for domestic travel, and **$1200** for international travel. Only actual travel costs will be paid in cases where these costs are below these limits.

Each applicant may be awarded one (1) travel grant per review period (see below)—contingent on availability of funds—with a maximum of two (2) travel grants per academic year. (This should not be read as a guarantee of travel funding in any given year.)

Examples of qualifying events include (but are not limited to) the following:

- paper presentations;
- an invited feature solo recital at a university or school;
- convention performances;
- mandatory service on professional association boards or committees.

*Note:* Attendance at conferences at which the applicant is not presenting, performing, fulfilling association committee or board requirements, or engaging in directed recruiting activities may be accommodated when the applicant can demonstrate the benefit to their professional development and/or to the MSM. Such travel funding requests may be given a lower priority.

**Additional Information:**

- Applicants should make every effort to secure travel support directly from the hosting organization. The potential will exist for drawing upon MSM travel funds for cost sharing arrangements with the host when necessary.
- Those holding endowed chairs must use endowment funds for travel before applying for MSM travel grants.
- The director has the prerogative to give priority to faculty who did not make use of travel funds in the previous year (awards in the previous year may preclude awards in the current year), as well as to junior tenure-track faculty.
- All university policies and procedures pertaining to faculty travel apply.

**Application Deadlines**

Applications for MSM travel funds will be accepted and reviewed three times per academic year. The earlier in the year one applies, the more likely funds will be available (once the funds are
exhausted, no further travel requests can be honored). Applications will be reviewed following each deadline:

**September 6, 2019** – for travel from September 15, 2019 to August 31, 2020  
**November 1, 2019** [if funds remain] – for travel from December 1, 2019 to August 31, 2020  
**March 1, 2020** [if funds remain] – for travel from April 1, 2020 to August 31, 2020

**The Application Process**

Applicants are asked to apply concurrently for the Provost’s Travel Fund and/or (when appropriate) the Global Faculty Development Fund. MSM funds will generally not be awarded to supplement funds from the PTF or GFDF. Information and application materials for the PTF are found at [http://www.uh.edu/provost/faculty/current/grants/travel-fund/](http://www.uh.edu/provost/faculty/current/grants/travel-fund/) and the GFDF at [http://www.uh.edu/provost/faculty/current/grants/global-fund/](http://www.uh.edu/provost/faculty/current/grants/global-fund/). (Please note that PTF or GFDF materials for the current academic year may not be available before the first review period deadline.)

Travel funding applications must be submitted by email to msmfrontdesk@uh.edu and must include the following:

1.) A brief summary of the nature of the professional activity and event in which you will participate (paper presentation at a national conference, performance, etc.). Be sure to indicate the importance of this project to the development of your work as a scholar, artist, or teacher in the context of your UH appointment, as well as its significance toward promoting the Moores School of Music. You should also address the scope of the audience you will reach and the extent of the presentation you will prepare.

2.) The date, location and (if possible) time of the event.

3.) Evidence of conference acceptance, performance invitation, or the equivalent.

4.) A budget outlining your anticipated expenses (e.g., mileage or airfare, lodging, meals, conference fee). The budget must include the amount of financial support, if any, you expect to receive from the hosting organization or institution by undertaking this professional activity.

**Prior to Departure**

Please note that travel funding from MSM is contingent upon your compliance with UH policies concerning travel (MAPP 04.02.01b, located here: [http://www.uh.edu/af/universityservices/policies/mapp/04/040201B.pdf](http://www.uh.edu/af/universityservices/policies/mapp/04/040201B.pdf)). This includes completion of a Travel Request, including all approvals, in the Concur travel system prior to the beginning of travel.

**Travel Requests: Concur**

The guidelines on the following pages will help you navigate the process of requesting approval for travel off campus for business purposes. Please note: an approved travel request, or “TR,” is required regardless of whether the trip is funded or not by MSM or UH.
University of Houston Concur Instructions
Assigning Delegates for Concur Travel Requests

You should first assign delegates who will have access to your submissions. MSM faculty should add: Charmaine Paladan (caescobido@uh.edu) as a delegate. You only have to add her as a delegate once, and if you have already completed this step, you may skip to step 6 below and begin to process your travel request.

Step 1: Login to Concur and click on “Profile”, and click on “Profile Settings”.

Step 2: On the menu, select “Expense Delegates”
University of Houston Concur Instructions
How to Select Delegates to Prepare TRs and/or Expense Report

Step 3: You are now in the Expense Delegates page. Click on “Add”.

Expense Delegates

Add  Save  Delete

Delegates are employees who are allowed to perform work on behalf of other employees. Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

Step 4: Enter an employee who can prepare Travel Requests and/or Expense Reports for you. Then click on “Add”.

Expense Delegates

Add  Save  Delete

Delegates are employees who are allowed to perform work on behalf of other employees. Search by employee name, email address, employee id or login id.
Delegate, Cathy

Step 5: Place a checkmark in the appropriate boxes. Then, click on “Save”.

Expense Delegates

Add  Save  Delete

Delegates are employees who are allowed to perform work on behalf of other employees. Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

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Delegate, Cathy
shyuvac@central.uh.edu
Concur Travel Request Instructions


7. In the top left corner, click on “Requests”.
8. From the drop down menu, click on “new request”.

9. Enter your information required marked by the red fields.

   **Document ID:** Last Name, First Initial City Date (Noel, F Atlanta 040118) Please note that there is no punctuation after the first comma.

   **Primary Purpose of Travel:** select from the drop down menu (i.e. conference)

   **Traveler Type:** Employee

   **Travel Type:** select from the drop down menu (i.e. Employee travel outside of TX, but inside US)

   **Travel Start Date:** enter date

   **Travel End Date:** enter last date of travel

   **Purpose/Benefit:** enter the event and name and how it benefits the college (i.e. To attend the XYZ conference to network with other professionals and to bring notoriety to the Moores School of Music.)

   **Number of Personal Days:** enter 0 if no days or the amount of dates if you will extend the trip

   **Foreign Travel for Employee/Prospective Employee:** enter yes or no
Is a state fund cost center being used on this trip?: no

Destination City: enter city

Additional Cities: if any, enter them here

Cost Center: this will already populate or verify cost center to use with Ornella Santee

Will any travel cost be paid by a non-UH party?: enter no or if so, enter company name, percentage of costs covered, Public Health Service Grant, comments in the next few fields

Click “save”.

10. Click on the next tab named “Segments”. Click on airfare, car, hotel, dining, mileage, incidentals. Enter the information in each required field and click “save” after each one, then click on the next icon. The amounts are estimates that are rounded up and the numbers come from the quotes that you will later upload. Only click and enter information on icons needed for your trip.
11. Upload airfare, car rental, hotel, etc. quotes (not reservations). Click on “attachments” and from the drop down menu, select “attach documents”. Also upload event flyers, invitations, agenda, emails, etc. to show proof of the event that you are attending.
12. Return to the first tab “Request Header”, click “save”. Make sure all the information is correct and that your documents attached properly. Click the orange “submit” in the top right hand corner. You will receive emails from Concur with each step as well as changes that are needed.

If you have any questions, please feel free to call or email me at 713.743.7720 or fnoel@uh.edu. You may also stop my office in the MSM suite 120F to walk you through the steps.

***Travel requests must be submitted PRIOR to any travel. Reservations can be made AFTER travel requests are submitted and approved. Please save all of your itemized receipts and submit them within 60 days of travel to process your expense report.***
6. Facilities

**Classroom & Studio Maintenance, Equipment, and Materials**

Please help ensure that our facilities are in good condition. After using a room, return it to “classroom” specification: chairs and desks facing the board in rows navigable by students, technology on the lecterns reset (if you changed cable locations), boards erased, pianos closed with benches tucked in, trash placed in bins, and doors locked. If a room needs maintenance due to large amounts of trash, spills, etc. please make a request through FixIt. If you authorize a student to use a room, reinforce to them these expectations.

**Audio and Video Equipment**

Main classrooms are equipped with audio/visual equipment to facilitate instruction. At a minimum, classrooms contain a stereo that can be connected to through a standard stereo cable and a video projector that can be connected to through an HDMI cable. Additional audio equipment (turntable, cassette player, CD player) is available in some classrooms. It is recommended that faculty teaching in an unfamiliar classroom make time to familiarize themselves with the audio/visual equipment before the first day of classes.

**Dry Erase Boards**

Make certain to use only markers designed especially for dry erase boards. Marks from any other markers may be difficult, if not impossible, to remove. Supplies of markers, dry erase board wipes, and erasers are available at the front desk.

**Faculty Teaching Studios**

Studio space is at a premium. Presently, all full-time faculty members are assigned studios or offices of their own, but many adjunct faculty members share studio spaces. Expect your studio to be used occasionally by outside groups who reserve our facilities for weekend or evening events, and in the summer by Texas Music Festival, Cougar Band Camp, and other summer programs. If at all possible, you will be notified in advance if your assigned studio space will be used for other purposes. Please be sure to log off of your computer and secure any valuables before the summer begins.

**FixIt**

For routine maintenance issues (light bulbs, room temperature adjustment, restroom paper supplies, etc.) call the “FIXIT” line (3–4948) or email or text fixit@uh.edu or fill out the online form through the FIX IT app in https://accessuh.uh.edu.

**IT Issues**

The best way to report a problem is to email kgmtech@uh.edu; a phone call will not likely achieve the desired result. The front desk may also be able to contact them quickly.

**Keyboard Instruments, Maintenance, and Tuning**

MSM staffs two keyboard technicians. They do routine as well as specialized tuning and adjustments of every keyboard in MSM/Dudley including those found in our stages, studios,
classrooms, and practice rooms. They tune in accordance with Midas scheduling, if your event is not in Midas, they likely will not know to check the piano.

If Dudley is too hot or too cold, please call FixIt. The thermostats should always be set to 70 degrees; do not adjust this as it will wreak havoc on the tunings. Do not remove pianos from the stage and please return them with their covers to the upstage area after use.

For use of the Historic Instruments, please see the Recital Guidelines.

If you notice an instrument needs tuning or repair please use the online form or email the technicians.

**Keys**

Faculty are issued keys to their offices (KA-XX) and an FE-7 key that opens the mail and copier room. Depending on their needs, faculty may be given one or both of two sub-masters: FJ opens ensemble rooms 185, 175, 129, 145, 147, and 160, and FC opens classrooms 108, 110, 112, 114, 116, 118, and 131. Do not leave doors unlocked after class/studio or prop any doors open as these are security issues.

If additional keys are needed, make requests to front desk personnel, who will acquire administrative approval. The UH Physical Plant (Key Control) cuts and issues all UH keys and, because there is always a huge backlog during the first week of classes each fall, requests should be made as early as possible. Until keys arrive, front desk staff can let faculty into studios and classrooms. Please see the front desk if you need a key on a temporary basis.

The opera house and the administrative office suite are keyed to other sub-masters.

**MIDAS - Room Reservations**

Rooms must be reserved through Midas: [https://uhcota.mid.as/](https://uhcota.mid.as/)

Faculty can view the schedule but cannot add or delete items; with administrative approval, this may be done by the Front Desk, Director/Associate Director or Course Scheduler. Academic classes take precedence each semester over all other activities when reserving rooms. Because the academic course schedule changes every term, studio class reservations must be renewed every semester. If the first choice is not available, Front Desk staff can see which rooms are free and suggest alternatives. Do not take for granted that a room you have used historically will always be available to you. Those who reserve rooms officially gain rights to them. If you need “set up time” please see the front desk.

Administrative approval is required for any non-MSM function. Contact the Associate Director for scheduling events in the Dudley and Choral Recital halls.

**Music Library**

The music library (located on the second floor) is a branch library of the university’s main M. D. Anderson Library, and music library staff are employees of the M. D. Anderson Library rather than the MSM. Music Library staff can assist with Interlibrary Loan (ILL), also found on the
library’s services webpage. Direct acquisitions requests to the Coordinator of the Music Library. Access the music library web site at [http://info.lib.uh.edu/music/index.html](http://info.lib.uh.edu/music/index.html)

**Performance Spaces**

**Classroom Performance Spaces**

The Choral Rehearsal Hall (room 160) is frequently used for student recitals. Rooms 129, 175, and 185 are occasionally used for student recitals, masterclasses, studios and sectional rehearsals. Please be sure to return the rooms to classroom-ready status, with chairs and stands returned to their racks as appropriate.

**Dudley Recital Hall**

Dudley Hall is located in the Fine Arts Building directly across the courtyard on the east side of the music building and seats approximately 280. Before 1997, the Fine Arts Building housed both the School of Music and the School of Art. Dudley is used for faculty recitals, student recitals, master classes and weekly piano studio classes. The School of Art uses the hall every day (M–F) until 1:00 pm, when the School of Music gains exclusive rights. Contact the Associate Director to schedule events.

It is critical that users take responsibility for moving stands and chairs off stage after rehearsals and performances, especially in the evenings. Art classes begin at 8:00 am each morning and the stage must be cleared before that time. **Please note: the lectern** in Dudley that is used for art lecture classes must NOT be moved backstage or anywhere else during School of Music recitals. It is very heavy and full of delicate electronic equipment and must not be moved. Also, follow instructions on the lighting panel precisely, as it very easy to erase lighting presets.

**Moores Opera House (MOH)**

This beautiful performance hall is often referred to as the crown jewel of the university. It has nearly perfect acoustics and is incredibly versatile in its design. The house seats 800, with 550 seats on the main floor and 250 seats in the balcony. Contact the Director of the theater for information about the MOH. It is rare that groups outside the school are allowed to use MOH, primarily because it is heavily booked with MSM concerts and performances. Any approved use of the hall by outside groups must fall within the scope of the MSM mission. After using this space, please return it to the condition in which you found it or the condition specified by the Director or Assistant Director of the theater. If you notice anything amiss or repairs needed, please contact the Director or Assistant Director of the theater instead of FixIt.

**Organ Recital Hall**

The Organ Recital Hall is located in the Fine Arts Building. It houses a Rudolf von Beckerath organ built in 1973, when the Fine Arts Building opened. It currently seats only 49. The primary practice instrument is located in MSM 244 and additional instruments are located in the Fine Arts building directly across from the Organ Recital Hall. To schedule an event in the Organ Hall, check with the organ Division Head before submitting a Facility Application Request Form to the front desk.
**Property Management**

All tagged university assets (barcoded stickers) are managed by the Facility Operations Director. Approval must be granted to remove any university property from campus, requiring signatures by the Property Custodian and Department Director. If you wish to have any inventory permanently removed, please contact Director of Facilities to coordinate the process.

**Safety Concerns**

**Fire Alarm**

When the fire alarms sound, faculty and students must exit the building. Safety wardens are assigned to specific areas to assist with evacuation. Leave the building quickly. If exiting into the courtyard (east side), move into the park area and away from the building. Those who exit toward the parking lot (north side) should stand across the street. Those using emergency doors on the south side of the building should move across the street toward the Science Building, and those exiting west should move to the sidewalk on Cullen. You may not re-enter the school until you have been given instructions to do so. Faculty should monitor students near them to help ensure everyone's safety.

**Injury**

If you or a student are injured on campus, dial 911 if appropriate; please also make the front desk aware. You should also file a report with risk management. Please see [http://www.uh.edu/risk-management/claims-reporting/](http://www.uh.edu/risk-management/claims-reporting/).

**Safety Requirements in Offices and Studios**

University safety standards require that any electrical devices be plugged directly into wall sockets. If that is not possible, contact office staff who can provide you with an approved power strip. Standard extension cords are fire hazards and are prohibited.

- According to the fire marshal, you may use a door stop only if there are two or more people in the office. Otherwise, doors must remain closed.
- Candles are prohibited, even if they are never lit.
- Space heaters are prohibited.
- Small refrigerators, microwaves, coffee makers, etc. may be used in your offices if cords are in good condition and if these appliances are plugged directly into wall sockets or into approved power strips.
- Extension cords are prohibited.

**Security**

Every effort is made to ensure the safety and security of our students, staff, faculty, and guests. Exterior doors are locked after hours (accessible with your Cougar Card) and must not be propped open; interior doors may not be propped open or left unlocked (in the case of classrooms). Students must follow the Practice Room Policy. Security cameras and Panic buttons are stationed strategically in the building. If you see something or someone suspicious, report it to the front desk or UHPD immediately. There is an emergency phone in the parking lot across
from the music building. A security escort to your car is also available from UHPD, 713-743-3333.