

**COLLEGE-CONSERVATORY OF MUSIC**  
**UNIVERSITY OF CINCINNATI FACULTY**  
**HANDBOOK**

**Reviewed and Approved by the CCM Executive Council December, 1988**

**Revised: June, 2012**

## **PURPOSE**

The purpose of this College-Conservatory of Music Faculty Handbook is to provide a convenient compendium of CCM policies related to the faculty. To the extent that the Handbook may differ from the Rules of the University or the current UC/AAUP Collective Bargaining Agreement, the Rules and the Agreement will prevail.

## COLLEGE-CONSERVATORY OF MUSIC UNIVERSITY OF CINCINNATI

### MISSION STATEMENT

Revised and adopted June 2012

1. The University of Cincinnati College-Conservatory of Music is an educational institution for the performing and electronic media arts, composition, scholarship, and pedagogy within a comprehensive public university. The synergy between the Conservatory and the University gives the College its unique character and defines its mission.

- To inspire and enable students to attain the highest artistic levels and mastery in their respective fields.
- To prepare professionals in the areas of performance, composition, research, music teacher education, electronic media, theater design and production, and arts administration for careers in the twenty-first century.
- To foster artistic, creative, and intellectual exchange within the Conservatory and throughout the University through interdisciplinary collaboration, study, research, and public forums.
- To provide appropriate opportunities for the general University student to participate in and appreciate the performing and electronic media arts.
- To maintain and further develop a national and international reputation while serving the people of the State of Ohio and functioning as an integral part of a city with strong traditions in the arts and electronic media.

## **COLLEGE-CONSERVATORY OF MUSIC BYLAWS OF THE FACULTY**

EFFECTIVE JUNE 1, 2012

- I. This college, one of the component colleges of the University of Cincinnati, will be called the College-Conservatory of Music.
- II. The Faculty of the College-Conservatory of Music will consist of the following: the President of the University, the Senior Vice President for Academic Affairs and Provost, and the Dean, Associate Dean(s), Professors, Associate Professors, Assistant Professors, and Instructors whose appointments are within the college, including those with adjunct or visiting appointments. Upon nomination by the Dean, other individuals may be elected to the Faculty by the Faculty.
- III. There will be a dean who will serve as the academic, administrative, and artistic leader of the college and will have final responsibility in all matters at the college level. The Dean will represent the college to the university's central administration, and will represent the central administration to the college faculty. Procedures for searching for, appointing, and reviewing a Dean are described in the Rules of the University (section 3361-50-01-02).
- IV. There will be an associate dean or deans whose principal responsibilities will be the formulation and implementation of administration policy as defined in a written job description. An associate dean will hold faculty rank and will be appointed by the Dean to a term of not less than four nor more than seven years. In considering such an appointment, the Dean will solicit the advice and written recommendation of a search committee consisting of the following:
  - 1) Three members of the faculty elected by the faculty;
  - 2) Two members of the faculty or administration appointed by the Dean;
  - 3) This committee will elect its own chair.

A performance evaluation, based on the written job description, will be conducted annually by the Dean. If an associate dean wishes to stand for reappointment, the Dean will conduct a reappointment review during the penultimate year of the term. As part of this review, the Dean will solicit the advice and written recommendation of a review committee consisting of the following:

- 1) Three members of the faculty elected by the faculty;
- 2) One member of the faculty appointed by the Dean;
- 3) One undergraduate student elected by the College-Conservatory of Music Undergraduate Tribunal;
- 4) One graduate student elected by the College-Conservatory of Music Graduate Student Association;
- 5) One person selected by the incumbent, who may be outside the College-Conservatory of Music;
- 6) This committee will elect its own chair.

V. There will be an assistant dean or deans whose principal responsibilities will be the formulation and implementation of administration policy as defined in a written job description. An assistant dean will be a member of the University of Cincinnati unclassified staff not holding faculty rank, and will be appointed by the Dean to a term of not less than four nor more than seven years. In considering such an appointment, the Dean will solicit the advice and written recommendation of a search committee consisting of the following:

1) Three members of the faculty elected by the faculty; 2) Two members of the faculty or administration appointed by the Dean; 3) This committee will elect its own chair.

A performance evaluation, based on the written job description, will be conducted annually by the Dean. If an assistant dean wishes to stand for reappointment, the Dean will conduct a reappointment review during the penultimate year of the term. As part of this review, the Dean will solicit the advice and written recommendation of a review committee consisting of the following:

1) Three members of the faculty elected by the faculty; 2) One member of the faculty appointed by the Dean; 3) One undergraduate student elected by the College-Conservatory of Music undergraduate Tribunal; 4) One graduate student elected by the College-Conservatory of Music Graduate Student Association; 5) One person selected by the incumbent, who may be outside the College-Conservatory of Music; 6) This committee will elect its own chair.

VI. The College-Conservatory of Music will be organized into academic divisions that embrace areas of related responsibilities and activities. The Dean will establish divisions after consultation with the faculty concerned and after confirmation by the Executive Council and Faculty Committee.

VII. There will be a division head (i.e., academic unit head) for each division whose chief responsibilities will be the administrative and academic leadership and operation of the division as defined in a written job description. (For more detail on division head duties and authority, see Article 31.2 of the AAUP-UC contract.) A division head will normally be a faculty member from within the division, and will be appointed by the University Board of Trustees in accordance with the Rules of the University and the UC/AAUP contract.

1) Nomination Process: Nominations to the President shall be made through the Provost, by the Dean (unless the Dean is the Academic Unit Head) or appropriate administrator, following consultation with an ad hoc committee.

The ad hoc committee shall be composed of a minimum of three (3) Faculty from the Academic Unit concerned and related Academic Units. There may also be up to two (2) students from the Academic Unit on the ad hoc committee. Faculty from the Academic Unit, democratically chosen by the Academic Unit, shall constitute a majority of the committee. Other ad hoc committee members may be named by the Dean.

The Academic Unit Head appointed must have an academic title and rank and must be mutually acceptable to the Dean and the ad hoc committee. Academic Unit Heads shall be appointed according to a term designated by the by-laws of the college and will be for a term of not less than three (3) nor more than seven (7) years. Academic Unit Heads shall undergo administrative performance review in the penultimate year of each term of appointment.

A performance evaluation based on the written job description will be conducted annually by the Dean. If a division head wishes to stand for reappointment, the Dean will conduct a reappointment review during the penultimate year of the term. As part of this review, the Dean will seek the advice and recommendation of a review committee consisting of the following:

1) Two members of the division faculty elected by the division faculty; 2) Two members of the Faculty Committee, outside the division, appointed by the Chair of the Faculty Committee; 3) One member of the Executive Council, appointed by the Dean; 4) Two students from the division (one undergraduate and one graduate, if possible), appointed by the Dean; 5) The committee will elect its own chair.

VIII. There will be department chairs, program directors, and program coordinators as necessary, whose functions will be to

give direction and organization to a particular area, normally within a division, as defined in a written job description. They will be appointed by the Dean after nominations have been received from the division head(s) following consultation with appropriate faculty members. The term of such appointments will be not less than four nor more than seven years. A performance evaluation, based on the written job description, will be conducted annually by the division head(s). If a chair, director, or coordinator wishes to stand for reappointment, the Dean will conduct a reappointment review during the penultimate year of the term. As part of this review, the Dean will solicit the advice and written recommendation of the division head(s), who will have consulted, as appropriate, with faculty and students.

IX. There will be at least one regular meeting of the full faculty during each semester of the academic year to be called by the Dean or an authorized representative. A notice of such meetings will be sent to the faculty one week before the meeting, and an agenda will be distributed at least two days before the meeting. There will be additional meetings of the full faculty when deemed appropriate.

X. There will be an Administrative Council consisting of the following: 1) The Dean, chair; 2) Associate dean(s); 3) Assistant dean(s); 4) Those other college administrators and staff deemed appropriate and appointed by the Dean.

The function of this body will be to advise the Dean and to administer policies and procedures regarding the operations of the college.

XI. There will be an Executive Council consisting of the following: 1) The Dean, chair; 2) Associate dean(s); 3) Assistant dean(s) 4) Director of Performance Management; 5) Director of Business Affairs; 6) Director of Development and External Relations; 7) Division heads; 8) The Chair of the Faculty Committee.

The function of this body will be to advise the Dean and to administer policies and procedures regarding the academic and administrative operation of the college.

- XII A. There will be an Academic Council consisting of the following:
- 1) The Associate Dean for Academic Affairs, chair;
  - 2) Division heads;
  - 3) One additional member and one alternate from divisions with ten or fewer members of the bargaining unit;
  - 4) Two additional members and two alternates from divisions with eleven or more members of the bargaining unit;
  - 5) The Dean and all associate and assistant deans (nonvoting)
- Faculty representatives and alternates referred to in 3) and 4) above will be elected by their respective divisions during Spring Quarter for a one-year term beginning in September of the following academic year. Faculty members may not be elected to serve as members for more than two consecutive terms.
- B. The function of the Academic Council is to review and act on all curricular and instructional policy matters for the college. Proposals may be submitted to the council by:
- 1) One or more faculty member(s);
  - 2) A division;
  - 3) A standing subcommittee of the council;
  - 4) The graduate faculty;
  - 5) The dean, associate dean(s), or assistant dean(s).
- The Council will consider any matter after it has been fully studied by the individual department or division concerned, and an analysis and recommendation is ready to be presented to the Council by the appropriate division head. In the case of matters which cross divisional lines, the Chair of the Council will appoint an appropriate ad hoc committee to study the proposal and make recommendations. The report of any ad hoc committee will then be considered by the faculty of each respective division before being brought to the Council.
- C. Regular meetings of the Academic Council will be scheduled for twice during each Fall, Winter, and Spring Quarters, and additional meetings will be scheduled when warranted. Any faculty member may attend council meetings as an observer. A quorum of the Academic Council will consist of two-thirds of the members eligible to vote. The agenda for all meetings of the Academic Council will be distributed to the entire faculty at least a week before a scheduled meeting. Minutes of the meeting will be available to the entire faculty and forwarded to the Dean immediately after each council meeting. From the date of distribution of these minutes there will be a two-week period before decisions of the council are considered final. During this period, any faculty member who has objections to any of the proposed decisions may make these objections known to the chair of the Academic Council and the Dean in writing. Any objections presented will become permanent parts of the minutes of the next meeting of the Council. If five or more faculty members present written objections to any actions or request reconsideration, said action will not become finalized until the Dean has convened a meeting of the full faculty (or the graduate faculty in the case of matters of exclusive graduate concern) at which the matter under protest can be considered. A final decision will be made by majority vote of those faculty present and voting. The Dean has the right to veto a decision of the Academic Council. In any cases where the Dean may exercise this right, the Dean will present reasons in writing to the Council and this body will reconsider the issue in question.

**CCM RPT REVIEW DEADLINES**  
**REAPPOINTMENT To College Committee**  
To Dean

XII. A. There will be an Academic Council consisting of the following:

- 1) The Associate Dean for Academic Affairs, chair;
  - 2) Division heads;
  - 3) One additional member and one alternate from divisions with ten or fewer members of the bargaining unit;
  - 4) Two additional members and two alternates from divisions with eleven or more members of the bargaining unit;
  - 5) The Dean and all associate and assistant deans (nonvoting)
- Faculty representatives and alternates referred to in 3) and 4) above will be elected by their respective divisions during Spring Semester for a one-year term beginning in August of the following academic year. Faculty members may not be elected to serve as members for more than two consecutive terms.

B. The function of the Academic Council is to review and act on all curricular and instructional policy matters for the college. Proposals may be submitted to the council by:

- 1) One or more faculty member(s);
- 2) A division;
- 3) A standing subcommittee of the council;
- 4) The graduate faculty;
- 5) The dean, associate dean(s), or assistant dean(s).

The Council will consider any matter after it has been fully studied by the individual department or division concerned, and an analysis and recommendation is ready to be presented to the Council by the appropriate division head. In the case of matters which cross divisional lines, the Chair of the Council will appoint an appropriate ad hoc committee to study the proposal and make recommendations. The report of any ad hoc committee will then be considered by the faculty of each respective division before being brought to the Council.

C. Regular meetings of the Academic Council will be scheduled twice during each Fall and Spring Semester, and additional meetings will be scheduled when warranted. Any faculty member may attend council meetings as an observer. A quorum of the Academic Council will consist of two-thirds of the members eligible to vote. The agenda for all meetings of the Academic council will be distributed to the entire faculty at least a week before a scheduled meeting. Minutes of the meetings will be available to the entire faculty and forwarded to the Dean immediately after each council meeting. From the date of distribution of these minutes there will be a two-week period before decisions of the council are considered final. During this period, any faculty member who has objections to any of the proposed decisions may make these objections known to the chair of the Academic council and the Dean in writing. Any objections presented will become permanent parts of the minutes of the next meeting of the Council. If five or more faculty members present written objections to any actions or request reconsiderations, said action will not become finalized until the Dean has convened a meeting of the full faculty (or the graduate faculty in the case of matters of exclusive graduate concern) at which the matter under protest can be considered. A final decision will be made by majority vote of those faculty present and voting. The Dean has the right to veto a decision of the Academic Council. In any cases where the Dean may exercise this right, the Dean will present reasons in writing to the Council and this body will reconsider the issue in question.

D. The Academic council will have several standing subcommittees, the membership of which will be assigned by the Chair of the Council. These committees include, but are not limited to, the following:

- 1) Undergraduate admissions and awards committee;
- 2) Graduate admissions and awards committee;
- 3) Graduate thesis and research committee;
- 4) Academic performance evaluation committee;
- 5) Library committee;
- 6) Technology committee.

XIII. The graduate faculty in the College-Conservatory of Music will include those persons who have been appointed to the graduate faculty of the University of Cincinnati and any faculty member in the College- Conservatory of Music



who teaches either graduate classes or graduate students in applied music. This body will meet when appropriate to advise the Associate Dean or other administrator in charge of graduate studies and to develop proposals for consideration by the Academic Council. Membership on all subcommittees of the Academic Council which deal exclusively with graduate matters will be drawn from the graduate faculty.

XIV. A. There will be a Faculty Committee consisting of the following:

1) One representative from divisions with ten (10) or fewer members of the bargaining unit; 2) Two representatives from divisions with eleven (11) to twenty (20) members of the bargaining unit; 3) Three representatives from divisions with twenty-one (21) or more members of the bargaining unit. 4) An administrative representative, appointed by the Dean. 5) There will be an alternate member for each representative. Election to the faculty committee will be in Spring Semester, and will be for a three-year term beginning August of the following academic year. The retiring chair will convene the first meeting of the year for the purpose of electing new officers. If a representative is unable to complete a three-year term, the alternate will become the representative and a new alternate elected, both to serve for the remainder of that term.

B. The function of the Faculty Committee will be to represent the faculty in college decision and policy-making. In particular, it will: 1) Recommend and keep current criteria and procedures affecting reappointment, promotion, tenure, merit pay, and appointment of faculty members; 2) Recommend and keep current criteria and procedures for evaluating faculty and administrative effectiveness; 3) Recommend and keep current the faculty workload policy; 4) Make recommendations to the appropriate administrative officer or person on any matter that would contribute to the professional welfare of the College-Conservatory of Music faculty.

XV. Standing and ad hoc committees may be appointed by the Dean, or by any of the associate and assistant dean(s).

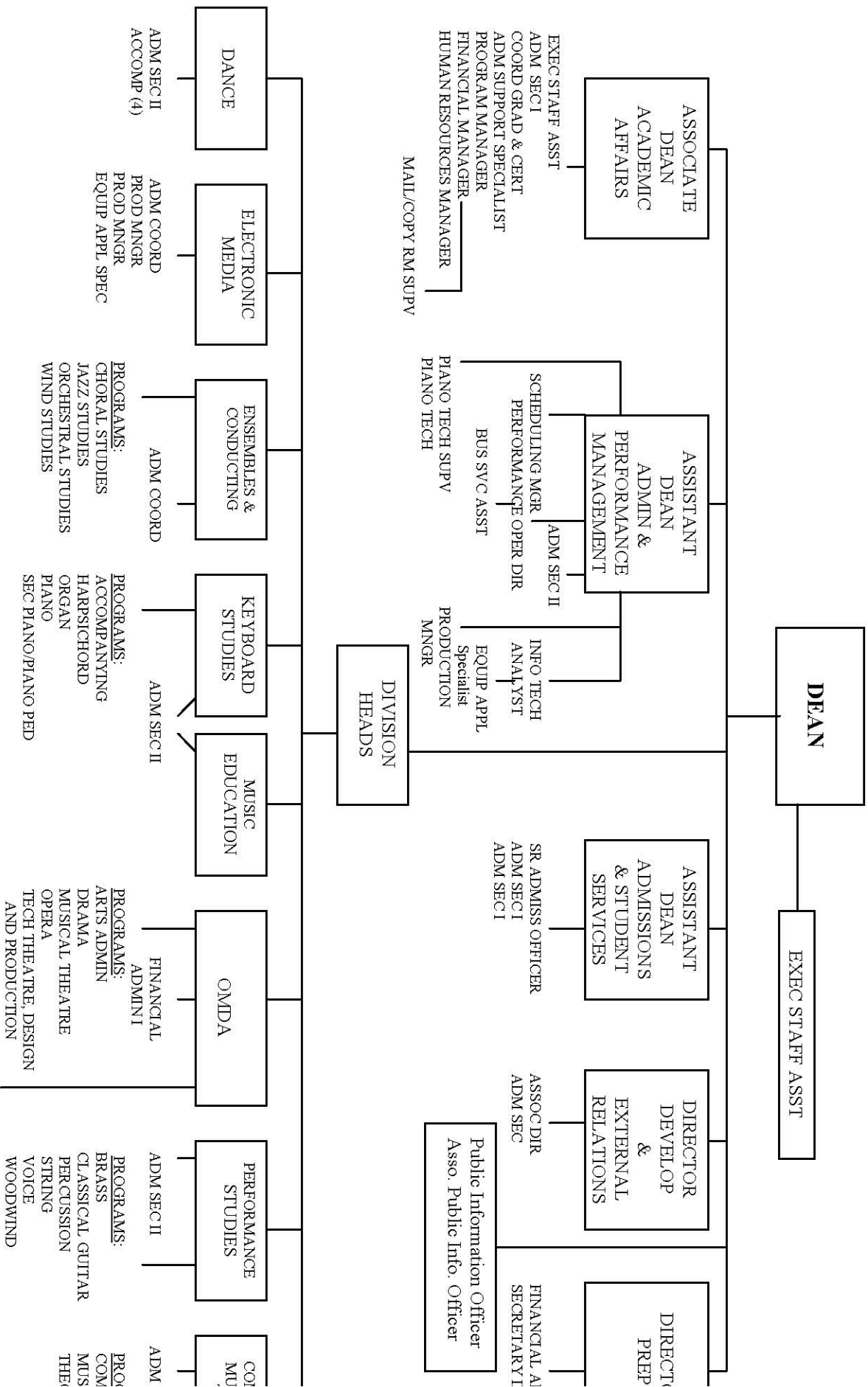
XVI. To the extent that these Bylaws may come to be in disagreement with the Rules of the University of Cincinnati and/or the UC/AAUP contract, those documents would take precedence.

XVII. The Bylaws of the College-Conservatory of Music may be amended or revised by a recommending action of the Faculty Committee, approved by a majority vote of the faculty, present and voting, at a regularly scheduled or special meeting of the Faculty, or by electronic ballot, during the Fall or Spring Semester.

Should a Faculty vote take place via electronic ballot, there shall be a requisite two-week period for consideration, discussion and anonymous vote. The votes will be tabulated and the results announced within the following week.

Approved by the CCM Faculty June 1, 2012

CCM ADMINISTRATIVE STRUCTURE COLLEGE-CONSERVATORY OF MUSIC  
ORGANIZATION CHART



PROGRAM COORDINATOR TECH THEATRE SPECIALIST/STAGE TECH THEATRE SPECIALIST/LIGHTING ASSOC COSTUME DESIGNER  
TECH THEATRE SPECIALIST/COSTUME SCENIC ARTIST THEATRE COSTUME TECH  
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## **JOB DESCRIPTIONS FOR CHIEF ADMINISTRATIVE OFFICERS**

### Associate Dean for Academic Affairs

Generally, the Associate Dean for Academic Affairs is responsible for all academic matters within the college, including continuing education, summer school, special outreach programs. There is considerable interaction with the various division heads on such matters as program requirements, course scheduling, and teaching assignments of faculty and graduate assistants. There is also some interaction with the Assistant Dean for Admissions and Student Services and the Admissions Officer on various aspects of the recruitment and admissions process.

### Assistant Dean for Administration and Performance Management

Generally, the Assistant Dean for Administration and Performance Management is responsible for the following operations within the college: performance support services such as scheduling, box office, programs, and front of house; facilities and equipment management/maintenance; faculty searches and affirmative action; copyright, disability and immigration issues. These functions require close interaction with the Academic Affairs, Business Affairs and Marketing & PR offices, as well as with the Division Heads and faculty of the college.

### Assistant Dean for Admissions and Student Services

Generally, the Assistant Dean for Admissions and Student Services is responsible for all inquiries and admissions for graduate programs, and the Admissions Officer is responsible for all inquiries and admissions for undergraduate programs. Both individuals, however, work together and share responsibilities on the various aspects of the recruitment and admissions process. Some interaction with the Associate Dean for Academic Affairs is also essential for maintaining an appropriately balanced student population and for monitoring the academic progress of scholarship students.

## **GUIDELINES FOR REAPPOINTMENT, PROMOTION, AND TENURE COLLEGE- CONSERVATORY OF MUSIC**

### Introduction

The collective-bargaining agreement between the University of Cincinnati and the UC Chapter of the American Association of University Professors describes the general process by which faculty members are considered for reappointment, promotion, and/or tenure (RPT). The present document is a more specific description of the process as it pertains to CCM faculty members. In addition, each division in CCM will adopt and publish its own guidelines for RPT; these divisional guidelines, which must receive the written approval of the Dean and of the Provost, will not contradict this document, but will serve to enhance it and make its contents appropriate to the mission of the particular division. The three documents (the divisional guidelines, these CCM guidelines, and the contract) will then serve as an exhaustive description of the procedures and criteria used to evaluate all RPT applications.

Faculty members who have less than full-time appointments or who hold qualified faculty titles will be covered by these criteria and procedures for the purposes of reappointment and promotional review.

All faculty members involved in the RPT process are urged to familiarize themselves with the contract, as well as with this document and the divisional guidelines. The contract is the most comprehensive of the three, and would supersede the other two in the unexpected event of a contradiction; furthermore, a faculty member's rights regarding appeals, reconsideration, grievances, and a few other matters will be found only in the contract.

### Reappointment, Promotion, and Tenure Committees

Each division will have a standing RPT committee, which will be composed of full-time faculty members from within the division, not including the division head. (If there are fewer than four such people in the division, full-time faculty from other CCM divisions may be selected.) The divisional RPT guidelines will describe the committee's structure, size, and method of selection.

There will also be a standing CCM RPT committee which will be composed of five full-time tenured faculty members of the College. Any faculty member with an administrative rank of division head or higher will not be eligible to serve on the committee. Three members of the committee will be from "music" divisions (Ensembles & Conducting, Keyboard, Music Education, Performance, and Theory- Composition-Musicology), and two will be from "nonmusic" divisions (Electronic Media, Dance, and OMDA). Furthermore, no more than two members of the committee will be from any one division. Committee members will be elected by the CCM faculty in an election coordinated by the Faculty Committee each spring, and will serve two-year staggered terms. The committee will select its own chair at its first meeting each academic year.

### Criteria for Reappointment, Promotion and Tenure

All RPT recommendations in CCM will be based on the following criteria, listed in order of importance:

1. Execution of job responsibilities, with emphasis on teaching effectiveness;
2. Contributions to the discipline;
3. Professional development;
4. Contributions to the College and/or University;
5. Any other relevant activities.

Each division's RPT guidelines will elaborate on the above criteria to make them relevant to the particular disciplines(s) of that division, and will specify how a candidate's activities will be evaluated in reference to these criteria. Furthermore, the divisional guidelines will describe minimum levels of accomplishment that will be expected at the various faculty ranks.

If a faculty member with an administrative rank of division head or higher becomes a candidate for RPT, the criteria will be the same, with one exception: criterion #1 (Execution of job responsibilities...) will not include administrative duties. A separate review is conducted to evaluate the work in that area. However, the expectations in other areas will be appropriately reduced, to reflect the fact that a significant part of the candidate's effort has gone towards administration.

#### Procedures for Reappointment, Promotion, and Tenure

The Dean will inform all non-tenured faculty members of the deadlines for RPT applications at least six months in advance, and a faculty member who intends to apply should inform his/her division head of that fact at least two months before the deadline; this will give both parties ample time to fulfill their respective responsibilities in preparing the dossier, as described below. Furthermore, it is urged that the candidate and the division head discuss the whole procedure in detail beforehand, in order to expedite the matter as much as possible, and to minimize any misunderstandings.

Consideration of a faculty member's RPT application will be based on a dossier; the responsibility for the initial preparation of the dossier lies primarily with the candidate, but is shared with the division head as follows:

The candidate will submit to the division head:

- 1 A letter of application, which should include a self-evaluation statement justifying the application.
- 2 A current resume.
- 3 A list of individuals external to CCM from whom letters of support may be solicited.
- 4 Any relevant documentation to support the application, at the candidate's discretion.

The division head will:

- 1 Collect the above-mentioned materials from the candidate.
- 2 Solicit and collect letters of evaluation from individuals, internal and /or external to CCM, with expertise in the same or related fields as the candidate, from those individuals listed by the candidate, and from others at the division head's discretion and with the candidate's knowledge.
- 3 Collect student evaluations of the candidate, as stipulated in the divisional guidelines.
- 4 Solicit and collect any other materials that may be required by the divisional guidelines.
- 5 Include a copy of the divisional guidelines and these CCM guidelines in the dossier to ensure that all evaluations will be based on the appropriate interpretation of the appropriate criteria.

After collecting these materials, the division head will submit the dossier to the divisional RPT committee to begin the review process. The various stages of review are as follows:



1. The divisional RPT committee evaluates the dossier and makes a recommendation to the division head.
- 1 The division head evaluates the dossier and makes a recommendation to the college RPT committee.
- 2 The college RPT committee evaluates the dossier and makes a recommendation to the Dean.
- 3 The Dean evaluates the dossier and makes a recommendation to the Provost.
- 4 The Provost evaluates the dossier and makes a recommendation on reappointment or promotion to the University Board of Trustees.
- 5 The Board of Trustees takes final action on reviews involving tenure.

Each recommendation along the way becomes a part of the dossier, and each recommending administrator and committee will give most serious consideration to all preceding recommendations. The division head is responsible for overseeing the entire procedure until (s)he submits the dossier to the college RPT committee, at which time the Dean assumes responsibility until (s)he submits the dossier to the Provost.

The candidate will receive a copy of each recommendation as it is made, and may inspect the dossier at any time. Furthermore, (s)he may submit a response to any part of the dossier; this response will then be added to the dossier. The candidate's rights in these and other matters are spelled out in detail in the contract.

If a division head becomes a candidate for RPT, the procedures will be the same, with one exception: all the above-mentioned responsibilities of the division head will be carried out by the Associate Dean for Academic Affairs.

Approved by the CCM Faculty  
May, 1997

## CCM RANK EXPECTANCIES

NOTE: Each division establishes criteria for RPT decisions. Divisional criteria are available from the division head.

### Assistant Professor

- 1 Competence in the teaching assignment and the clear potential for future development.
- 2 Some contributions both in professional development and to the discipline.
- 3 Professional recognition at the local/regional level.
- 4 A doctorate or appropriate terminal degree, satisfactory progress toward it, or the professional equivalent (substantial experience and accomplishment in teaching, performance, composition, or research: areas of expertise must be clearly defined).

### Associate Professor

1. Excellence in teaching, demonstrated annually through student/peer evaluations. There should be competence in peripheral areas and a growing mastery in specialty subjects.
2. Significant contributions and awards in areas not limited to the following examples:
  - (a) publication of texts, or articles in respected journals
  - (b) public performances and/or recordings
  - (c) commissions and contests
  - (d) regional/national professional organizations
  - (e) research; composition; recital tours.
3. Professional recognition at the regional/national level.
4. A doctorate, or its professional equivalent (see 4 above).

### Professor

- 1 Outstanding ability as a teacher, measured over a number of years through student/peer evaluations; complete mastery of the candidate's special areas of interest; a grasp of considerable breadth in the general subject area.
- 2 Exceptional contributions to the field with the emphasis on the quality and impact of the work(s) and the continuation of effort.
- 3 Professional recognition at the national/international level.
- 4 A doctorate, or its professional equivalent.

XII A. There will be an Academic Council consisting of the following:

- 1) The Associate Dean for Academic Affairs, chair;
- 2) Division heads;
- 3) One additional member and one alternate from divisions with members of the bargaining unit;
- 4) Two additional members and two alternates from divisions with members of the bargaining unit;
- 5) The Dean and all associate and assistant deans (nonvoting) Faculty representatives and alternates referred to in 3) and 4) at their respective divisions during Spring Quarter for a one-year term beginning in September of the following academic year. Faculty members may not serve as members for more than two consecutive terms.

B. The function of the Academic Council is to review and act on all instructional policy matters for the college. Proposals may be submitted by:

- 1) One or more faculty member(s);
- 2) A division;
- 3) A standing subcommittee of the council;
- 4) The graduate faculty;
- 5) The dean, associate dean(s), or assistant dean(s).

The Council will consider any matter after it has been fully studied by the department or division concerned, and an analysis and recommendation presented to the Council by the appropriate division head. In the event a proposal crosses divisional lines, the Chair of the Council will appoint an ad hoc committee to study the proposal and make recommendations. At least one representative from each division affected by the proposal will then be considered by the faculty of each respective division before the proposal is brought to the Council.

Dossier to Division Head

(Initial one-year appointment) Jan. 1 (Second year of initial two-year appointment)

Oct. 1 (All other appointments) Feb.

Oct. 1

In order to expedite meeting these deadlines, it is best to notify the division head of intent to apply at six months ahead of the time the dossier must be submitted.

## COLLEGE-WIDE RPT PROCEDURES

Each candidate should receive a copy of Provostal Guidelines for RPT, copy of current, dated college and or department RPT criteria, and a copy of the checklist from the appropriate Division Head.

The checklist, guidelines, and current, dated, college and/or department RPT criteria should accompany the file from the first level of review onward.

Throughout the levels of review, all recommendations and any new materials added must be copied to the candidate. The candidate will have the right to respond to any new material and to all recommendations, and these responses will become part of the file to be reviewed at subsequent levels.

The division office prepares five dossiers (with material to be determined), one for each member of the College Committee. Upon completion of their review, the Chairman of the College RPT Committee delivers all the files to the appropriate Divisional Office. The Divisional Office then labels, prepares, and delivers, the Provost's Office folder, the Dean's Office folder, and the candidate's Complete File to the Dean's office. The three folders to be delivered to the Dean's Office should contain:

**"Complete File"** - Contains all materials solicited and submitted by the candidate. The full file is returned to the candidate upon completion of the review process.

**"Provost's Office File Copy"** - Compiled from candidate's full file. This copy is retained as a record of the review.

**"Dean's Office File Copy"** - Contains same materials as file prepared for the Provost's Office.

## CONTENTS OF PROVOST'S OFFICE COPY

- 1 Checklist
- 2 Dean's recommendation and rationale
- 3 CCM RPT's recommendation and rationale
- 4 Division Head's recommendation and rationale
- 5 Candidate's vita and self-evaluation
- 6 Division Head's summary of candidate's annual review to date (unless candidate has tenure)
7. Summary and assessment of instruction
8. Summary and assessment of publication/performance, indicating its critical reception and value to the discipline
9. Summary and assessment of research/scholarship/creative work, noting its development, influence and potential
10. Summary and assessment of professional service/contribution to the discipline, noting its development, influence and potential
11. Summary and assessment of university/college/student/community service
- May be provided within the recommendation made by any level of college or departmental review.

## PREPARATION OF FILE FOLDERS

Use Manila Top Tab Folders

Type labels. The label information should be single-spaced in order that the three lines may be viewed. Use Avery labels - 1 1/2" X 3" to read:

LAST NAME, FIRST NAME REAPPOINTMENT or PROMOTION and/or TENURE - Effective \_\_\_\_\_  
(Actual Date) PROVOST'S OFFICE COPY

LAST NAME, FIRST NAME REAPPOINTMENT or PROMOTION and/or TENURE - Effective \_\_\_\_\_  
(Actual Date) DEAN'S OFFICE COPY

LAST NAME, FIRST NAME REAPPOINTMENT or PROMOTION and/or TENURE - Effective \_\_\_\_\_  
(Actual Date) COMPLETE FILE

## **ANNUAL PERFORMANCE REVIEW OF FACULTY**

As mandated by the Ohio legislature, faculty members will meet annually with their division head or department head, who then reports to the division head. This meeting will function as an in-person review to discuss his or her accomplishments in the areas of:

1. teaching
2. contributions to the discipline
3. professional development
4. contributions to the College and/or University, and
5. any other relevant activities.

The division head and the faculty member will have a shared responsibility to ensure that such a meeting takes place. In preparation for each meeting, the faculty member will complete an Annual Faculty Review document which will provide the basis for the in-person meeting. After meeting with the faculty member, the division head will write comments in the space provided near the end of the document; the faculty member will then have the chance to react in writing to these comments. At the conclusion of the process, both individuals must sign the document. These statements will become part of the personnel file maintained by each division and a copy of the statement will be given to the faculty member.

COLLEGE-CONSERVATORY OF MUSIC UNIVERSITY OF CINCINNATI ANNUAL FACULTY  
REVIEW

July 20\_\_ thru June 20\_\_

Name: Rank:

The Ohio legislature has mandated that each faculty member within the state college and university system undergo an annual performance review. In accordance with the procedures established for this review within the College-Conservatory of Music, each faculty member is asked annually to list and assess his or her accomplishments in the following areas (the same criteria used for reappointment, promotion, and tenure decisions), and to briefly describe professional plans for the coming year:

- Teaching and related activities
- Contributions to the discipline
- Professional development
- Contributions to the College and/or University
- Any other relevant activities

The resulting document becomes the basis for an in-person review to be conducted by the appropriate division head or other administrative official. After meeting with the faculty member, the administrator will write comments in the space provided near the end of the document; the faculty member will then have the chance to react in writing to these comments. At the conclusion of the process, both individuals must sign the document. This review is seen as being complementary to each unit's mission and workload policy.

If more space is needed, please attach additional pages.

**Teaching and related activities:**

List your major field and responsibilities:

Describe your teaching and other activities that are directly related to your job at CCM, breaking the information down by quarter as appropriate. The description should include activities such as the following: courses taught (indicate course titles, course numbers, and credit hours); studio instruction; student productions supervised; regular master classes taught; independent studies supervised; student performances, lecture recital documents, and graduate projects supervised; thesis/dissertation committees served on (indicate whether chair or member); student performances adjudicated; student advising; graduate assistants supervised; preparation of instructional material; development of new courses and materials; etc.



**Teaching and related activities (continued):**

**Contributions to the discipline:**

List your creative and research activities. This may include activities such as performances, recordings, compositions, publications in press or accepted for publication, etc. (major works in progress may be listed as well):

**Professional development:**

List those activities designed for professional growth:

**Contributions to the college and/or university:**

List the committees you have served on, indicating those of which you served as chair. Also include other activities specifically serving the college or university:

**Other relevant activities:**

List any other activities you deem relevant to your role as a faculty member:

What do you consider your most significant professional effort(s) during this academic year?

How do these activities complement and develop the mission and goals of your division and or the College-Conservatory of Music?

Give a summary of your professional goals and plans for the next academic year; this will be useful as a reference for your performance review at the next review cycle:

**Administrator's comments:**

**Faculty member's response (optional):**

Faculty signature Date:

Administrator's signature Date:

**FACULTY RESPONSIBILITIES**  
**COLLEGE-CONSERVATORY OF MUSIC**

I. Teaching

- A. Purpose of Teaching Evaluation Policies: The purpose of these policies is twofold: (1) to improve instruction throughout the college, and (2) to establish a basis for meaningful and reliable decisions about teaching quality as part of the assessment for reappointment, promotion, tenure, and merit pay increases.
- B. Course Syllabi: All faculty must have up-to-date syllabi for all courses on file with the division head.
- C. Student Evaluations: It is recommended that student evaluations of teaching and course content be administered one time per year for each course offered at CCM; if a course sequence continues over two or three quarters, the course is evaluated only once during the year. These evaluations should be administered in the last half of the course, and are the responsibility of the division head. Each division may modify the questions on the basic CCM evaluation form to suit its own particular instructional activities.
- Faculty members will receive advance notification from the division head stating when student evaluations are to be administered by the division head or his/her designate. The faculty member must not be present during the fifteen minute period when students complete the evaluation. Student evaluation forms will be kept on file in the division office; faculty members will have access to a summary of the individual evaluations after grades have been submitted. Meetings between the division head and the faculty member about the results of course evaluation are encouraged.
- D. Classroom Visitation: Peer evaluation of teaching is encouraged. Division heads and/or review committee members may visit the classrooms and studios of all faculty including those who are being evaluated for reappointment, promotion, tenure, and for merit pay increases, and to set up systems of peer evaluation of teaching within the division.
- E. Canceled Classes: Faculty are expected to notify the Division Head when classes are canceled and to make provisions for making up missed classes or lessons. Any substitute teachers are to be arranged with the approval of the Division Head.

II. Additional Responsibilities

- A. Every faculty member is expected to announce and maintain regular office hours at times which are convenient for contact with students and colleagues.
- B. Every full-time faculty member is expected to be available for the September orientation week, to be available through the end of exam week each quarter and to administer any exams during the regularly scheduled exam times assigned by the University. Exception to this policy must be approved by the Division Head.

- C. Each faculty member is expected to serve as an advisor to students as assigned by the Associate Dean. It is the duty of advisers to guide students in the selection of courses that meet degree requirements and electives that offer appropriate program enrichment taking into consideration the individual needs of each student.
- D. Each faculty member is expected to serve on CCM continuing and ad hoc committees. An effort will be made to spread committee assignments so that no one need serve on more than two CCM committees. Participation on University-wide committees and activities is also encouraged.
- E. Each faculty member is expected to serve as appropriate and necessary on recital juries and as an adjudicators for students auditioning for entrance into CCM. Music performance instructors will serve as adjudicators on board and diagnostic exams during the course of the year. Faculty members will serve upon request as adjudicators on comprehensive examination committees for graduate degree candidates. This responsibility includes the preparation and evaluation of written as well as oral examinations.
- F. Every faculty member is expected to share in the responsibility to recruit and retain top quality students for the College-Conservatory of Music.
- G. General faculty presence at major concerts and other student performances throughout the year is encouraged.
- H. Every faculty member must have an up-to-date curriculum vita on file in the office of the division head.

## **CCM WORKLOAD GUIDELINES**

Approved by Faculty - November 29, 1994

### Origin and Scope:

This document was created jointly by the faculty and administration of CCM to provide guidelines for the equitable distribution of the workload of full-time faculty, both within departments and divisions and across the college.

The college anticipates its use as guidelines by individual faculty, departmental and divisional administrators, college-wide committees, and the college administration. The college further expects that this document may be used, from time to time, to protect and enhance the quality of full-time work life within CCM, consistent with the self-generated goals and objectives of the college.

### Preamble:

The College-Conservatory of Music affirms the right of its faculty to a challenging, high quality, professional work life. We believe that faculty who have such a work life make the best teachers and create around them the best environment for learning. Such a work life includes both teaching with its attendant duties and active engagement in professional development. A reasonable, equitable workload -- both the amount of work for which one is responsible and the amount of time required to do it -- is a vital component in creating both a quality professional life and an educational climate in which the best teaching and learning can be accomplished.

Though no individual teaching schedule in a community as diverse as CCM is ever likely to fit any guidelines precisely, we intend to arrive at professional load equity -- not everyone punching the same time-clock or counting the same quantities of educational ergs, but a reasonable balance: a faculty able to meet its professional obligations efficiently with time enough to attain both professional and personal fulfillment.

### Definition and Criteria:

The Work Week. Most faculty members at CCM work considerably more than forty hours per week. Like other independent professionals without prescribed working hours, engaged in work that is relatively independent of place and clock time, faculty members seldom put their work aside. For purposes of defining workload, this document uses a forty-hour week as the benchmark and as a minimal expectation. In the CCM environment, some weeks demand much more time than others, hence the reliance on averages over a quarter or, in some cases, an academic year. The average minimum forty-hour work week at CCM consists of:

(1) Twenty-four hours of teaching and other normal duties and responsibilities of full-time faculty. Assignments within these 24 hours are usually divided into 18 hours of "teaching" and 6 hours for "other normal duties and responsibilities." The balance of assignments, determined by the appropriate division head, is flexible and should reflect each faculty member's unique strengths; e.g. a faculty member not assigned advisees and committee work can expect to have an increase in teaching assignments in order to achieve equity among colleagues. The "other normal duties and responsibilities" include but are not limited to:

- student advising
  - committee assignments;
  - auditions and adjudication of students
  - supervision of internships;
  - advising of theses, dissertations, and other final projects.
- (2) Sixteen hours of research, professional development, and service to the field (40% of workload). The hours, which are within the control of each individual faculty member, may include but are not limited to:
- the creation of music, theater, and dance for public performance;
  - media productions;
  - scholarly research and writing leading to publication;

- reviewing the work of colleagues. It is understood that such activities may frequently require a total time commitment beyond forty hours per week, but become part of the professional portfolio of the faculty member and are recompensed through advancement in the respective discipline.

Guidelines for Teaching Load Credit:

I. Classroom Instruction

- A. Lecture classes and seminars: 1 credit hour = 2 workload hours Minimum class size is 12 for undergraduate courses and 6 for graduate courses. Lecture classes and seminars with less than the minimum are counted as private or group lessons.)
- B. Lecture classes over 35 students: 1 credit hour = 3 workload hours
- C. Lab classes: 1 contact hour - 1.25 workload hours
- D. Combined lecture and laboratory classes: Division Head, in consultation with faculty member, assigns lecture and lab workload credit proportionally E Supervision of instruction by TA's: 1 section = workload hour

II. Performance Instruction:

- A. Private lessons: 1 contact hour = 1 workload hour
- B. Group lessons: 1 contact hour = 1.25 workload hours
- C. Supervision of required directed readings and required independent studies: 1 contact hour = 1 workload hour
- D. Supervision of student teachers: 1 student teacher = 1.5 workload hours

III. Productions and Ensembles:

- A. Assignments to major productions and workshop productions where there is direct faculty involvement = 3 to 9 workload hours (the number of workload hours for the specific assignment is to be determined by the appropriate division head in consultation with a relevant department chair where applicable, and will depend on the scope, scale, and complexity of the production and the respective assignments.)
- B. Conductor of ensembles:

- 1 Marching Band = 9 workload hours (Autumn Quarter only)
- 2 Philharmonia Orchestra, Concert Orchestra, Wind Symphony, and Jazz Ensemble = 6 workload hours
- 3 All other conducted ensembles = 4.5 workload hours (NOTE: The division head may adjust the respective workload hours of a specific ensemble to reflect the extent of services for that ensemble.)

C. Required chamber (coached) ensembles: 1 contact hour = 1 workload hour

NOTE: The word "required" as it is used in II.C. and III.C. above means satisfying the requirements for a degree program.

Guidelines for Administrative Load Credit:

- I. Division Heads: 12 hours (50%) of the 24 hours allocated to teaching responsibilities
- II. Department Chairs: 7 to 9 hours, determined in consultation with division head, of the 24 hours allocated to teaching responsibilities
- III. Program Coordinators: 1 to 2 hours, determined in consultation with division head, of the 18 hours normally allocated to classroom teaching

NOTE: As a divisional or departmental chair one automatically assumes prescribed committee assignments. A program coordinator does not.



## STUDENT EVALUATION OF CLASSROOM TEACHING

Instructor \_\_\_\_\_ Course Number \_\_\_\_\_ Course  
Name \_\_\_\_\_ Class Size \_\_\_\_\_ Time of  
Day \_\_\_\_\_ Quarter & Year \_\_\_\_\_ Class  
Level \_\_\_\_\_ Student's Cumulative GPA \_\_\_\_\_  
Date \_\_\_\_\_

Listed below are several qualities which describe aspects of instructor behavior. Using the rating scale below, rate your instructor on each of those items by circling that number that best indicates your assessment of his behavior.

Highest Lowest No Opinion 5 1 0

- 1 Organizes subject matter effectively 5 4 3 2 1 0
- 2 Is well prepared for class meetings 5 4 3 2 1 0
- 3 Stimulates and motivates the student 5 4 3 2 1 0
- 4 Varies the methods and procedures of 5 4 3 2 1 0 the class
- 5 Has a positive attitude toward of 5 4 3 2 1 0 subject matter
6. Has defined and stated goals and 5 4 3 2 1 0 objectives clearly
7. Shows a willingness to acknowledge 5 4 3 2 1 0 various viewpoints
8. Gives examinations appropriate for 5 4 3 2 1 0 the course content and experiences
9. Evaluates and grades students fairly 5 4 3 2 1 0
10. Begins and ends class on time 5 4 3 2 1 0
11. Shows a willingness to help students, 5 4 3 2 1 0 particularly outside of class

12. What do you believe the instructor has done especially well in the teaching of this course?

13. What suggestions would you make which might improve the effectiveness of this class:

14. Considering the previous 13 responses, the size of the class, its goals and objectives, how do you rate the overall effectiveness of this instructor?

5 4 3 2 1 0

15. Is there some important aspect of the teaching/learning process which is not adequately evaluated by this form? If so, please indicate and amplify.

16. General comments, if any:

17. Evaluation of your own performance in this class:

5 4 3 2 1 0 Briefly explain:

REVISED: 1989

UNIVERSITY OF CINCINNATI COLLEGE-CONSERVATORY OF MUSIC

STUDENT EVALUATION FORM FOR PRIVATE MUSIC TEACHING

Faculty member being evaluated

Student degree program and major

Date

Please respond to the following questions by circling the number that best reflects your experience with your teacher. "5" is the highest (excellent), "1" is the lowest (poor), and "0" indicates no opinion or not applicable.

The Instructor:

1. identifies and corrects technique problems. 5 4 3 2 1 0
2. addresses musical considerations and 5 4 3 2 1 0 problems
3. organizes lesson time effectively 5 4 3 2 1 0
4. has a thorough knowledge of literature 5 4 3 2 1 0 (solo, excerpts, etc.)
5. is stimulating and motivating 5 4 3 2 1 0
6. has a positive attitude towards the 5 4 3 2 1 0 subject
7. is willing to help beyond normal lesson 5 4 3 2 1 0 time
8. is willing to consider different approaches 5 4 3 2 1 0 to applied performance
9. evaluates and grades students fairly 5 4 3 2 1 0
10. What do you believe the instructor does especially well?

11. Have you suggestions which might improve this instructor's teaching?

12. Considering all of the previous responses, how do you rate the overall effectiveness of this instructor?

Excellent    Poor 5 4 3 2 1 0

13. Please make any other comments that you consider appropriate in evaluating this faculty member:

14. Evaluate your own level of commitment to and responsibility for doing the work required to make your private study successful.

High level of commitment    Low level of commitment 5 4 3 2 1 0

15. Please check the appropriate statement: 1) I requested this teacher

\_\_\_\_\_ 2) I requested another teacher, but was assigned to this teacher 3) I did not indicate a teacher preference

UNIVERSITY OF CINCINNATI COLLEGE-CONSERVATORY OF MUSIC

DIVISIONS OF DANCE, ENSEMBLES AND CONDUCTING, OPERA, MUSICAL THEATER, DRAMA,  
AND ARTS ADMINISTRATION

CHOREOGRAPHERS AND DANCE DIRECTORS, AND STAGE DIRECTORS

Instructor Name of Class Date Degree Program Major

Excellent Poor No Opinion

I.

1. Organization of rehearsals 5 4 3 2 1 0
2. Preparation for rehearsals 5 4 3 2 1 0
3. Effectiveness of the methods and 5 4 3 2 1 0 procedures in the rehearsals
4. Expresses clear goals and 5 4 3 2 1 0 objectives
5. Clarification of important 5 4 3 2 1 0 artistic ideas
6. Begins and ends rehearsals on time 5 4 3 2 1 0
7. The performance is a natural 5 4 3 2 1 0 outgrowth of the rehearsal process
8. Challenges the student to achieve 5 4 3 2 1 0 a high level of performance II.
9. Ability to create a positive 5 4 3 2 1 0 attitude in the rehearsal
10. Stimulates and motivates the student 5 4 3 2 1 0
11. Shows a willingness to help students 5 4 3 2 1 0 particularly outside of rehearsal
12. Evaluates and grades students fairly 5 4 3 2 1 0

III.

13. What do you believe the instructor has done especially well in this class?

14. Have you suggestions which might improve this class?

15. Considering all of the previous responses, the nature of the class, its goals and objectives, how do you rate the overall effectiveness of this instructor?

Excellent Poor 5 4 3 2 1

16. Is there some important aspect of the teaching / learning process which is not adequately evaluated by this

form? If so, please indicate and respond. IV.

17. Evaluate your own level of commitment to and responsibility for completing the work required for this class.

Excellent Poor 5 4 3 2 1

Explain briefly.

UNIVERSITY OF CINCINNATI COLLEGE-CONSERVATORY OF MUSIC ELECTRONIC MEDIA  
DIVISION CLASS AND INSTRUCTOR EVALUATION

Instructor Course Title

Meeting Day & Time Qtr./Yr. Date

Circle Class Level: Fr So Jr Sr P/T Elective or Required

Please answer all questions as thoughtfully and honestly as you can. We are interested in your considered responses. All data will be compiled separately and made available to the particular instructor after this quarter. YOUR ANONYMITY IS INSURED.

Possible Responses: A = Excellent, outstanding D = Below average, somewhat disappointing B = Good, well above average E = Very poor, very unsatisfactory C = Fair, average N/A = Not applicable

- 1 Was the instructor consistently well-prepared for class?
- 2 Was the information in the lectures presented clearly and succinctly?
- 3 Have the lectures been generally filled with valuable information?
- 4 Was the course successful in interesting you in new areas of the field?
- 5 Were the lectures generally enjoyable and interesting?
- 6 Has the instructor been generally enthusiastic and dynamic?
- 7 Were the structure and purpose of the course made clear from the start?
- 8 Has the instructor stuck closely to the syllabus?
- 9 Has the course successfully filled your expectations?
- 10 Did the lectures complement the text well?
- 11 How do you rate the textbook as a supplement to the lectures?
- 12 How would you rate the class overall?
- 13 How would you rate the instructor overall?
- 14 How does this class compare to others you've taken at UC in terms of the amount of information you've received from it?
- 15 Does the instructor seem to respect the opinions of the students?
- 16 Does the instructor seem to care about the students? Is she/he interested in them?
- 17 In terms of the amount of work involved in this class, has the instructor: (Choose One)

A.  Challenged you effectively B  Pushed you too hard C  Not challenged you enough

1. Did you miss this class: A  Never B  Rarely C  Occasionally D  Often E  Very Often
2. The teacher has started this class promptly: A  Always B  Most of the time C  Irregularly D  Lots of time lost
3. The teacher missed the class: A  0 times B  1-2 times C  3-4 times D  More than 5 E  No recall of exact number
4. The exams and assignments / projects in this course have been: A  Very good, positive learning experiences D  Not very good B  Pretty good E  No exams / assignments C  Fairly good, about average
5. Do you feel this class will give you information and skills that will be of use to you in the broadcast profession: Yes  No



6. I have devoted time and effort in this class to learn and achieve a grade as follows: A \_\_\_ More than most other courses I have taken in college B \_\_\_ More than I have in my average courses in college C \_\_\_ About the same as most of my other courses D \_\_\_ Less than I do in most of my courses

Essay: Please answer as clearly and honestly as possible. "If I could redesign this course, I would make the following changes:" (Use the back of this or another sheet if necessary.)

## **DISCRIMINATION AND SEXUAL HARASSMENT**

### **1. Discrimination**

Discrimination and harassment, based upon immutable and personal characteristics or any protected class status, is unacceptable and illegal. The University of Cincinnati is committed to complying with all Federal and state laws against discrimination and to take any other appropriate measures to ensure a professional and academic environment free of discrimination. University Rule 3361:10-13-01 is the standard against which all University activities must be examined. This rule, as amended, states in part:

The University of Cincinnati reaffirms its policy that discrimination on the basis of race, color, religion, national origin, sex, sex orientation, disability, status as disabled veteran or veteran of the Vietnam era, or age will not be practiced in any of its activities.

2. Sexual Harassment Sexual Harassment refers to behavior, imposed on the basis of sex, which is not welcome, is personally offensive, debilitates morale, and interferes with the work or academic effectiveness of its victims. It is a form of sex discrimination covered under Title VII, 1964 Civil Rights Act which prohibits sex discrimination in employment, and Title IX, 1972 Education Amendments which prohibits sex discrimination against students and employees in educational institutions.

### **3. Reporting Incidents**

All incidents of discrimination and sexual harassment must be reported immediately to the Dean of the College, the Associate Dean for Academic Affairs or the Assistant Dean for Administrative Affairs. All complaints will be seriously regarded and handled promptly. For further information and assistance with identifying behavior or conduct of an inappropriate nature, you may contact the following offices:

Office of Equal Opportunity 6-5503 Office of University Ombudsman 6-5956

## **STUDENT GRIEVANCE POLICY AND PROCEDURES FOR COMPLAINTS OF DISCRIMINATION AGAINST A FACULTY**

Student complaints alleging discriminatory treatment based on age, race, sex, sex orientation, disability, national origin or religion involving a faculty member will be handled according to the following procedure. Attempts to informally resolve such disputes between the parties prior to invoking this procedure are encouraged. Where, however, informal resolution is not successful, or is impracticable because of the nature of the allegations, this procedure may be commenced by submitting a grievance to the Dean of the College.

### **I. Investigation and Recommendation**

Once a grievance is filed, the Dean will designate an individual to investigate the grievance. The Dean's designee will provide the faculty member with an opportunity to respond to the charges contained in the grievance and will provide the students with an opportunity to submit information to rebut the response, if any, provided by the faculty member.

Within twenty days of the filing of the Grievance the Dean's designee will complete the investigation and make a written recommendation to the Dean as to whether to proceed with disciplinary proceedings under Article 9 of the collective bargaining agreement between the University and the AAUP. The recommendation will state the reasons for the designee's decision. A copy of the recommendation will be provided to the student and the faculty member.

### **II. Appeal of the Designee's Recommendation**

If the Dean's designee recommends against any further action on the grievance, the student may, within five days of the recommendation, submit directly to the Dean additional information or argument in favor of commencing an Article 9 proceeding. If additional information that was not presented during the designee's investigation is submitted directly to the Dean by the student or the faculty member, the Dean will supplement the investigation conducted by the designee if this new information raises substantial doubts about the correctness of the designee's recommendation. Any supplemental investigation will be completed within thirty days of the filing of the original grievance. The student will receive a copy of the determination made by the Dean regarding Article 9 proceedings, which will include all reasons given for the decision by way of explanation.

## **RESPONSIBILITIES OF CCM DIVISION HEADS**

1. May normally chair search committees for open positions in the Division; take responsibility for balance of areas of expertise within Division.
2. Create class schedules for divisional offerings each quarter and assign faculty to teach those classes.
3. Lead the Division in long-range planning; provide leadership in formulating reasonable assumptions about future demands in the discipline and in making realistic plans for meeting those demands.
4. Prepare, administer, and monitor the divisional budget.
5. Administer student evaluations of teaching and course content for each course offered in the division one time per year as appropriate.
6. Administer all reappointment, promotion, and tenure decisions at the divisional level, taking full responsibility for all divisional initiatives required by the CCM guidelines and Article Seven of the AAUP/UC Agreement.
7. Make recommendations to the Dean for merit pay increases within the Division.
8. Institute outside review procedures where appropriate to assist in the reappointment, promotion, tenure, and merit pay increase decision making processes.
9. Conduct annual reviews of non-tenured and adjunct faculty.
10. Monitor collateral employment commitments of faculty within the Division.
11. Provide leadership for divisional pursuit of outside grants and funding.
12. Work with the Associate Dean for Academic Affairs to assure that divisional faculty have appropriate teaching loads.  
  
    .Maintain files of current course syllabi for all courses offered within the Division.
14. Set up a system for the peer evaluation of teaching performance through classroom visitation of those divisional faculty who are candidates for reappointment, promotion, tenure, and merit pay increases.
15. Administer audition and adjudication procedures for the Division as appropriate.
16. Maintain a file of up-to-date curriculum vitae for all members of the Division.
17. Provide leadership for recruitment and retention of top quality students within the Division.
18. Supervise staff assigned to the division.
19. Report absences of faculty to Assistant Dean for Business Affairs for the purposes of payroll and sick leave adjustments. Monitor and approve use of substitute teachers for absent faculty.
20. Prepare and submit reports and data as required for University and external agencies.

## **GUIDELINES ON OUTSIDE ACTIVITIES AND OBLIGATIONS FOR FULL-TIME FACULTY AND LIBRARIANS**

The University's GUIDELINES ON OUTSIDE ACTIVITIES AND OBLIGATIONS are to be read and applied in light of University Rule 3361:30-21-02. "Employment: policy on collateral employment for faculty members and librarians," and in accordance with appropriate provisions of the Ohio Revised Code.

1. With the acceptance of a full-time appointment to the University Faculty, an individual makes a commitment to the University of Cincinnati that is understood to be full-time in the most inclusive sense. Every faculty member and librarian is expected to accord the University his or her primary professional loyalty, and to arrange outside obligations, financial interests, and other activities so as not to conflict or interfere with this overriding commitment to the University. Outside professional obligations are encouraged when they add to development of professional expertise and are in keeping with University, college, and departmental goals and objectives, and applicable laws and regulations.
2. It is recognized that no one benefits from undue interference with the legitimate outside activities of faculty members and librarians who fulfill their primary full-time duties, i.e. teaching at the University, conducting scholarly research under its sponsorship, providing professional public service, and meeting the other obligations to students and colleagues that members of the University Faculty must share. Indeed, the involvement of faculty members and librarians in outside professional activities, both public and private, often serves not only the participants but the University as a whole. The University therefore defines guidelines on conflict of interest and commitment that leave as much as possible to individual discretion.
3. Areas of potential conflict may be divided into two broad categories. The first is concerned with conventional conflict of interest in which faculty members and librarians may have the opportunity to influence the University's business decisions or to use University resources in ways that could lead to personal gain or give improper advantage to their associates. The second is concerned with conflict of commitment in which outside activities or obligations, often valuable in themselves, interfere or appear to interfere with faculty or librarians' paramount obligations to students, colleagues, and the University. Teachers and scholars are given great freedom in scheduling their activities with the understanding that their outside activities and obligations will enhance, or at least not detract from, the quality of their direct contributions to the University. Thus, faculty members and librarians may normally devote as much as one day per week, on average, to outside activities for which there is additional compensation.
4. All outside activities, whether compensated or not, are to be summarized and reported annually on the "Annual Report of Outside Activity" form. All faculty members and librarians are expected to report the extent and character of outside activity in which they are engaged during the previous year. If they were engaged in no such activity, they should so note on the same annual report form. Normally, all faculty members will submit the annual report form at the beginning of each calendar year, to cover outside activity during the previous academic year (September through August).
5. Some outside activities, including all those which involve substantial use of University resources (such as space, supplies, equipment, telephone or staff), require specific approval. Faculty members and librarians who engage in outside activities, whether compensated or uncompensated, that involve substantial use of University resources or that present or could lead to a conflict of interest or commitment, must secure approval of their Department Heads, Deans and Provost. Prior to engaging in such an activity, a "Request for Approval" form must be submitted. It is assumed that minor conflicts within the approval process will be resolved primarily through individual discretion or informal administrative consultation and adjustment. It is also recognized that adequate protection for the University will frequently be derived through traditional academic practices of scholarly publication and public disclosure of author and sponsor. Whenever individuals have doubts about whether an outside activity involves a conflict of interest or commitment or substantial use of University resources, they are expected to seek appropriate consultation.
6. These GUIDELINES and University Rule 3361:30-21-02 are to be distributed annually to all faculty members and librarians via their Deans' offices.

Office of the Senior Vice President and Provost Issued December 1988 Reissued September 1990











## CCM GUIDELINES FOR MERIT PAY

Effective April 1, 1996 (Note: To be used only when the current UC/AAUP Collective Bargaining Agreement provides for merit or bonus pay.)

To be considered for a merit award, a faculty member must have contributed effectively to the College. Specific guidelines are established in each division and will be used by the Division Head as the basis for reviewing applications. The faculty member must have excelled in one or more areas representing an unusual effort and/or accomplishment beyond the normal performance expected of a faculty member. Such excellence is deemed to be more or less significant depending on, among other factors, the importance of the area in which it occurs (that is, excellent teaching is more significant than excellent committee work, everything else being equal). Doing one's job well is expected; it is extraordinary effort, honor, or achievement that is deserving of meritorious recognition.

The following procedures have been approved by the College-Conservatory of Music faculty:

1. Merit monies will be awarded by the Dean after review of the Division Head's recommendation to no fewer than 35% and no more than 45% of the eligible faculty. All awards are to be equal. Five percent of the merit funds are to be available to the Dean for special awards. Ten percent of the total CCM merit funds are to be retained by the University's administration for possible grievance procedures. Those funds not needed would be returned to the total funds available for distribution among the CCM faculty.
2. There will be no artificial attempt to pass the awards around to different individuals from year to year. Furthermore recent or current promotions will not affect an applicant's consideration for a merit award.
3. In order to be considered for a merit award faculty members should either apply personally or be nominated by a colleague. A faculty member's application should be in the form of a letter documenting accomplishments which are deemed to be meritorious. Division Heads apply to, or are nominated to or by, the Associate Dean for Academic Affairs who will review and make recommendations based on faculty performance.
4. In years when merit pay is offered, inclusion dates will be for one year (from June to May) prior to the year of application. -- If merit pay was not offered in the previous contract, the inclusion period will be for two years prior to the application. -- For faculty who received merit pay the previous year, the inclusion period will always be for one year prior to the year of application; for those who did not, it will be for a two-year time period. -- Receiving a special award from the Dean does not preclude presenting two-year documentation at the next merit award deadline.
5. In keeping with the contractual agreement between the University of Cincinnati and AAUP, the division head will solicit applications and nominations from faculty within his/her division. The Division Head will then prioritize his/her recommendations and pass all materials and recommendations on to the Dean.

(Subject to annual review by the CCM Faculty Committee.)

## UNIVERSITY GRADING POLICIES

(Effective Winter Quarter 1999) The grades of "A," "A-," "B," "B +/-," "C," "C +/-," "D," and "D +/-," and F are used in courses graded under the traditional grading system as an evaluation of a student's performance. The "C-," "D+," "D," "D-," and "UW" grades are not valid in the Graduate Grading Scale. The grade of "I", incomplete, is used when the student fails to complete all assigned work. It automatically converts to an "I/F" (failure) grade one calendar year after the initial grade was given. The grade of "UW" (previously Y), unofficial withdrawal, is used when a student has ceased to attend a course, but has not withdrawn officially. Either the faculty member or the Office of Student Records may give this grade. The grade of "W", official withdrawal, is used when the student has withdrawn officially. The grade of "P" (previously S), pass, is used to indicate passing work in courses graded under the pass/fail system as well as for noncredit courses. The grade of "U", unsatisfactory, is used to indicate failure in noncredit courses. The grade of "IP" denotes work in progress. The "IP" is used only for those courses approved by College committees to have an extended grading period beyond the normal quarter ending, due to the nature of the material covered in the courses. The grade "T", audit, is used when a student has registered as an auditor rather than for credit. The faculty member can change a "T" to a "F" in those cases where the student does not attend class. The Office of Student Records will use a blank when the instructor submits no grade. The grade "F" is the appropriate grade to indicate unsatisfactory work in courses graded under the pass/fail

XII A. There will be an Academic Council consisting of the following:

- 1) The Associate Dean for Academic Affairs, chair;
- 2) Division heads;
- 3) One additional member and one alternate from divisions with ten or fewer members of the bargaining unit;
- 4) Two additional members and two alternates from divisions with eleven or more members of the bargaining unit;
- 5) The Dean and all associate and assistant deans (nonvoting)

Faculty representatives and alternates referred to in 3) and 4) above will be elected by their respective divisions during Spring Quarter for a one-year term beginning in September of the following academic year. Faculty members may not be elected to serve as members for more than two consecutive terms.

B. The function of the Academic Council is to review and act on all curricular and instructional policy matters for the college. Proposals may be submitted to the council by:

- 1) One or more faculty member(s);
- 2) A division;
- 3) A standing subcommittee of the council;
- 4) The graduate faculty;
- 5) The dean, associate dean(s), or assistant dean(s).

The Council will consider any matter after it has been fully studied by the individual

ted N/A (See Instructor) P Pass N/A U Unsatisfactory N/A IP In Progress N/A

"F" and "UW" credit hours are counted as hours carried in calculating grade point average. The "I" grade will carry no quality points for one (1) quarter after it is incurred. Following that, the "I" grade carries zero quality points. It becomes an "I/F" grade one year after it is incurred if it has not been changed to another grade.

#### Special Instructions Regarding "I" and "N" Grades

- 1 The number of indeterminate grades ("Is," "IPs" and blanks) reported on your grade lists should be kept to a minimum.
- 2 If "Is" must be given, the students who receive them must be able to complete the work within a reasonable time after the quarter is over. Further, the student must be able to earn a passing grade if all work is successfully completed.
- 3 It is inappropriate to give an "I" or "IP" to a student when a "UW" grade, unofficial withdrawal, better describes the circumstances.
- 4 For undergraduate students, the grade of "IP" is to be assigned on the rare occasions when the student has completed all requirements for the course but the faculty member is unable to assign a grade. The "IP" grade is also used when the nature of the course is such that the students in the course will be evaluated at a later time.

## GRANTS AND FUNDING

Faculty members seeking external financial support must contact their division head for assistance in determining whether specific needs can be approved for integration into the funding priorities of the division. If the project is approved as a divisional priority, the faculty member and division head must contact the Dean's Office for consultation on placement in college-wide funding priorities.

For projects so approved, the CCM External Relations Office may assist in identifying and soliciting external sources. Approaches to specific donors must receive prior clearance from the U.C. Foundation to avoid conflicting appeals from University components. Final grant applications must be processed through the CCM Business Office and the University Office of Sponsored Programs.

### Suggested Sources of Funding Source

- 1 CCM Division Heads/Dean
- 2 Friends of CCM Projects Pool
- 3 University Research Council Contact: Office of Vice President for Research 556-2872
- 4 Summer Faculty Research Fellowship Program Contact: Office of Vice President for Research 556-2872
- 5 Provostal Support Grant Contact: Provost's Office 556-2588
- 6 University Brodie Fund Contact: Office of Vice President for Research 556-2872
- 7 Fine Arts Fund Projects Pool
- 8 Ohio Arts Council
- 9 Ohio Program in the Humanities
- 10 National Endowment for the Arts

Type of Activity Funded Professional Travel Faculty projects

- (a) Research grants
- (b) Travel Awards

Summer Research Program/ Young Professors

Faculty Development Program

Faculty finishing a terminal degree

Projects of Non-Profit Organizations (not individuals)

Project support for organizations and individuals

Public educational programs



Project support for organizations and individuals

## COPYRIGHT CONSIDERATIONS

### Fair Use Exceptions

As an educational, nonprofit institution, certain exceptions exist for the copying and use of copyrighted materials including books, articles, and music (both printed and recorded). The following minimum standards for educational fair use under current copyright law are listed below.

1. You may make multiple copies of entire works of printed music to be used in performance IF:

- A) it is an emergency situation;
- B) the performance is imminent;
- C) you have purchased copies which suddenly are unavailable, i.e. lost, stolen, destroyed;  
and
- D) you have no time to replace the purchased copies; but
- E) you will replace the photocopies with regular (purchased) copies in “due course,” i.e.,  
before the next performance.

2. You may make multiple copies of excerpts of works for classroom use IF: A) you do not exceed one copy per student; B) the excerpt does not comprise the entirety of a performance unit, i.e., a section or movement, but in no case is it more than 10% of the entire work.

3. You may edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.

4. A single copy of audio/video recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

Note: This exception also carries with it certain “caveats” for dramatic performances and, in some cases, may not be applicable to individual productions.

5. Students or teachers may perform works in the course of face-to-face teaching activities, in a classroom or similar place devoted to instruction. This privilege does not extend to outside artists invited to perform before the class although it would cover guest “lecturers.”

## **USE OF CCM FACILITIES**

### **A. GENERAL**

Any occupancy or use of CCM facilities must be scheduled through the CCM Scheduling Office. According to University regulations, all use of facilities must assure that the primary goals and objectives of the University itself are being met. To this end, the academic programs of the University shall have priority in the use of CCM facilities.

### **B. PREPARATORY DEPARTMENT**

Graduate teaching assistants and teachers employed by the Preparatory Department are authorized to use assigned space for teaching students who are registered to study at CCM. Only students who are officially registered through the University of Cincinnati may be taught in University facilities by graduate assistants or Preparatory Department teachers.

**C. STUDENTS** No student may use CCM facilities for personal private teaching.

## **RECITAL AND PERFORMANCE SCHEDULING POLICY**

The CCM Scheduling Committee oversees the preparation of the CCM Master Calendar for each year; it seeks to achieve a balance within the extraordinary demands and complexities of the college's performance needs.

### Scheduling Faculty Recitals

Faculty recitals are scheduled in the spring for the following Fall and Winter Quarters after major productions and major ensemble performances have been scheduled. Faculty members will receive notice regarding the procedure for scheduling. As a change to a long-standing CCM policy, faculty recitals may be scheduled during Spring Quarter if a venue is available.

### Off-Campus Performances

All off-campus performances by CCM ensembles or students must be approved through the Scheduling Committee. Requests for permission to take a group off campus must be submitted in writing to the appropriate Division office which will then forward the request to the Office of Scheduling Services. If approved, the director of the ensemble or group then submits a list of personnel to the Associate Dean for Academic Affairs who will, in turn, inform CCM faculty of the scheduled event and request faculty to allow those students to complete class work missed.

## **TICKETING POLICIES**

### Complimentary Tickets

All full-time CCM faculty and staff are entitled to two complimentary tickets for all regular CCM events during the academic year. For events where advance reserved seats are required, such as for Opera, Musical Theater and Drama productions and for the Feast of Carols, faculty must order complimentary tickets by the deadline announced by the Box Office.

NOTE: Failure to notify the Box Office at least two hours in advance that reserved complimentary tickets will not be used results in the faculty member being charged the general admission price for the tickets to compensate the performing group for the lost sale.)

### Ticketing of Events

Only those events meeting the criteria established by the CCM Scheduling Policy committee may be ticketed. Any faculty member who wishes to sell tickets must request permission through the appropriate division head before April of the academic year preceding the one in which the event is scheduled; if the division head supports the request, it will be presented to the Scheduling Committee before May of that year for the approval of the committee.

## **PUBLICITY AND MARKETING**

The Office of Public Information is responsible for handling those publicity and marketing activities of the college which affect audience attendance and development, student recruitment, and fundraising. The office seeks to maintain a high profile for the College both within the community and nationally.

Faculty can assist by providing the office with accurate, thorough and timely information about upcoming performances, publications, lectures, artistic achievements and other other contributions to their field. Sufficient lead time is essential for effective promotion as media deadlines vary from four weeks to three months.

The Public Information office also serves as a clearing house for all information about CCM given to the public and attempts to ensure that CCM maintains a consistent and professional image in the release of public information. Before preparing brochures or promotional material, faculty should check with the office to determine appropriate use of graphic images, type face and other elements affecting CCM's institutional image.

## INSTRUMENT AND EQUIPMENT LOANS

The attached form is available to use or modify for use in loaning out instruments and equipment that belong to CCM. The purpose of the form is to make our policies on loans more uniform throughout the college and to make students more aware of their responsibilities regarding the care of the equipment and the date and time of the return.

The form has the approval of the U.C. Risk Management office; any instruments or equipment that belong to U.C. are in fact covered by U.C. insurance so that if they are lost or stolen U.C. will submit a claim to our insurer. (See Section Q) However, Risk Management may first approach the student for damages when there has been any abuse of the duty the student had to care for the equipment; this form serves to heighten student awareness of the responsibility to properly care for the borrowed item.

For loan of CCM instruments and equipment to non-CCM students, organizations and individuals, please see the Asst. Dean for Administration and Performance Management for proper procedures.





## **POLICY REGARDING U.C. INSURANCE COVERAGE AND PROCEDURES IN CASE OF THEFT**

University-owned Property In case of theft, the procedure is as follows:

1. Call U.C. Police immediately, Ext. 6-1111, and report the theft. An officer will come to take a report and will initiate an investigation.
2. Report the theft to the Building Operations Manager with as much detail as possible regarding the circumstances and value of item(s) stolen. The Building Operations Manager will relay the information to the Assistant Dean of Business Affairs for the Risk Management and Insurance Office.

### Personally-owned Property

Call U.C. Police to report a theft of personally-owned property as you would for university-owned property. However, please be aware that University insurance does not cover personally-owned property except under circumstances described below. Be sure that your own homeowner's insurance covers your property while on U.C. premises. U.C. insurance covers personal property only if:

1. an item of personal property is under the care, custody and control of the department or college and this fact is properly registered with the Risk Management and Insurance Office. If you have a piece of personal property officially on loan to CCM, a letter from your division head stating this fact should be filed with the U.C. Risk Management and Insurance Office, M.L. #785, with a copy to the Building Operations Manager. Include in the statement a replacement value for each item; or
2. it can be established that U.C. negligence is responsible for loss of or damage to this property.

## **NO SMOKING POLICY**

In accordance with the most recent University regulations, smoking is prohibited inside all U.C. buildings except the residence halls. The University has designated twelve outside sheltered locations on campus as "smoking areas." However, smoking outside is not restricted to these areas.

## LEAVES OF ABSENCE AND BENEFITS

Faculty members should thoroughly read and understand the University policies regarding leaves and benefits as they are explained in the current UC/AAUP Agreement.

In the event that a CCM faculty member is delayed or absent from duty for any reason, the faculty member must notify the appropriate division head or designee as soon as possible. The division head will in turn notify the Assistant Dean for Business Affairs so that the leave can be reported to payroll. Faculty and division heads must work together to cover all class, advising, and other assignments during the period of absence. Any substitute teachers are to be arranged with the approval of the division head.

For your information, included in this handbook are policies and procedures for a student's request for short-term leave of absence.

### STUDENT REQUEST FOR SHORT-TERM LEAVE OF ABSENCE

Students within the College-Conservatory of Music occasionally receive opportunities for professional employment which necessitate their absence from school responsibilities for varying periods of time. A student, of course, always has the option to cancel the registration or to withdraw from school in order to accept professional employment. However, there are a few cases where employment is temporary and short-term, and the student wants to maintain status as a currently registered student. In these latter cases, the student must obtain permission to accept such employment and be granted a short-term leave of absence. (Short-term is defined as an extended period of time within a quarter and less than a full quarter in duration.)

### PROCESS

1. The student will submit a formal written request to the Associate Dean for Academic Affairs. This request must delineate all essential details as suggested on the attached form.
2. Upon receipt of the written request, the Associate Dean for Academic Affairs will appoint and convene a special committee appropriate to the student's degree program and major and to the professional employment opportunity. (Committee membership will include, but not be limited to, the student's primary teacher, the program advisor, and the head of the division in which the program resides.) This committee will consider solely whether the specific professional employment opportunity is appropriate for the student's professional development. If the recommendation from this committee is negative, the Associate Dean for Academic Affairs will notify the student in writing that the request for a short-term leave of absence has been denied, and the process will cease.
3. If the recommendation from the committee named above is positive, the Associate Dean for Academic Affairs will appoint and convene a second committee which will examine what impact a short-term leave of absence would have on the student's obligations to the College-Conservatory of Music. (Membership on this second committee will include those persons appointed to the initial committee and other faculty members whose programs or performances will be most affected by the leave of absence.) Before convening this committee, the Associate Dean for Academic Affairs will obtain from the instructor for each course in which the student is registered, written documentation indicating whether the student must drop the course or the course work missed can be completed otherwise. If the latter situation prevails, the instructor will delineate the specific conditions for completing the required work for classes missed during the leave of absence. (It is imperative for the student to understand that no faculty member is obligated to make any special arrangements for the student to accommodate a leave of absence.) After all written documentation has been received, the committee will meet to consider the total pool of information and to provide a recommendation. The recommendation of this committee will be communicated to the student in writing by the Associate Dean for Academic Affairs.
4. If the recommendation is to approve the short-term leave of absence, the letter will specify the conditions for each course and any scholarship and fellowship considerations for the student. After the student receives this letter with the conditions specified, the student has the option of (1) accepting the leave with its conditions or (2) declining the leave and remaining in school.

5. If the final decision is negative and the student decides to withdraw from school in order to accept the professional employment, that student forfeits all scholarships and all rights of registration within the degree program. If the student wishes to return to the College-Conservatory of Music at a later date, that student will be treated as a new student and must proceed through the normal admissions process.



XII A. There will be an Academic Council consisting of the

PROBLEMS OR QUESTIONS Routine

physical plant problems Routine custodial

problems Chronic physical plant/custodial

problems Stolen items

1) The Associate Dean for Academic Affairs, chair;

2) Division heads;

3) One additional member and one alternate from div  
members of the bargaining unit;

4) Two additional members and two alternates from c  
members of the bargaining unit;

5) The Dean and all associate and assistant deans (no

Classroom audio equipment problems

Special guest parking requests

Room Scheduling For one-time events

For Quarterly classes

Keys and IDs

Off Campus Performances

Telephone Information Building Operations Manager ext. 69429

Office of Asst. Dean for ext. 69460 Admin & Performance Management

Division Secretary

Scheduling Services Manager ext. 69430

Associate Dean for Academic ext. 69470 Affairs

Office of Asst. Dean for ext. 69460 Admin & Performance Management

Division Head, Associate Dean for Academic Affairs, and Scheduling Committee (See Section M)

An information sheet regarding use of phones is contained in Section II of the UC/Faculty/Staff Directory; however, if you would like complete information regarding the use of UC's phone system, call 6-6166 to make an appointment for a training

session.

Telephone Problems Telecommunications ext. 83526 Benefits Questions Cheryl Yarborough ext. 66381 Payroll  
Questions Assistant Dean for Business Affairs ext. 64583 Computer Problems Diana Noelcke ext. 66803 CCM  
Web/Home Page Scheduling Office ext. 69430