

KANSAS STATE UNIVERSITY

School of Music, Theatre, and Dance

Policy & Procedures Manual

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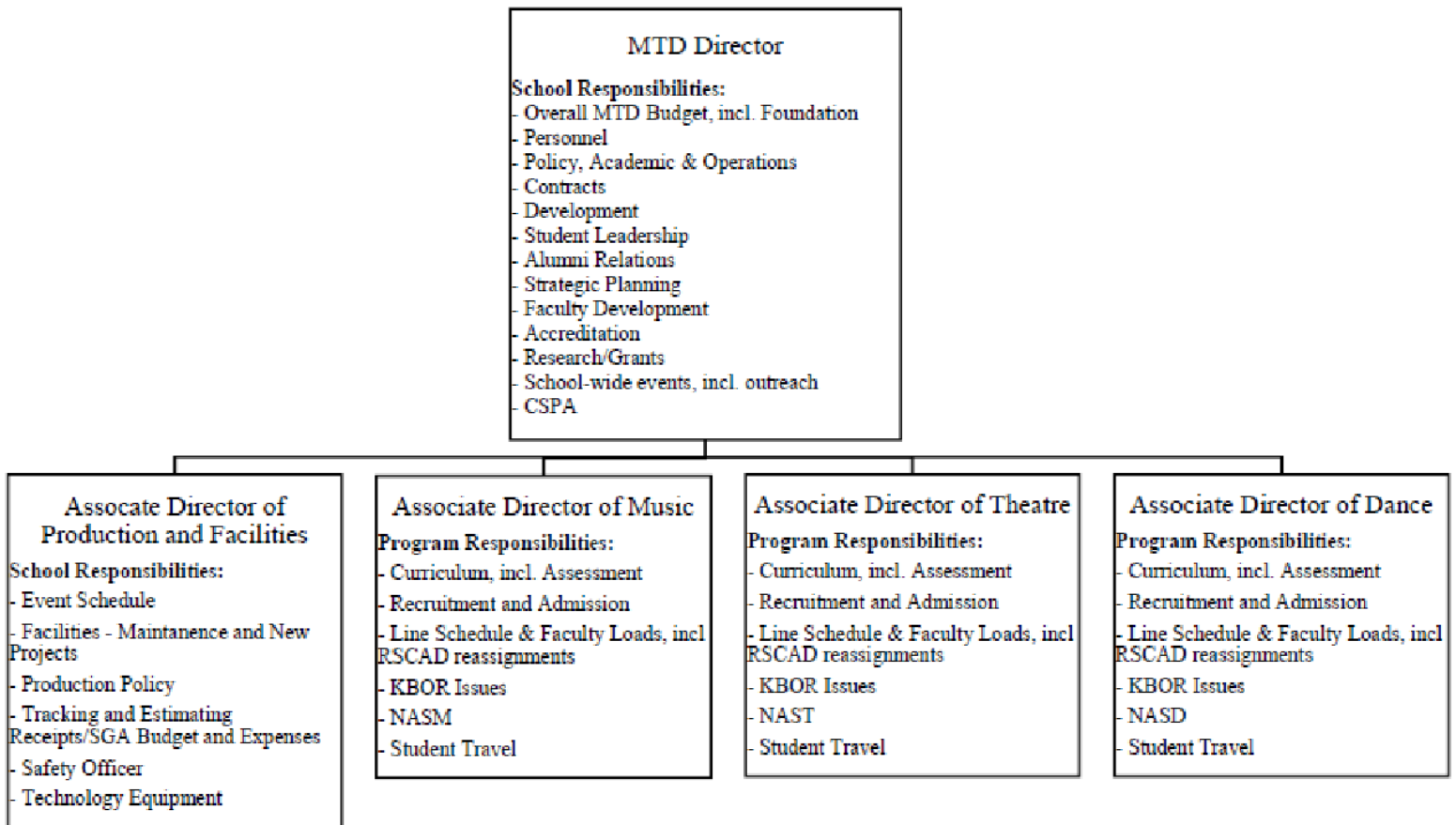
I. MISSION STATEMENT

The School of Music, Theatre, and Dance develops creative leaders and critical thinkers through:

- Student-centered education in the performing arts.
- Flexible, multi-disciplinary curriculum.
- High-quality performance, research, and outreach.

II. ADMINISTRATIVE STRUCTURE

The chart and language below describes the administrative roles and areas of responsibility within the School of Music, Theatre, and Dance, which was voted on by the faculty in April 2019.



The primary role of Associate Directors is to serve as a member of the MTD administrative team. They will be responsible for facilitating and have specific duties with their designated area and will also represent that area to the Director; however, they will be evaluated upon their ability to work broadly throughout the School that may or may not be within their designated area. The Director will appoint Associate Directors for a three-year renewable term. Given the variability in academic ranks and number of faculty, all faculty are eligible to serve as an Associate Director. The Director will annually solicit faculty and staff feedback of each Associate Director in regards to their duties. Associate Directors will be evaluated as a part of the annual evaluation process (work as an Associate Director is considered Directed Service) and annual evaluations will serve as the

basis for the Director's decision regarding reappointment. In serving as an Associate Director, each will receive a 3-hour instructional reassignment for the fall and spring semesters (6 hours total), and, as funding is available, will receive a stipend for summer meetings and special projects.

III. COMMITTEES

III.a. SCHOOL COMMITTEE ON PLANNING (SCOP)

The School Committee on Planning deals with matters of school policy, planning, and reporting. Among other responsibilities are approving off-campus student activities and on-campus activities involving class conflicts. The School Committee on Planning is elected from among all faculty ranks at the beginning of each academic year. Music and Theatre/Dance will hold separate annual elections to determine one representative to serve a two-year term. Associate Directors for Music, Theatre, and Dance have a permanent position on the committee. Membership of the committee consists of:

- 1) Theatre/Dance Faculty (2-year term elected in even years)
- 2) Music Faculty (2-year term elected in even years)
- 3) Theatre/Dance Faculty (2-year term elected in odd years)
- 4) Music Faculty (2-year term elected in odd years)
- 5) Associate Director for Dance
- 6) Associate Director for Music
- 7) Associate Director for Theatre

III.b. MUSIC COMMITTEE ON PLANNING (MCOP)

The Music Committee on Planning (MCOP) is elected from the ranks of the music faculty at the beginning of each academic year with the Associate Director for Music as an ex-officio member. The term of MCOP members is two years. MCOP deals with matters of program policy, planning, NASM accreditation and reporting. Among other responsibilities are approving off-campus student activities and on-campus activities involving class conflicts.

Five members of the MCOP are elected by music faculty, according to the following formula. Each faculty member votes for:

- one assistant professor;
- one associate professor;
- one full professor;
- two additional faculty of any of the above ranks.

To balance committee representation, the School Director appoints two MCOP members from any rank. The Associate Director for Music is an ex-officio member of the committee.

Each academic year, either three or four elected committee members will rotate off the committee. The School Director and Associate Director for Music may consult with MCOP membership in order to establish and maintain term rotation through selected one-year appointments.

III.c. MUSIC COURSE AND CURRICULUM COMMITTEE

The Music Course and Curriculum Committee is a standing committee. Members are elected at the beginning of each academic year. The committee is made up of voting members representing the various constituencies in the program. The Music Education Advisor and the Director of Graduate Studies are standing members and the MTD Academic Advisor serves as an ex-officio member. Other members are elected each year, one from each of the following divisions: Combined Applied (voice, strings, wind & percussion, and keyboard), Theory, History, and Composition (THC), and Major Ensembles. One undergraduate student member carrying music major status is assigned to the committee. No one person can hold more than one place on the committee. The Music Course and Curriculum Committee must have at least two members representing each gender classification. A Chair and a Secretary shall be elected from the faculty members of the committee.

- 1) Music Education Advisor
- 2) Director of Graduate Studies
- 3) Combined Applied (drawn from Voice/Strings/W&P/Keyboard)
- 4) Theory/History/Composition Representative
- 5) Major Ensemble Directors Representative
- 6) MTD Academic Advisor (ex officio)
- 7) Undergraduate Student

The committee's charge is to review for passage all formal recommendations for modification of undergraduate or graduate courses and curriculum in music. Once a recommendation for modifying the curriculum has passed a simple majority vote of the committee (more than 50%), the proposed recommendation is made available to the music faculty for discussion during a faculty meeting. Voting on the proposal can take place once all concerned feel they have the necessary information to make an informed decision on the proposal. A proposal must pass with a simple majority vote from the full-time music faculty.

Any faculty member may submit a new course for consideration. The material sent to the Course and Curriculum Committee should be on the forms used by the College of Arts and Sciences. A new course needs to be accompanied by a syllabus that includes grading procedures, SLO's and course materials.

The Chair of the Curriculum Committee forwards a passed proposal to the College of Arts and Sciences staff for submission to Curriculog, the university's curriculum management system. Once submitted to the Curriculog, the School Director confirms approval of the proposal by the music faculty. From there the proposal goes to the College Curriculum Committee and the Graduate School (if applicable). Approved course proposals or revisions in the music education curriculum are reviewed by the College of Education for approval before being reviewed by the College of Arts and Sciences.

III.d. THEATRE COURSE AND CURRICULUM COMMITTEE

Any faculty member may submit a new course for consideration. The material sent to the Course and Curriculum Committee should be on the forms used by the College of Arts and Sciences. A new course needs to be accompanied by a syllabus that includes grading procedures, SLO's, and course materials.

The Chair of the Curriculum Committee forwards a passed proposal to the College of Arts and Sciences staff for submission to Curriculog, the university's curriculum management system. Once submitted to the Curriculog, the School Director confirms approval of the proposal by the music faculty. From there the proposal goes to the College Curriculum Committee and the Graduate School

(if applicable). Approved course proposals or revisions in the music education curriculum are reviewed by the College of Education for approval before being reviewed by the College of Arts and Sciences.

III.e. DANCE COURSE AND CURRICULUM COMMITTEE

Any faculty member may submit a new course for consideration. The material sent to the Course and Curriculum Committee should be on the forms used by the College of Arts and Sciences. A new course needs to be accompanied by a syllabus that includes grading procedures, SLO's, and course materials.

The Chair of the Curriculum Committee forwards a passed proposal to the College of Arts and Sciences staff for submission to Curriculog, the university's curriculum management system. Once submitted to the Curriculog, the School Director confirms approval of the proposal by the dance faculty. From there the proposal goes to the College Curriculum Committee and the Graduate School (if applicable).

III.f. ANNUAL EVALUATION COMMITTEE

The School of Music, Theatre, and Dance will have two program-based Evaluation Committees, that will review submitted materials and make recommendations to the director on all areas of faculty assignment: Instruction, RSCAD, and Service. Given the limited number of faculty and to provide better feedback, the dance program will combine with theatre for the purpose of the annual evaluation. The director will conduct annual evaluations in consultation with the two Annual Evaluation Committees. After serving on the committee faculty members are excused from serving for one year. Regular review and formative feedback of faculty performance in the school is essential to academic freedom and is the responsibility of all faculty.

The two committees will contain members from each program's faculty who are full time and are not splitting their workload between programs. Members may be selected from the ranks of tenure-track assistant professor with three years of experience and/or a mid-tenure review (an exception may be made for programs with a smaller number of faculty) tenured associate and professors, and all Non-Tenure Track ranks with at least three years' on K-State faculty. The school director will be responsible for the selection of committee member makeup based on the aforementioned criteria.

MUSIC EVALUATION COMMITTEE	THEATRE/DANCE EVALUATION COMMITTEE
Music Non TT Faculty	Theatre or Dance Non TT Faculty
Music Non TT Faculty	Theatre Tenured/Tenure Track Faculty
Music Combined Applied	Dance Faculty
Music Ensemble Director	
Music Education or Music Theory/History	

Each program area's Evaluation Committee and the school director read the portfolios and make individual assessments on each faculty. The week before Fall Break, each program's Evaluation Committee and the school director will convene in a meeting to report on faculty assessments as scheduled by the school director.

III.g. INCLUSION, DIVERSITY, & EQUITY FOR ALL (IDEAll) COMMITTEE

The goals for the Inclusion, Diversity, & Equity for All (IDEALL) Committee align with the College of Arts & Sciences Diversity Committee's goals:

1. Improve the MTD climate.
2. Advance the recruitment and retention of underrepresented students.
3. Advance the recruitment and retention of underrepresented faculty and staff.
4. Promote education opportunities centered on social equity.
5. Communicate information pertinent to diversity opportunities, benefits and needs.

The configuration is a working group with:

- An open-door policy. All are welcome to contribute as members for as long as they are able.
- Rotating leadership, with each meeting facilitated by a different member.
- Ad hoc subcommittees/task forces, as needed, for projects that arise.
- Consistent representation to the CAS Diversity Committee.

IV. SCHOOL OF MUSIC, THEATRE, AND DANCE OFFICE DUTIES

The School of Music, Theatre, and Dance office is located in 109 McCain. Although all staff who work in the office are available to assist faculty, the following duties are specifically assigned to office staff.

Cindy Friedrich

- Facilities Scheduling, including All Faiths Chapel
- Reception 2
- PageUp input/management, including offer letter and contract
- Office Supply Inventory and Orders
- Inventory
- BPC
- Minutes of Theatre Meetings
- Key Inventory and Distribution
- Stationery orders (business cards, letterhead)

Dinh Phan

- Office Manager
- Finances, including managing state and Foundation accounts
- Music BPC
- Purchasing
- Personnel
 - o New hires
 - o Manage paperwork and files
 - o Payroll

- Minutes of Music and MTD Meetings
- Manages Music Scholarships, including writing cover letters and contracts
- Page-Up back up

Ben Worcester

- Line Schedule
- Student Permissions
- Advise BA in Music/BM Students
- Recital Attendance
- Reception 3

Student Worker

- Reception 1
- Theatre Script Distributions
- Mail
- Filing
- Copying

Music GTA

- Instrument Inventory
- Music lockers
- Reception 1

V. RECRUITMENT AND SCHOLARSHIPS

Recruitment of undergraduate and graduate students is vital for the School of Music, Theatre, and Dance to fulfill its mission. Although certain faculty and staff may have specific roles and duties associated with recruitment, every member of the faculty and staff are integral to the success of this endeavor. Prospective student information is found on the faculty portal <https://www.smt.d.edu/> Faculty are expected to use the information on the portal to recruit students for their programs and studios.

V.a. MUSIC RECRUITMENT AND SCHOLARSHIPS

All students who would like to enroll in an applied music studio (majors, minors, and non-majors) must be accepted into the studio by the appropriate faculty member through an audition. The music program hosts a number of opportunities for students to audition. Through these auditions, students may also be considered for a School of Music, Theatre, and Dance Scholarship. Ensemble areas (band, choir, jazz, and orchestra) also offer a number of scholarships to students participating in those ensembles.

Music auditions occur through regularly scheduled audition days as well as with ad hoc auditions individually scheduled with the applied faculty member. Students may schedule an audition on our website at <https://www.k-state.edu/mtd/auditions-scholarships/>

V.a.i. MUSIC SCHOLARSHIP PROCESS

The Music program offers scholarships, which are typically continuous for eight semesters if students maintain minimum levels of academic achievement and program participation (scholarships for minors, non-majors, or graduate students may be less than eight semesters). By February 1, the School Director determines the amount of funds available for new scholarship offers for the following academic year. By February 15, all auditions for scholarship consideration must be

completed and reported to the applicable Division Chair. Additionally, the Director will identify all prospective music students who have been offered a central university scholarship to help guide scholarship decisions.

By mid-February, the Director will make decisions regarding scholarship offers. By March 1, the director will assign scholarship funds to selected students and complete “Music Scholarship Acceptance Forms.”

Mid-March-May 1, Faculty and the Academic Advisor periodically correspond with students, encouraging them to commit to enrolling and returning the “Music Scholarship Acceptance Form.” If students receive scholarship offers from other institutions that are greater than K-State’s, please inform the Director so that he can consider raising the initial scholarship offer. **Students cannot be required to commit to accepting the scholarship offer before May 1.**

V.a.ii. MUSIC SCHOLARSHIP RENEWAL

Per the “Music Scholarship Acceptance Form,” most music scholarships are automatically renewable for multiple semesters if students meet the criteria as described in the form. No scholarship can be renewed for more than eight semesters.

V.b. THEATRE RECRUITMENT AND SCHOLARSHIPS

The Theatre program hosts an annual Scholarship Day every February. The Scholarship Day is an opportunity for interested students to meet the faculty, tour facilities, and demonstrate their skills in performance, design, tech, or management. Students can request to participate in the Scholarship Day by completing https://kstate.qualtrics.com/jfe/form/SV_5BVdIRXR9TXSsfA Continuing students may reapply for scholarships each year of attendance at Kansas State University. Full-time theatre faculty collaborate to make scholarship decisions. Scholarship contracts are sent to students by the Associate Director for Theatre.

V.c. DANCE RECRUITMENT AND SCHOLARSHIPS

The Dance program hosts an annual Dance Day. Dance Day is an opportunity for interested students to meet dance faculty and current students, participate in technique classes, and ask questions about the program. Additionally, prospective students have the opportunity to audition and interview for dance scholarships. Information about Dance Day is available at <https://www.k-state.edu/mtd/dance/dance-day/>.

VI. GRADUATE PROGRAM

The School of Music, Theatre, and Dance offers Master of Music degrees in music performance (including conducting), keyboard pedagogy, music composition, music education, music history, and a Master of Arts degree in Theatre with a concentration in Drama Therapy. Additionally, in collaboration with the College of Education, the School offers a Ph.D. program in Curriculum and Instruction with a cognate in Music.

VI.a. GRADUATE FACULTY

Faculty who teach graduate courses, serve as a member or as the major professor on graduate committees, and direct doctoral students have to be elected by the Graduate School to the graduate faculty. There are three types of graduate faculty membership:

- Membership (Tenure track with terminal degree)
- Membership (Non-tenure track, adjunct or no terminal degree)
- Associate Membership

Faculty with Associate Membership have limited graduate faculty membership for specific teaching or supervisory committee service but are not permitted to serve as the major professor of a graduate committee.

Additionally, a member of the graduate faculty can be certified to direct doctoral students for the Ph.D. in Curriculum and Instruction (Music Education cognate). These faculty members must not only be a graduate faculty member of the School of Music, Theatre, and Dance but must also be elected to the graduate faculty of the Department of Curriculum and Instruction.

VI.a.i. GRADUATE FACULTY NOMINATION PROCESS

To be nominated to the School of Music, Theatre, and Dance graduate faculty, a faculty member submits a one-page vita and a complete vita to the appropriate Director of Graduate Studies (Music or Theatre/Dance). The Director of Graduate Studies will review the vita and make a recommendation to the School Director for nomination to the Graduate Faculty, keeping in mind that “the Graduate Faculty assumes that the University’s procedures for tenuring faculty members, appointing new faculty to tenure-earning positions, and appointing research faculty are sufficient to identify qualified members of the Graduate Faculty” (Graduate Handbook, Chapter 5, Section A.2).

Through K-State Survey, the Associate Director will arrange for a ballot for all current School graduate faculty from all three programs to vote on the nomination. Two-thirds of eligible graduate faculty in the School must participate in the vote. If the faculty vote in support of nomination of the faculty member, the Associate Director will submit a letter of nomination, along with the graduate faculty application form and the faculty member’s one-page and complete vita, to the Graduate School for approval by the Dean of the Graduate School or the Graduate Council for approval in the appropriate category.

VI.b. GRADUATE PROJECTS

Graduate Projects are the purview of the Major Professor. The duties of the Major Professor will be to:

1. Meet no later than the student’s second semester to review the student’s work.
2. Meet with the student no later than the second semester in order to formulate and approve the student’s Program of Study. At this time a graduate committee of at least three graduate faculty members (inclusive of the Major Professor) need to agree to serve on the student’s committee. One graduate committee member can be from outside the School of MTD.
3. Advise the student by the end of the second semester, in the selection of a topic for the master’s thesis, report, or project or the program for master’s recital, and to approve the final choice.

4. Offer counsel and advice to the student throughout his/her academic career and to approve such changes in his/her program as agreed upon.
5. Assist the student during the third semester in the development and editing of the master's thesis or report, and, when appropriate, guide preparation of the student for final master's recital (music) or project (theatre).
6. Assist the student in the final semester in scheduling the Supervisory Committee for the Final Examination of the master's thesis or report, as well as the student's final master's recital (music) or project (theatre).

The graduate report may be satisfied by one of the following:

- A scholarly paper on some aspect of the student's major area of teaching;
- A research report supporting future directions for the student's career;
- An original composition of acceptable proportions, with an accompanying report;
- A recital on the student's major instrument under the conditions listed under the performance major;
- A lecture recital demonstrating researched pedagogy;
- Or any other scholarly project as approved by the Major Professor.

For the MA in Theatre with concentration in Drama Therapy, the graduate project is a 3-credit hour course (THTRE 880). The project involves either an empirical research study or a practical endeavor, such as directing a play, writing a play, or leading an extended internship with a special population. In each case, the student produces a scholarly paper with a literature review, documenting the work. Each student is required to have a minimum of three committee members, including a Committee Chair. The Committee Chair must be a drama therapy professor. The other two members of the committee must be members of the Graduate Faculty. Both could be faculty in the School of Music, Theatre and Dance or one could be faculty in a discipline related to drama therapy and the project, such as, but not limited to, psychology, educational psychology, special education, family studies and human services, sociology, anthropology, or gerontology. The committee members' involvement in the project and the resulting paper will depend on the needs of the student and the project.

Members of the committee must receive a copy of the final written project at least 2 weeks prior to the Oral Exam in order to give them enough time to read and access the document. Oral exams last for approximately 1 to 1.5 hours. Toward the conclusion of the exam the student will leave the room and the committee decides if the student will pass and signs the ballot accordingly. The Committee Chair is responsible for submitting the ballot to the Graduate School office.

VI.c. GRADUATE TEACHING ASSISTANTSHIPS

The School of Music, Theatre, and Dance offers graduate teaching assistantships. These assistantships are .5 FTE positions, which equates to 20 hours of work each week for both the fall and spring semesters. Graduate teaching assistants receive an annual \$12,000 stipend and a tuition waiver for ten credits per semester for two years for fall and spring semesters. The tuition waiver does not include summer courses and it, along with the stipend, is automatically renewed for a second year if academic and work performance is satisfactory.

To be considered for a graduate teaching assistantship, prospective students must submit a completed application as early as possible (international students must apply by January 8). Positions are filled after faculty evaluate prospective students and provide evaluation feedback to the respective Director of Graduate Studies in music or theatre.

In order for students to be eligible for the Timothy R. Donoghue Scholarship through the Graduate School, students must be accepted into the program and offered an assistantship by February 1. To remain competitive with other graduate programs, decisions should be made as soon as possible.

The respective program Director of Graduate Studies, in consultation with the Director and applicable Associate Director and faculty, will determine graduate teaching assistantship duties based on the skills and experience of the prospective student and the needs of the School. The Budget and Personnel Officer will write and send an offer letter to Graduate Teaching Assistants.

VII. BUDGET AND FINANCIAL MATTERS

VII.a. FACULTY FUNDING REQUESTS

Faculty can request School of Music, Theatre, and Dance central funds for a variety of needs, including but not limited to:

- Faculty travel for RSCAD and/or recruitment
- Recruitment
- Classroom Needs
- Guest Artists
- Instrument or Major Instrument Repair
- Computer Equipment
- Classroom Needs
- Audio/Visual Recording
- Equipment
- Support for RSCAD

The faculty funding request form will be hosted on the online faculty portal <http://smtd.directory>. Based on the availability of resources and the needs and mission of the School, the Director, in consultation with the Associate Directors, will allocate resources.

Funding requests will be considered throughout the entire year and reviewed by Associate Directors. Requests that are deferred to a meeting of the Associate Directors and Director will occur on the first Thursday of each month.

All funds must be spent by June 1 in a given fiscal year. Faculty should work with the Budget and Personnel Officer when making purchases to determine submission and reimbursement timelines. For faculty seeking reimbursement, original receipts must be used for submission and signed by the person requesting payment. Per University and state regulations, travel expenses CANNOT be reimbursed until the trip is completed. Please see section VIII of this document for information regarding travel.

In some cases, faculty may receive funding in advance of travel if “advanced payment for traveling expenses is authorized in hardship cases and in exceptional circumstances such as when the traveler is required to handle the traveling expenses of other persons, such as students” or for “advance payment for travel outside the continental United States” (PPM 6320.132 (<https://www.k-state.edu/policies/ppm/6300/6320.html>)). See the Budget and Personnel Officer for details.

VII.b. DEVELOPMENTAL RESERVE ACCOUNT (DRA)

The School will manage Developmental Reserve Accounts (DRA) for faculty who acquire funds through teaching a course overload (see section X), faculty awards or grants, or other means. DRA funds may be used for approved professional expenses, including travel to professional meetings (subject to university guidelines), supplies, research materials, etc.,. Please note that equipment, books, and supplies purchased with DRA funds are the property of Kansas State University.

VII.c. BUSINESS PROCUREMENT CARD (BPC)

Faculty with access to a Business Procurement Card (BPC) must submit all receipts as soon as possible to Cindy Friedrich. It is important that use of a BPC is limited to expenditures approved by the appropriate person (i.e., School Director, Associate Director, and/or program director).

PLEASE NOTE: All BPC expenditures must be against state funding lines; Foundation funds cannot be used to pay for items purchased with the BPC.

VIII. STUDENT ORGANIZATIONS

Student organizations are important communities within the School of Music, Theatre, and Dance. Student organizations are either Departmental Student Organizations (DSO) or Independent Student Organizations (ISO).

A Departmental Student Organization (DSO) is a “registered organization having a purpose that is critical to the mission of the University and that is sponsored by a department. A DSO directly furthers the mission of the sponsoring department, and the department has supervisory responsibility—through a designated departmental employee—over the officers, operations, and activities planned by the organization” (PPM Chapter 8540.030). All DSO funds must be maintained by the School. As DSO’s are considered a part of the School, they are eligible to use MTD facilities when available and to use university motor pool vehicles. Student organizations must receive annual approval by the School Director to be designated a DSO through the OrgSync system.

Independent Student Organization (ISO) is defined as “any registered organization that is not a DSO, and meets the minimum requirements for an ISO listed in this Policy [PPM Chapter 8540.030]. An ISO is not operated by or affiliated with the University, and University employees are not permitted to act as advisors to ISOs within the context of their University employment. Except as specifically identified by a separate written agreement signed by an approved University signatory after approval by the Office of General Counsel, the University does not control or accept responsibility for the activities nor endorse the programs or members of ISOs. ISOs and their operations remain independent and distinct from the University. Participation in ISOs is not considered as part of or equivalent to any education program or activity operated by the University” (PPM Chapter 8540.030). ISO’s funds cannot be maintained by the School. ISO’s can use MTD facilities if the event or activity is co-sponsored by the School or if the ISO makes a facility-use agreement with the School. ISO’s are not eligible to use motor pool vehicles unless the trip is co-sponsored by the School.

IX. TRAVEL

IX.a. FACULTY TRAVEL

Faculty are required to fill out “Faculty Leave Request” on the faculty portal <https://www.smttdirectory/> at least one month prior to any travel which will take them off-campus during the academic year. The Director, in consultation with the Associate Directors will make a decision to approve or deny the travel request. Please note travel is inadvisable during the first two weeks or final two weeks of each semester. In addition to providing a record of travel for the MTD office, completion of this form will also ensure the office has the appropriate contact information in case of emergency.

Out-of-State travel reimbursement begins with filling out an Out-of-State Request form with Dinh Phan, MTD Budget and Personnel Officer, *at least 2 weeks before travel takes place*. All types of reimbursement must include the back-up documentation for any expenses being paid through MTD funds:

- copy of conference or performance program, agenda/itinerary, etc.
- original receipts for lodging, airfare, registration, taxi, parking, turnpike tolls, etc.
- meals are reimbursed at the Federal meals and incidental expense rate per destination.*
- use of a personally-owned vehicle is reimbursed at a predetermined mileage rate.*

*receipts for these expenses ARE NOT required when paid with state funds; HOWEVER, original receipts ARE required for meals and fuel if reimbursement is with Foundation funds.

For more information, please refer to PPM 6410 (<https://www.k-state.edu/policies/ppm/6400/6410.html#.110>).

IX.b. TRAVEL WITH STUDENT GROUPS

Voted on by MTD faculty on October 7, 2016

Faculty who are leading student fields trips need to complete a survey that can be found at: https://kstate.qualtrics.com/jfe/form/SV_7aG1aLOZa9pB7cF

Once this survey is completed, the Associate Director, in consultation with the School Director, will approve and notify the faculty leader and Dinh Phan of the trip.

Every participating student needs to complete a survey that can be found at: https://kstate.qualtrics.com/SE/?SID=SV_6ePXwWysnkOLDJb

Through the survey, students will be able to access travel documents that will be submitted to the faculty leader. These records should be kept by the faculty leader for five years after the trip. Travel documents can also be found at <http://www.k-state.edu/mtd/faculty-staff/resources/>.

X. CURRICULUM AND INSTRUCTION

X.a. ADVISING

Advising is a vital component of a student’s education. Advising is accomplished through academic advisors and faculty. The School has an Academic Advisor, who coordinates:

- School Recruitment, serving as the School-wide liaison with Office of Recruitment and Admission and K-State Scholars
- Transfer equivalency records
- Summer Orientation and Enrollment

Additionally, students meet at least once per semester with academic advisors who guide students on their degree path through pre-registration meetings. Students are assigned to academic advisor based on their curricular program:

- BA/BM and minors in Music: MTD Academic Advisor
- BME: Lead Music Education Advisor
- BA/BS and minors in Theatre: Lead Theatre Advisor
- Secondary Major, Minor and Performance Certificate in Dance: Lead Dance Advisor
- MM in Music and Ph.D. in Curriculum and Instruction (Music Education cognate): Director of Graduate Studies in Music
- MA in Theatre: Director of Graduate Studies in Theatre

X.b. FACULTY EXPECTATIONS

Faculty are encouraged to review the School of Music, Theatre, and Dance Personnel and Evaluation Documents regarding minimum-acceptable levels of productivity in the area of teaching (Section IV). This includes “being accessible to students to answer questions, provide guidance, and facilitate learning outside of the classroom.” To fulfill these expectations, faculty are highly encouraged to post regular office hours and to also be available by appointment.

X.c. COURSE SYLLABUS

Faculty must create a syllabus for every course taught. Course syllabi must be submitted as a part of the faculty member’s annual evaluation portfolio (School of Music, Theatre, and Dance Personnel and Evaluation Documents, Section V). A course syllabus may incorporate multiple sections, particularly for cross-listed courses or courses with multiple levels (e.g. applied music lessons). The Office of the Provost requires specific statements to be included in all course syllabi, as well as statements that are at the discretion of the faculty member (<http://www.k-state.edu/provost/resources/teaching/course.html>). Per the School of Music, Theatre, and Dance Safety Plan (Section XV.a), faculty are encouraged to craft language regarding the University weapons policy that aligns with their specific instruction. Faculty should also consider including optional syllabus language regarding the School’s Sexual Harassment Policy (Section XII.d).

X.d. ACADEMIC AND EXAM CALENDARS

Academic Calendars, approved by the Kansas Board of Regents, can be found on the faculty portal <https://www.smt.diretory/>. Additionally, the Final Exam Schedule for fall and spring semesters are published on the faculty portal. The final examination for summer courses occurs during the last week of each course at the course time and location.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance courses, the last examination (either unit or comprehensive) in a course must be given during the final examination week specified by the Committee on Academic Policies and

Procedures. Courses may have take-home examinations, projects, papers (excluding term papers), or other media, in lieu of written final examinations as the last evaluation instrument in the course. In such instances, a deadline for submission of the alternative assessment may not be earlier than the ending time of the course's scheduled final examination.

X.e. HONOR AND INTEGRITY SYSTEM

Faculty and students report violations of the Honor Pledge to the Honor and Integrity System Director by filling out the Honor and Integrity System Violation Report form available at <http://www.k-state.edu/honor/reportform.html>. Faculty members are urged to report to the Office of the Honor and Integrity System when:

- The faculty member alleges a violation and imposes an academic sanction (An academic sanction is any action that would lower a student's grade on an assignment.); or
- The faculty member alleges a violation and requests investigation and adjudication (if applicable) by the Honor and Integrity System.

Faculty members violation do not need to report to the Office of the Honor and Integrity System when:

- A faculty member alleges a violation and issues a warning but imposes no academic sanction; or
- A faculty member alleges a violation, issues a warning, provides the student an opportunity to correct the transgression, but imposes no academic sanction; or
- A faculty member alleges a violation, issues a warning, provides an opportunity for the student to redo the assignment or take the exam again, but imposes no academic sanction.

Additional information can be found at <http://www.k-state.edu/honor/faculty/>.

X.f. STUDENT GRIEVANCES AND GRADE APPEALS

Procedures regarding student grievances can be found in Appendix V of the University Handbook (<http://www.k-state.edu/provost/universityhb/fhxv.html>).

Regarding grade appeals, all efforts should be made by the student and instructor to settle any dispute regarding grades, including final course grades. If a grade-change grievance is not resolved by the student and instructor, the student may appeal in writing to the School Director, who will act as a mediator in the dispute. After gathering relevant information and meeting with both the student and the instructor, the School Director will make a recommendation to the instructor and the student.

If the grievance has not been settled to the student's satisfaction at the School level, written appeal may be made to the Dean of the College of Arts and Sciences. This appeal should be made within two weeks of the date of decision of the School Director.

If the student does not feel that an adequate solution has been reached in the grade appeal dispute, he or she may appeal in writing to the Undergraduate Grievance Board, which will arbitrate the dispute. This appeal should be made within two weeks of the date of decision of the dean. Appeals received during the summer will be heard the following fall term. Appeals should be addressed to

the Undergraduate Grievance Board, c/o Chair (whose name is listed under Committee 3030 at <http://www.ksu.edu/provost/committeehb/>).

X.g. ASSESSMENT OF STUDENT LEARNING

Systematic assessment of student learning and the analysis of student learning is vital for student achievement and program improvement. Faculty should use multiple means of assessment in their courses that provide both formative and summative data to students and faculty. Assessment can take many forms as necessary to allow students to demonstrate their achievement of course and program learning outcomes.

Associate Directors in each program area (Music, Theatre, and Dance) work with the University Office of Assessment to collect data. By October 15, Associate Directors or their designees submit a Program Assessment Report to the Office of Assessment containing the following information from the previous academic year:

- Description of student learning outcomes being systematically assessed for that academic year.
- The means of assessment for each student learning outcome.
- The results for each means of assessment.
- An analysis of the results.
- Action plan based on the analysis of the results.

X.h. CO-CURRICULAR COURSES

In following the policies and procedures of the university regarding curriculum revision, any course that is required as co-requisite with another course must be approved by the program course and curriculum committee, program faculty, college course and curriculum committee, college faculty, and the Faculty Senate. To help students enroll properly, faculty should include in course syllabi language regarding co-curricular course requirements.

Faculty may recommend and encourage students to take courses to enhance degree requirements and help students better achieve their career goals through verbal advice or in course syllabi. An example of course syllabus language of this nature is: "In order to reinforce the concepts and techniques acquired through applied study, each XXX student is encouraged to enroll in XXX ensemble Music 280/480 during each semester of applied study."

XI. COURSE SCHEDULING

According to the university's "Policy for Standard Class Meeting Times," "a standard academic day begins at 7:30 a.m. and ends at 10:30 p.m., Monday through Saturday." In addition to defining standard starting and ending times for various course types, there is a process for petitioning for variations from standard meeting times:

IV. Non-Standard class times

A. Petitions

1. Petitions for any variations from standard class times must be approved by the Committee on Academic Policy and Procedures (CAPP).
2. A petition form may be obtained from the instructor's Dean's Office. The form must be returned to the instructor's Dean's Office and given to the Dean's representative on CAPP, who will present it to CAPP for consideration.
3. Petitions for spring semester courses must be considered by May. Petitions for fall semesters and summer session courses must be considered by November (CAPP meets the second Wednesday of each month, August through May).

B. Reviews

1. Petitions that have been approved for non-standard times will be reviewed annually each March by CAPP.
2. The Standard Class Meeting Times policy will be reviewed annually, between the Spring and Fall semesters by CAPP, to determine its effectiveness and to improve any problem areas that arise in the implementation of the policy.

XI.a. YEARLY RECOGNITION REPORTS

Each year the faculty will receive a Yearly Load Recognition Report (formerly load report) from the school director outlining each faculty member's expected contributions in support of the program or school (i.e. committee assignments, recruiting initiatives, etc.) and their work in instruction, instructional RSCAD, and directed service. These areas will be acknowledged based on information provided to the school director by individual faculty members through a predetermined platform and their summative evaluation meeting.

It is the responsibility of faculty members' to communicate with the school director and their respective associate director about their responsibilities and contact hour distributions. Recognition reports will be distributed by the school director to all faculty within a reasonable time frame to allow for adequate preparation for the annual evaluation.

XI.a.1. INSTRUCTIONAL REASSIGNMENT

As articulated in the School of Music, Theatre, and Dance Personnel and Evaluation Documents, faculty will receive instructional reassignment for directed RSCAD and Service. Faculty may also request an instructional reassignment in order to complete research, scholarship, creative activity, and/or discovery. As resources are available and the enrollment needs of the School are met, a faculty member can receive an instructional reassignment of up to 3 Contact Hours, equivalent to one 3-hour course, in the fall and/or spring semester each academic year.

The RSCAD project can be ongoing in multiple years, but must result in a tangible product. Faculty should submit a "Request for Special RSCAD Project Instructional Reassignment" to the School Director no later than March 31 to be considered for an instructional reassignment in the upcoming academic year. The School Director, in consultation with the associate director and division chair, will notify faculty if their request has been approved no later than May 15.

XI.b. GLOBAL CAMPUS

Faculty members may develop courses that can be delivered through Global Campus at Kansas State University (<http://global.k-state.edu/>). This includes Online Education and Intersession courses. Global campus courses are typically a part of a faculty's assignment.

XI.b.i. VOLUNTARY OVERLOADS

Courses taught in Intersession or Summer terms are typically voluntary, compensated overloads for faculty on 9-month contracts. During fall and spring semesters, voluntary, compensated instructional overloads must be approved by the College and will appear on the Faculty Workload Report but as a 0 credit. Compensation is based on the student credit hour (SCH) the course produces. Faculty add pay cannot exceed \$6,000 for a course section. For each course taught as voluntary, compensated overload, faculty members are compensated as an "add pay" to their base salary based on the student credit hours (SCH) produced by the course according to the following formula:

Undergraduate Courses: \$81/SCH

Graduate Courses: \$107/SCH

Any new course proposed for Global Campus must go through the curriculum revision process for each program. Faculty members teaching a Global Campus course are required to submit TEVALs for all courses taught within the School during semesters they are teaching for Global Campus.

Faculty can opt to receive compensation for Global Campus courses as Developmental Reserve Account (DRA) rather than salary. Like DRA, compensation is based on the production of student credit hours; but unlike salary, DRA funds are non-taxable funds that a faculty member can use at their discretion for professional expenses.

It should be noted that a 9-month faculty member cannot be compensated greater than the equivalent of their 12-month salary in a fiscal year.

XI.b.ii. INTERSESSION TERMS

Intersession courses are online or face-to-face courses offered during three major breaks in the academic year: early January, late May, and early August. Any course listed in the K-State catalog may be offered during Intersession terms. Courses are compensated at the voluntary overload rates.

XI.c. COURSE SCHEDULING PROCESS

Courses are scheduled according to the following process:

1. In consultation with Division Chairs, the program Associate Directors will edit the rolled over line schedule and send edits to the MTD Academic Advisor or designee, beginning:
 - a. Spring: June 15
 - b. Fall: October 15
2. The MTD Academic Advisor submits schedule to the College:
 - a. Spring: July 1
 - b. Fall: November 1

3. Based on faculty feedback, the program Associate Directors will notify the Academic Advisor of any necessary adjustments to the line schedule and send a revised preliminary faculty workload report to faculty.
4. The MTD Academic Advisor will send any line schedule edits to the College.

XI.c.i. MUSIC ENSEMBLE ENROLLMENT

In the catalog, music majors and minors fulfill curricular requirements through ensembles “depending on the major performance area.” To ensure that students enroll in ensembles that align with their major performance area, applied faculty should communicate with ensemble directors and the academic advisor as to the type of ensemble that their student should enroll.

XI.c.ii. MUSIC COURSES

The following courses have multiple instructors:

MUSIC 220
MUSIC 390
MUSIC 492
MUSIC 500
MUSIC 501
MUSIC 502
MUSIC 599

Recital Attendance (MUSIC 050)*: The Academic Advisor communicates to students at Fall Convocation the recital attendance policy, *i.e.*:

MUSIC 050 will comprise two primary components: (a) Showcase Recitals and (b) Divisional Recitals. The music program will schedule three Showcase Recitals per semester, where Division Chairs will schedule all Divisional Recitals based on the needs of each division. Attendance of all undergraduate music majors is required at all Showcase and Divisional Recitals. Showcase Recital programs will be assembled via faculty nomination. Each Showcase Recital must comprise a minimum of 30 minutes of music. Detailed program information and duration of nominated works must be submitted to the Associate Director for Music at least two weeks in advance of each Showcase Recital.

Absences from Showcase/Divisional Recital

Any student seeking an excused absence from a Showcase or Divisional Recital must submit a written request to the MTD Academic Advisor or Studio Professor for consideration prior to the date of the Showcase/Divisional Recital. An emergency absence from a Showcase/Divisional Recital may be excused if MTD Academic Advisor is contacted in writing within 48 hours.

At semester’s end, the MTD Academic Advisor will report students’ unexcused absences to their respective applied teachers. At their discretion, applied teachers will determine the appropriate consequences (including additional assignments or changes in applied grades) for unexcused absences. All approved make-up assignments must be completed within one semester of the completion of the semester in which the “NC” was received. If the “NC” remains, students shall enroll in another semester of MUSIC 050 and attend all Showcase and Divisional Recitals in a subsequent semester.

Additional Recital Requirements

Studio professors may require additional recital attendance to supplement their studios' needs. These requirements are aligned with studio syllabi and performance outcomes and will vary by studio and professor. Students cannot earn credit for a performance in which he/she is participating.

Methods and Materials (MUSIC 492): A section will be created for each Division Chair. Students registering for this independent study must communicate to their Faculty Advisor and the appropriate Division Chair (Academic Advisor, Lead Advisor for Music Education, and applied instructor communicates to students). The Division Chair will communicate the class roster to Division Faculty and the Academic Advisor before the 20th class day to ensure accuracy. Faculty in that Division will submit their grade to the Division Chair in sufficient time for the Division Chair to submit by the deadline.

- A: Keyboard Division
- B: String Division
- C: Voice Division: 492 is typically offered every odd Spring
- D: Wind and Percussion Division

Applied Recital (MUSIC 500): A section will be created for each Division Chair. Students registering for this MUSIC 501 must communicate to their Faculty Advisor and the appropriate Division Chair (Academic Advisor, Lead Advisor for Music Education, and applied instructor communicates to students). The Division Chair will communicate the class roster to Division Faculty and the Academic Advisor before the 20th class day to ensure accuracy. Faculty in that Division will submit their grade to the Division Chair in sufficient time for the Division Chair to submit by the deadline.

- A: Keyboard Division
- B: String Division
- C: Voice Division
- D: Wind and Percussion Division
- E: Theory, History, and Composition Division

Half Recital (MUSIC 501): A section will be created for each Division Chair. Students registering for this MUSIC 501 must communicate to their Faculty Advisor and the appropriate Division Chair (Academic Advisor, Lead Advisor for Music Education, and applied instructor communicates to students). The Division Chair will communicate the class roster to Division Faculty and the Academic Advisor before the 20th class day to ensure accuracy. Faculty in that Division will submit their grade to the Division Chair in sufficient time for the Division Chair to submit by the deadline.

- A: Keyboard Division
- B: String Division
- C: Voice Division
- D: Wind and Percussion Division
- E: Theory, History, and Composition Division

Full Recital (MUSIC 502): A section will be created for each Division Chair. Students registering for this MUSIC 502 must communicate to their Faculty Advisor and the appropriate Division Chair

(Academic Advisor, Lead Advisor for Music Education, and applied instructor communicates to students). The Division Chair will communicate the class roster to Division Faculty and the Academic Advisor before the 20th class day to ensure accuracy. Faculty in that Division will submit their grade to the Division Chair in sufficient time for the Division Chair to submit by the deadline.

A: Keyboard Division

B: String Division

C: Voice Division

D: Wind and Percussion Division

E: Theory, History, and Composition Division

Methods and Materials (MUSIC 828): Faculty will submit their grade to the Director of Graduate Studies in sufficient time for the Director of Graduate Studies to submit by the deadline.

XI.c.iii. APPLIED MUSIC STUDY

There are varying levels of applied music lessons at various credits. Studio lessons are offered for one to four credits upon discretion of the instructor. Weekly lessons will consist of one meeting of 25 minutes for one credit hour, 50 minutes for two credit hours, or 50 minutes and an independent study component for three or four credit hours. Bachelor of Music (BM) students will enroll in two or three credit hour lessons to meet degree requirements. Bachelor of Arts (BA) or Bachelor of Music Education (BME) students may enroll in two or three credits when preparing for a degree recital with consent of the studio professor. The expectation is that students practice one hour per day for each credit taken. Additionally, students attend a weekly seminar time for their studio (Tuesday or Thursday 11:30-12:20). It is important for applied music faculty to check their course rosters each semester to make sure that students are registered appropriately. Any discrepancies should be reported to the Academic Advisor. In the course schedule, applied music will be listed as T/U 11:30-12:20 and ARR. The applied music lessons are:

Applied Study for Non-Music Majors (MUSIC 251): Open to any non-music major or minor who has been admitted to the studio by the applied instructor. Lessons under this course number may also be given to students that do not yet meet the standards for regular performance study when approved by an instructor. Students in Music 251 are not allowed to declare a major in music.

Secondary Performance (MUSIC 254): Open to music majors and minors who have been admitted to the studio by the applied instructor on an instrument other than the student's primary instrument.

Lower-Division Performance (MUSIC 255): Open to music majors and minors who have been admitted to the studio by the applied instructor. These lessons are typically assigned to freshman and sophomore music majors/minors as well as transfer students who do not meet the performance or proficiency requirements for MUSIC 455. Typically, music minors register for one credit and music majors register for two credits.

Upper-Division Secondary Performance (MUSIC 454): Open to music majors and minors who have successfully been admitted to "upper division" by the applied area faculty.

Upper-Division Performance (MUSIC 455): Open to music majors and minors who have successfully been admitted to "upper division" by the applied area faculty. Each division (wind/percussion, voice, and string) determines a proficiency policy for Music 455. Usually, a student's proficiency is determined at the end of the student's 4th semester in Music 255 (by jury).

Typically, music minors register for one credit, BA and BME students register for two credits, BM students register for three credits, and BM students who are presenting a half- or full-recital in the same semester register for four credits.

Secondary Performance (MUSIC 641): These lessons should be given to graduate students who wish to study an instrument or voice outside their major area of concentration.

Graduate Level Performance (MUSIC 855): Lessons given to graduate students in their specific area of performance concentration.

XI.d. SABBATICAL

The School of Music, Theatre, and Dance follows all university policies regarding sabbatical programs as stated in Section E of the University Handbook (<http://www.k-state.edu/provost/universityhb/fhsece.html>).

Faculty should submit all required request materials to the School Director by November 1 for consideration for a Sabbatical for the following fiscal year.

XII. FACILITIES AND EVENT SCHEDULING

The School of Music, Theatre, and Dance is able to schedule class meetings, performances, and other events in MTD spaces. The upkeep of these spaces is the responsibility of not just the housekeeping staff, but also all MTD faculty, staff, and students. All members of the School of Music, Theatre, and Dance community are encouraged to keep our spaces clean and to use the spaces and equipment housed in these spaces with care. Any damage to spaces or equipment should be immediately reported to the MTD office.

Classrooms and performance spaces can be reserved on the faculty portal <https://www.smttdirectory/>

XII.a. FACULTY OFFICES

As spaces become vacant, faculty can make a request to the School Director to change faculty office or storage spaces. To ensure equity across faculty, the School Director may in some circumstances call for requests for available spaces.

XII.b. STUDENT PRACTICE AND STUDY ROOMS

The School of Music, Theatre, and Dance have a number of spaces available to students for practice and study. Food and drink is prohibited in any practice room and students should take care of any instruments and equipment in these rooms. Additionally, faculty, staff, and students should immediately report to the MTD Main Office any damage to facilities, instruments, and equipment.

Some practice rooms are designated for instrument type (i.e., organ, percussion, and piano). These practice rooms may be reserved with the applicable applied faculty member. Additionally, there are practice rooms that are designed for chamber ensembles (McCain 020A, 101, 325) and should be reserved with the MTD Main Office.

All other practice rooms are available to students for practice and/or study. These rooms may be reserved at the beginning of each semester with the MTD Main Office:

1. 1st week of classes: Graduate students and junior/senior undergraduate students.
2. 2nd week of class: All MTD majors and minors, and non-majors enrolled in applied lessons.

Students should only reserve a practice room time if they will commit to using that time. If a student is not using the space 10 minutes into the reserved time, this student forfeits the time for that day. If a student consistently fails to use the time reserved, the student will be removed from the reserved schedule. The spaces available for use are McCain and Nichols:

M07 (digital piano and desk)	M08A (desk)	M010 (desk)
M115C (5 Wenger practice rooms)	M022 (desk)	M104 (3 Wenger practice rooms)
M328A (desk)	M136 (suite of 6 practice rooms)	
M137 (suite of 6 practice rooms)	N015 (desk)	

XII.c. ANNUAL SCHEDULING MEETING

In early March, the Associate Director of Productions and Facilities will convene an annual meeting of MTD large program entities to schedule the following year’s events and make 1st and 2nd choice McCain Auditorium requests for the subsequent two years as allowable by the university calendar (including dress rehearsals as appropriate). Prior to this meeting, the Associate Director will confirm previous McCain Auditorium requests for the following year. Programs that are represented at this meeting are:

1. Band
2. Choir, including Collegium
3. Orchestra
4. Jazz
5. Percussion
6. Theatre (including Musical and Opera)
7. Dance

Following the meeting, the Associate Director will communicate to McCain Auditorium 1st and 2nd choices of new McCain Auditorium requests. Based on McCain Auditorium requests, McCain Auditorium will send contracts to the appropriate contact person. Program Directors should work with McCain Auditorium to receive accurate estimates of facility-use contracts and ensure the funding source prior to signing a McCain Auditorium contract.

XII.d. EVENT SCHEDULING TIMELINE

After the MTD Annual Scheduling Meeting has met and established an event schedule for the subsequent year, faculty and students can begin scheduling events according the following timeline:

After Spring Break: Faculty can schedule events for (including dress rehearsals as appropriate):

1. Chamber Ensembles
2. Faculty Recitals
3. Collegium

4. Studio Recitals
5. Guest Artist Recitals

After April 15: Graduate Recitals and Productions can be scheduled.

After April 22: Senior Recitals (including Music Education Senior Half-Recitals) and Productions can be scheduled.

After April 29: Junior Recitals and Productions can be scheduled.

After May 6: Graduate, Senior, and Junior Recital dress rehearsals or other events not mentioned above, including groups external to the School of Music, Theatre, and Dance, can be scheduled as appropriate.

XII.e. CONTRACTS

Contracts for services or guest artists/lecturers should not be signed unless a faculty member knows the funding source to fulfill the contract. If a faculty member needs to create a contract, please consult the School of Music, Theatre, and Dance office for a template or consultation with the University Counsel's Office.

XII.f. GUEST ARTISTS AND LECTURERS

Guest artists and lecturers can provide wonderful experiences for our students. Faculty are encouraged to engage colleagues in their discipline to visit and work with our students. Faculty should work with Associate Directors and the Budget and Personnel Officer to make travel and compensation arrangements. Guest artists and lecturers should not be contracted or made verbal offers without knowledge of the funding source for all expenses.

XII.g. FACILITY USAGE AND RESERVATIONS

To reserve an MTD space for an event, please visit the faculty portal <https://www.smtd.directory/> to view availability. If the space is available, faculty should complete the room request form on the faculty portal. Please note the following:

Food or drink is prohibited in all rehearsal and performance spaces.

Chapman and Purple Masque Theatres may require technical personnel to run sound, lights, and projectors, as well as house management personnel for the safety of the public. In some cases, a fee for this personnel may be incurred. To reserve these spaces, please complete the "Chapman and Purple Masque Reservation Request" form found on the faculty portal. At the conclusion of any event in these theatres, the space should be swept, all lights turned off (except for the ghost light in Chapman Theatre), and doors should be locked. Live flame and pyrotechnics are prohibited without permission of the Theatre Technical Director. Production supplies must be stored in designated areas and not block exits or storage closets.

Theatre and Dance Studios have specialized floors that prohibit faculty and students from wearing shoes while in the space. Please adhere to any signs that request you to leave shoes at the front or outside of the studio.

All Faiths Chapel is scheduled through the Division of Facilities. Through a partnership with the Division of Facilities, All Faiths Chapel is available to the School of Music, Theatre, and Dance at all times with the exception of the following:

Fridays: 5:30-7:00pm
Saturdays: noon-6:00pm
Sundays: after 4:30pm

Events can be scheduled during these above “blackout” times, however, the Division of Facilities reserves the right to “bump” any MTD events for religious activities occurring during those times. Because of classes and lessons that occur in All-Faiths Chapel, it is suggested that events be scheduled as follows (7:30 is a standard performance starting time in MTD and to communicate clearly with our patrons, events should be scheduled for a 7:30 start whenever possible):

Monday, Wednesday: 5:45-7:15, 7:30-
Tuesday, Thursday: 7:30-
Friday: 7:30-
Saturday: 8-noon, 6:00-7:15, 7:30-
Sunday: 8-4:30

Kirmser Hall (McCain 204) is the choir rehearsal room that can also be scheduled as a recital space. Because of classes and lessons that occur in *Kirmser Hall*, it is suggested that events be scheduled as follows (7:30 is a standard performance starting time in MTD and to communicate clearly with our patrons, events should be scheduled for a 7:30 start whenever possible):

Monday-Friday: 5:45-7:00, 7:30-
Saturday & Sunday: all day

In some cases, MTD faculty or students may choose to perform off-campus. As with scheduling with McCain Auditorium, faculty and/or students should receive accurate estimates of facility-use contracts and ensure the funding source prior to signing a contract.

XII.g.i. FACILITY USAGE AND RESERVATIONS FOR GROUPS OUTSIDE OF MTD

Any group outside of the School of Music, Theatre, and Dance including Independent Student Organizations (ISO's) can request to use an MTD space on the faculty portal <https://www.smttdirectory/>. The Associate Director of Productions and Facilities will respond to these requests and provide a facility-use agreement. In the case of MTD spaces that are on the schedule of facility charges approved by the university, an approved fee may be included as a part of the facility-use agreement. Facility-use agreements must be signed by the School Director or the Associate Director of Productions and Facilities.

In some cases, a representative from the outside group must meet with a member of the MTD administration or their designee prior to the use of the facility to ensure that the group representative knows how to use the equipment in the facility. Within ten days of the group completing their use of the space, a member of the MTD administration or their designee must note any damage or need for cleaning of the space and, if applicable, send the group an invoice in accordance with a repair estimate or cleaning bill per the facility-use agreement made between MTD and the outside group.

XII.h. KEYS

To obtain keys to MTD facilities, faculty and staff should go to the MTD office for a key card (one for each key). When the key cards have been completed, faculty and staff need to take them to Key Control. Keys will not be available for pickup until the next day, i.e., this is a 24-hour process, so plan accordingly. In addition to the completed key cards, faculty and staff will need their university ID.

Faculty should not loan their keys or under any circumstance make a copy of an MTD facility key. To obtain a key, students must come to the School of Music, Theatre, and Dance office.

Groups outside the School using MTD facilities may obtain keys as described in the facility-use agreement. The group leader will be advised as to how to obtain this key based on the nature of the group's needs.

XII.i. PARKING PERMITS

Parking permits are issued to university personnel by Parking Services, whose office is located in the parking garage south of the K-State Union. New faculty can obtain a 30-day temporary pass and purchase a parking pass for the year. Returning faculty will receive notification to renew electronically. Parking passes can be paid for through payroll deduction.

Groups external to the university who come to campus should be reminded that all cars must have a parking permit if parked on campus before 5pm. Groups should be encouraged to use the parking garage when coming to campus.

Parking spaces in the loading dock area outside of McCain (including the parking outside the northeast doors) are for service and loading/unloading vehicles. Faculty should only use these spaces for these purposes and not for parking their vehicle.

As the air intake vent is located at the loading dock, all vehicles parking in the loading dock area should turn off their engines while lingering in the area.

XII.j. AUDIO AND VIDEO RECORDING

Students and faculty may wish to audio or video record events. In doing so, students and faculty should be mindful of any copyright or other legal issues involved with recording or distributing copyrighted material.

XII.k. MUSIC SHOWCASE RECITAL

The music program will typically host a music showcase student recital the third Thursday, 11:30-12:20, each month in All Faiths Chapel. This is an excellent performance experience for students and an opportunity for all music students to hear a broad spectrum of musical genres and styles, in fulfillment of NASM standards. Faculty should submit to the MTD office one week prior to scheduled student recitals:

- Student Name and Instrument
- Selection Title (including catalog or publishing number)
- Selection Composer and Dates

- Approximate Performance Time

XII.k.i. MUSIC SEMINARS

Tuesday and Thursday 11:30-12:20 are designated as music seminar times. Applied faculty meet with their studios for masterclasses, chamber music, or seminars specifically related to the instrument. To adjust the location and/or day of a studio seminar, faculty should look at availability with the MTD office.

Faculty should avoid scheduling a music seminar during the Showcase Recital so that students and faculty can attend the recital. Graduate students will meet with the Director of Graduate Studies during the Showcase Recital to discuss topics directly related to graduate music study.

XI.k.ii. COLLABORATIVE PIANIST

Amanda Arrington serves as faculty collaborative pianist for the School of Music, Theatre, and Dance. Information for working with Prof. Arrington can be found on her faculty webpage.

XIII. FACULTY AND STAFF EXPECTATIONS

XIII.a. MTD OFFICE BUSINESS HOURS

The School of Music, Theatre, and Dance office is open Monday-Friday from 8-noon and 1-5, except for state holidays or university closures in December.

XIII.b. FACULTY ABSENCES

Per the nature of faculty work, faculty members have flexibility in the times that they are on campus. Often faculty are on campus during evening and weekend hours. In addition to class meetings and office hours or other availability for students, faculty are expected to attend School and program specific faculty meetings and work with their colleagues in scheduling committee meetings. If a faculty member must be absent from campus for any reason (university business, personal, or due to illness), the faculty member should complete a leave request which can be found on the faculty resources page of the faculty portal <https://www.smttdirectory/>.

Twelve-month employees should submit a leave request (vacation or sick, but not university business) through the K-State Connect dashboard found at <https://connect.k-state.edu/>.

XIII.c. ANNUAL REPORTING OF CONFLICT OF INTERESTS AND CONSULTING ARRANGEMENTS

Per Appendix S and D40 of the University Handbook, all faculty and unclassified staff must complete the "Annual Declaration and Disclosure," and Consulting Request form which can be accessed through [HRIS Employee Self-Service](#) (Path: Employee Self Service > Personal Information > Conflict of Interest).

The consulting request form should be completed prior to the beginning of the consultation. Outside consulting is defined as any service outside of Kansas State University provided by a faculty

member for pay, including but not limited to, performing, directing, choreographing, judging, teaching, commissions, and providing technical or design services.

If classes or lessons are missed as a result of the outside employment, faculty should communicate to the School Director how these will be covered and/or made up in the leave request which can be found on the faculty resources page of the MTD website.

XIII.d. SEXUAL HARASSMENT POLICY

The School of Music, Theatre, and Dance sexual harassment policy is based on the University PPM 3010 “Policy Prohibiting Discrimination, Harassment, Sexual Violence, Domestic and Dating Violence, and Stalking, and Procedure for Review Complaints” (<http://www.k-state.edu/policies/ppm/3000/3010.html>) and the Equal Opportunity Employment Commission’s (EEOC) guidelines on sexual harassment (Appendix A).

XIII.d.i. UNIQUE NATURE OF PERFORMING ARTS PROGRAMS

Performing arts programs are unique in the university in that they engage students, graduate assistants, staff, and faculty in a number of informal and formal, performance and competitive and personal interactions. Success is rarely the product of an individual enterprise. Faculty, staff, and students must work together in groups, teams, ensembles, and troupes during long hours of practice and interaction. It is during these times in which the collaboration produces the performance and the competitive event. This teamwork likewise produces a sense of community and strong relationships among its members. Faculty and graduate assistants not only function as teachers, but often serve as mentors, becoming close friends to their students. Topics that examine a variety of personal life experiences are often addressed in both formal and informal contexts. People tend to examine their lives openly with their friends, which includes turning to graduate students and faculty for advice. Physical contact, through coaching dance and acting, is also an inherent part of the performing arts. The unique nature of performing arts programs results in a different sense of decorum than is typical of the classroom experience and is the educational environment these programs attempt to establish and require to excel.

These distinctions from other aspects of university life are not caveats designed to tolerate or excuse harassment. They are descriptions of normative context against which inappropriate behavior must be judged. Inappropriate behavior does damage to the culture these programs require to operate.

XIII.d.ii. GENERAL EXPECTATIONS OF THE SEXUAL HARASSMENT POLICY

Students, Staff, Graduate Assistants, and Faculty in the School of Music, Theatre, and Dance are expected to help perpetuate a culture that:

1. Respects the educational and career values of participating in School programs;
2. Respects the individual worth of each person involved in School programs regardless of gender, race, color, ancestry, nationality, ethnicity, religion, sexual orientation, age, disability, experience, ability, competitive orientation, or personal goals. Respecting individual worth is not related to judgments of academic merit or performance competence.

Sexual harassment between and among individuals involved with School of Music, Theatre, and Dance programs is prohibited whether the harassment takes place in formal or informal, official or unofficial contexts. Sexual harassment is illegal and runs counter to the objectives of the School of Music, Theatre, and Dance.

XIII.d.iii. SEXUAL HARASSMENT POLICIES

Faculty should refer to University PPM 3010.020.C. for the university's definition of sexual harassment. The School of Music, Theatre, and Dance is committed to dealing constructively and assertively with instances of sexual harassment. The School is also committed to dealing with instances of sexual harassment within the framework of the unique nature of its programs and harassment policies detailed in this document while at the same time remaining consistent with the overarching sexual harassment policies of the university. The program further recognizes the importance of confidentiality in these issues.

If a student, staff member, graduate student, or faculty member in the School of Music, Theatre, and Dance feel sexually harassed, they should communicate their concern to one of the following people:

1. A School faculty member
2. Director or Associate Directors of the School of Music, Theatre, and Dance
3. Center for Advocacy, Response, and Education - 206 Holton Hall, ksucare@kstate.edu or call 785-532-6444
4. Office of Student Life - 201 Holton Hall, stulife@k-state.edu or call 785-532-6432
5. Office of Institutional Equity (Affirmative Action) - 103 Edwards Hall, equity@k-state.edu or call 785-532-6220

School of Music, Theatre, and Dance faculty may informally hear instances of sexual harassment. The faculty who hears the concern of sexual harassment should initially try to come to an understanding of the sexual harassment allegation. This might include one or more of the following strategies:

1. Sustained communication with individual bringing the charge.
2. Communication with individual who is alleged to have been harassing.
3. Communication with other faculty members on this issue.

Potentially, a sexual harassment instance could be resolved at this level. If a faculty member believes the case is serious and/or if the complainant wishes to pursue the allegation, then communication should be made to either the School Director or Associate Directors, or the Affirmative Action Office. If the allegation involves the Director or Associate Director, communication should be made to the Dean of the College of Arts and Sciences.

*Note–Faculty may informally hear allegations of sexual harassment. It is at their discretion as to whether instances of sexual harassment are communicated to administration. School administrators and supervisors may not informally hear such cases, but instead are obligated to report allegations of sexual harassment to the Affirmative Action Office. Administrators and supervisors are defined as those individuals with ultimate responsibility for staff.

If a faculty member or complainant decides to communicate the allegation to a School administrator or supervisor or the Affirmative Action Office, the complaint will proceed through the "Procedure for Reviewing Reports and Complaints" found in University PPM 3010.030.

XIII.d.iv. OPTIONAL SYLLABUS LANGUAGE

School of Music, Theatre, and Dance faculty should consider, if applicable to the nature of their class, to include syllabus language regarding the School of Music, Theatre, and Dance Sexual Harassment policy:

The School of Music, Theatre, and Dance has a policy on Sexual Harassment. It is in line with the University Sexual Harassment Policy and more explicit regarding courses and activities in the School. The policy is posted on the bulletin board, printed in our handbook and available from administrators upon request. The nature of our discipline requires the staging and exploration of ideas and literature that examine the emotional, intellectual, spiritual and physical human condition. You will often be working with partners both in and out of class. It is important that you understand your rights and responsibilities regarding the Sexual Harassment Policy. If any academic assignment makes you inappropriately uncomfortable, or if you are outside of class in rehearsal for a class assignment and the situation makes you inappropriately uncomfortable, please notify the instructor immediately.

XIV. FACULTY AWARDS AND GRANTS

The Office of the Vice President for Research (<http://www.k-state.edu/research/>) and the College of Arts and Sciences (<https://artsci.k-state.edu/>) provide a variety of opportunities to support faculty work. Faculty are highly encouraged to seek out external grant funding, particularly those faculty who request instructional reassignment for RSCAD projects or Sabbaticals, as these funds can be used for instructional replacement in some circumstances. Faculty should work with their colleagues within the School and throughout the university for guidance on grant proposals and are encouraged to find interdisciplinary and collaborative grant projects.

Additionally, there are a variety of internal awards and grants for which School of Music, Theatre, and Dance faculty are eligible.

Office of the Vice President for Research

Faculty Development Awards (FDA)

(<https://www.k-state.edu/research/faculty/funding/fdausrg/>) is primarily used for travel to present research/scholarly activity at a professional meeting. Priority is given to travel requests for international meetings held outside the United States. International meetings held within the United States are accepted but have a lower funding priority than others. **Fall Deadline: First Monday in October** (for travel occurring between January-June); **Spring Deadline: First Monday in March** (for travel occurring between July-December)

University Small Research Grants (USRG)

(<https://www.k-state.edu/research/faculty/funding/fdausrg/>) is designed as a seed grant to support small research projects, scholarly activity, and other creative efforts. These small grants can cover graduate student support, undergraduate student hourly assistance, small equipment, supplies, materials, services associated with the activity, computing for data processing, and travel to a site where the activity will occur (but not travel to meetings or conferences). **Fall Deadline: First Monday in October** (for projects occurring between January-June); **Spring Deadline: First Monday in March** (for projects occurring between July-December)

College of Arts and Sciences Awards/Grants

Stamey Awards for Undergraduate Teaching and Advising

(<https://artsci.k-state.edu/about/awards/facultyawards.html>) recognizes faculty who demonstrate excellence in undergraduate teaching and advising.

Student Research Travel Awards

(<https://artsci.k-state.edu/about/awards/studentresearchawards.html>) supports students who want to attend conferences or other professional venues to present their research activities conducted with faculty members in the college.

Undergraduate Research Awards

(<https://artsci.k-state.edu/about/awards/studentresearchawards.html>) support students to conduct projects with faculty members in the college.

Alumni Merit Awards (<https://artsci.k-state.edu/alumni/awards.html>) recognizes alumni with outstanding achievements and received national or international recognition in one of the following areas: distinguished service, discovery, public engagement, arts and humanities, and entrepreneurship.

Young Alumni Awards (<https://artsci.k-state.edu/alumni/awards.html>) recognizes alumni who have excelled in their professions and provided service to their communities in the early part of their career. Other areas of consideration include humanitarian service to society and direct services to the University and/or College.

University-Level Awards/Grants

Alumni Fellows (<https://www.k-state.com/about/ourservices/awards/fellows.php>) recognizes alumni who have distinguished themselves in their careers. The program brings successful alumni back to campus to meet with students and faculty and share their expertise in the classroom and at informal settings.

Big XII Faculty Fellowship Program (<http://www.k-state.edu/provost/enrichment/big12/>) offers faculty the opportunity to travel to Big XII institutions to participate in cross mentoring among universities, develop working relationships and exchange ideas with others. **Deadline: May 1**

Coffman Chair for Distinguished Teaching Scholars

(<http://www.k-state.edu/provost/enrichment/scholars/>) conduct the affairs of the chair with substantial personal discretion. The scholar's time and resources will be spent to advance the interests of undergraduate teaching and learning at Kansas State. **Deadline: Early September**

Commerce Bank and W.T. Kemper Foundation Presidential Faculty and Staff Award for Distinguished Services to Historically Under-Represented Students

(<http://www.k-state.edu/diversity/commerce/>) recognizes outstanding individual contributions to the development of quality education for students of color at Kansas State University. **Deadline: Late October**

Commerce Bank and W.T. Kemper Foundation Outstanding Teaching Award

(<http://www.k-state.edu/provost/enrichment/awards/undergrad.html>) recognizes excellence in teaching performance in the undergraduate program and to provide an incentive to achieve that goal. **Deadline: early February**

Commerce Bank and W.T. Kemper Foundation Distinguished Graduate Faculty Award

(<http://www.k-state.edu/grad/faculty/distinguished/>) honors current members of the graduate faculty who are recognized nationally and internationally for their outstanding scholarly achievements and for their contributions to graduate education at the university. **Deadline: May 1**

Excellence in Engagement Award

(<http://www.k-state.edu/cecd/initiatives/ExcellenceInEngagementAward.html>) is given to highlight excellence in engaged scholarship (via research, teaching, and/or outreach). These awards recognize KSRE and campus faculty initiatives that demonstrate innovative and/or sustained efforts in university/community engagement positively impacting both university and community partners. **Deadline: February 1**

Presidential Award for Excellence in Undergraduate Advising

(<http://www.k-state.edu/provost/enrichment/awards/advisingguide.html>) recognizes the work of outstanding advisors on campus. All faculty and staff who have an advising function are eligible for this award. **Deadline: early February**

Presidential Award for Excellence in Undergraduate Teaching

(<http://www.k-state.edu/provost/enrichment/awards/presguide.html>) recognizes and reward excellence in teaching performance in the undergraduate program. **Deadline: early February**

University Award for Distinguished Undergraduate Student in Research

(<http://www.k-state.edu/provost/enrichment/awards/presundstures.html>) recognizes outstanding individual contributions in research for the purpose of the discovery and creation of new knowledge at KSU. The award is for an undergraduate student who has demonstrated excellence in research in any field of study. **Deadline: early February**

University Outstanding Department or Unit Award for Enhancing Diversity

(<http://www.k-state.edu/provost/enrichment/awards/diversityguide.html>) recognizes those departments or units that have made extraordinary achievements to enhance diversity within the department, college and/or the university. **Deadline: early February**

University Distinguished Faculty Award for Mentoring of Undergraduate Students in Research

(<http://www.k-state.edu/provost/enrichment/awards/presfacundres.html>) recognizes outstanding individual contributions to the development of undergraduates in research projects at Kansas State University. **Deadline: early February**

University Distinguished Professor (<http://www.k-state.edu/provost/enrichment/udp/>) is a lifetime title that represents the highest honor Kansas State University can bestow on its faculty.

The award recognizes faculty making outstanding contributions to teaching, research, and service to their professions and communities. **Deadline: Early October**

XV. SAFETY PLAN

The safety of our students, faculty, staff, and visitors is of the utmost importance and should be considered by all university personnel. Below is a safety plan developed in consultation with the KSU Police Department. It is recommended that all faculty, staff, and students register to receive K-State Alerts through multiple means (email, texts, and automated phone calls), which can be done through K-State Connect (under eProfile there is a “Manage K-State Alerts” button).

Resources

KSU Police Department: 2-6412 or 911
Office of Student Life: 2-6432
Office of Institutional Equity: 2-6220
Center for Advocacy, Response and Education (CARE): 2-6444
The Crises Center: 785-539-2785
Via Christi Hospital: 785-776-3322
Lafene Student Health Center: 2-6544
Family Center: 2-6984
Student Counseling Services: 2-6927

Emergency Situations. In emergency situations, students will look to faculty and staff for guidance in dealing with a given situation. Faculty and staff should feel empowered to assess the situation and use their best judgment in keeping everyone safe. The KSU police Department advocates the “ALiCE” concepts, designed to give individuals or groups in violent, life-threatening situations mental and physical tools that may help them survive.

Alert: Notify law enforcement and others who may be in danger through any means possible.

Lockdown: Use available resources to barricade and secure your location. Do not be static and passive. Make a plan for what’s next.

inform: Utilize all available information to decide how to respond to a critical situation. As the situation changes, your response may need to change. Continue to communicate throughout the entirety of the event.

Counter: If you encounter the intruder, decrease their effectiveness by moving and throwing objects. Fight if you must, use any means necessary.

Evacuate: Removing yourself from a dangerous situation is the goal. If possible, get yourself and others away from the crisis location.

Not every option will be used in every situation, and options may or may not be used in the order they appear.

The School will work to periodically schedule ALiCE training for MTD faculty and staff. Additionally, the KSU Police Department offers ALiCE training for the entire campus community throughout the year. Faculty and staff are highly encouraged to take part in this training.

Tornado

McCain: All individuals should move to the basement.

Nichols: All individuals should move to the basement to internal rooms that do not have windows to the outside.

West Stadium: All individuals should move inside the Purple Masque Theatre.

Fairchild: All individuals should move to the basement to internal rooms that do not have windows to the outside.

All Faiths Chapel: All individuals should move to the McCain basement.

Fire or Bomb Threat

All individuals should evacuate the building to the nearest exit. If it is safe given the situation, everyone should congregate to the locations listed below in "Emergency Evacuations."

Lockdown

If the situation necessitates the need to "lockdown" in a classroom or office, lock the classroom if possible, barricade the door with furniture, and move away from any doors or windows.

Emergency Evacuations

If it is safe given the situation, everyone in McCain, Nichols, Fairchild, and All Faiths Chapel who need to evacuate the building are encouraged to congregate in the lawn in front of the main entrance of Anderson Hall. Anyone in West Stadium should congregate in Bosco Plaza outside the K-State Union. MTD administrators will account for faculty and staff, and faculty will account for students in their classes.

At no time should anyone go back to an evacuated building until authorities give an all clear notification (even if people are suspected of remaining).

Unless the situation necessitates, no one should attempt to leave campus via a motor vehicle, as roadways and campus entrances could be blocked, preventing emergency personnel to come to campus.

Emergency Notification

In the event of an emergency evacuation, emergency notifications may not be heard in some offices. This necessitates assigned individuals to ensure that offices have been evacuated *if it is deemed safe by that individual to do so*. Even with this notification procedure, it is important that individuals are aware of weather conditions (particularly in the spring), sign up for K-State Alerts on email and texts, and look for these alerts when necessary.

Emergency Notification Assignments (8-5 only)*

*Individuals in MTD facilities outside of these hours should be prepared to move to appropriate locations depending upon the circumstances.

McCain

Phil Payne: Basement & 2nd floor

002, 004, 005, 006, 007, 008, 009, 010, 011, 012, 013, 014, 015, 016, 020A, 020B, 020C, 021, 022, 201, 202, 204, 216, 221, 222, 223, 224, 225, 227, 227A, 228, 229, 230, 231, 232, 233, 234, 235

Dinh Phan: 3rd floor & 1st floor

307, 308, 309, 310, 324, 325, 326, 327, 328A

101, 104, 105, 107, 112, 115, 120, 121

Cindy Friedrich: 1st floor

124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137

Nichols

David Mackay & Kate Digby: 1st floor

101, 102, 107, 118, 119, 122, 124, 127, 131, 133 (Chapman Theatre), 134, 136, 137, 138, 139, 141

Ben Stark: Basement

3, 4, 6, 7, 8, 9, 13, 14, 15, 17, 22, 24, 26

Fairchild: Phil Payne

All Faiths Chapel: Phil Payne

West Stadium

Sally Bailey

101 (Lobby), 106 (Purple Masque Theatre), 108, 109, 117

First Aid Kits

All classrooms should have first-aid kits that should only be used in a medical emergency. Students who need a bandage should come to the MTD office in 109 McCain. If you teach in a classroom that does not have a first-aid kit or a first-aid kit needs to be resupplied, please contact the MTD office in 109 McCain.

XV.a. CONCEAL CARRY POLICY AND OPTIONAL SYLLABUS LANGUAGE

As of July 1, 2017, the university's exemption from the concealed carry requirements of the Personal and Family Protection Act expired, meaning that the concealed carry of handguns is allowed in university buildings at Kansas State University and other state universities.

Faculty and staff are highly encouraged to complete the university Weapons Policy Training at https://kstate.qualtrics.com/SE/?SID=SV_6zkoPaeDI6g9Sdf&Q_JFE=0. It is relatively short, but informative. Additionally, the Provost's Office has crafted optional syllabus language regarding this policy, which can be found at <http://www.k-state.edu/provost/resources/teaching/course.html>:

In this class, students will be asked on a regular basis to participate in activities, such as engaging in group work, using the board, or performing short skits or role-playing scenarios. These activities may require students to either be separated from their bags or be prepared to keep their bags with them at all times during such activities. Students are encouraged to take the online weapons policy education module (<http://www.k-state.edu/police/weapons/index.html>) to ensure they understand the requirements related to concealed carry.

In making this language applicable to the kinds of courses that are taught in the School, adjustments such as what is listed below can be used:

Due to the nature of the activities and required attire for this class, students will be separated from a backpack and cannot carry a concealed handgun on their person. Please plan accordingly by properly storing a concealed weapon per university policy. Students are encouraged to take the online weapons policy education module (<http://www.k-state.edu/police/weapons/index.html>) to ensure they understand the requirements related to concealed carry.

It should be noted that this policy has specific storage requirements for firearms. Lockers and cabinets located in MTD spaces do not meet these requirements and hence no firearm should be stored in these spaces. Faculty are encouraged to verbally communicate the conceal carry policy to students in their classes. Violations of the conceal carry policy should be reported to K-State Police. If you have any questions regarding this policy, please contact the School Director or Associate Directors.

XV.b. INCIDENT REPORT

Any faculty, staff, student, or guest who is injured for any reason in MTD facilities should report the injury through the University "Incident Reporting Form," regardless of the perceived severity. This form can be found on the faculty portal <https://www.smttdirectory/>. If the injury requires emergency medical attention, 911 should be called. 911 calls will be dispatched by Riley County Emergency Services to K-State Police.

XVI. COMMUNITY SCHOOL FOR THE PERFORMING ARTS (CSPA)

The Community School for the Performing Arts (CSPA) is a joint venture between the School and Manhattan Arts Center (MAC). The mission of the Community School is to provide the highest level of performing arts education to the region for pre-college and adult students in partnership with municipal and non-profit arts organizations. CSPA offers private lessons, classes and workshops through 15-week fall and spring semesters and a summer session of varying length. Most CSPA offerings occur on campus, but CSPA personnel are employed through MAC.

Faculty, graduate students, and upper-level undergraduate students are encouraged to consider offering private lessons, classes, and workshops through CSPA. As these instructors are MAC employees, MAC, pays salaries that are based on level of expertise, enrollment, and the type of educational offering.

All CSPA activities are sponsored by the School, considered activities of Kansas State University and hence fall under the university policies and procedures. In addition to funds raised through CSPA activities, MAC pays instructors, covers their payroll and registration expenses, and invests in marketing. Additionally, funds are used to compensate the School for facility-use related expenses.

Because School facilities are the property of the university and the state of Kansas, it is inappropriate for anyone, including faculty and students, to offer performing arts instruction for personal (as opposed to payment through Kansas State University) pay within campus facilities. If faculty or students wish to offer any performing arts instruction outside of university instruction in School facilities, they can only do so through CSPA.

XVII. MARKETING AND BOX OFFICE

XVII.a. MARKETING

The School of Music, Theatre, and Dance Box Office is located in 119 Nichols Hall and can be contacted at theater@ksu.edu and 785-236-8638. The Box Office Associate is available to work with faculty on communicating news and information outside of the School and the University and will serve as the liaison between the School and the Division of Communications and Marketing (Dole Hall). Additionally, the Marketing Office staff is available to consult for social media, web design, and some print materials. Faculty should receive an estimate and know a funding source for any marketing-related expenses.

The School has a Marketing and Prospective Student Office managed by David Wood with seven scholarship students. Faculty who need their events added to the calendar, advertised, or have any posts or information that need to be shared in the media or social media should complete the form on the faculty portal <https://www.smttdirectory/>.

XVII.a.i. MTD PROGRAMS

Using the templates found at <https://www.k-state.edu/mtd/student-success/studentrecitalperformances/>, faculty should create their program and submit it to theater@ksu.edu at least **two** days prior to the event.

Printed programs may be requested, up to 25 in quantity, by MTD Faculty. Using the templates, faculty should create their program and submit it to theater@ksu.edu at least **four** days prior to the event.

An email will be sent to the email address provided when the programs are ready for pickup in McCain 109. The person picking up the programs will be required to sign for them. Please note if the event is on a Saturday or Sunday, programs must be picked up from McCain 109 by 5pm Friday.

The requesting office or faculty member is responsible for all program content, dates, relevant information, and name spellings. Program content will be printed as submitted.

Programs are offered in either booklet format (5.5"x8.5" only), or the choice of one-page/one-sided, or one-page/two-sided formats (8.5"x11" or 5.5"x8.5" options). A high-resolution graphic may be included on a booklet program front cover only, no larger than 2.5"x3.5". Please note, programs will be printed in black-and-white; color copies are not available at this time.

XVI.b. BOX OFFICE

The School of Music, Theatre, and Dance Marketing and Box Office is located in 119 Nichols Hall. Tickets for MTD events, including K-State Theatre, Dance, and Opera can be purchased by telephone at 785-236-8638 or ordered online with no additional convenience fees at <https://ksu.universitytickets.com/w/default.aspx>.

MTD Faculty and staff can receive two complimentary tickets to any K-State Theatre production. To receive a complimentary ticket, faculty and staff must complete a "Complimentary Ticket Reservation Form" on the faculty portal <https://www.smttdirectory/> prior to the event. *Forms brought to the box office the night of the event will not be accepted.*

Faculty who would like to use the box office for a ticketed event should see the Marketing and Box Office. *Please note that MTD personnel are prohibited from any credit card sales (including Square or other point of sales devices) unless it is through the Box Office.*

XVIII. EQUIPMENT AND COMPUTERS

XVIII.a. SPECIALIZED EQUIPMENT

The performing arts requires a lot of expensive and hard-to-replace equipment. It is vital that only those faculty, staff, and students who are authorized to use or maintain equipment come into contact unless they are under the supervision or have permission of those faculty, staff, and students who such authorization (please refer to Section XII.f. for facility-use guidelines, which houses this specialized equipment).

Faculty who teach in “Smart” classrooms must ensure that the system, including the projector, is turned off before leaving the room. Additionally, sound levels of audio equipment should be maintained at an appropriate level to prevent damage to equipment and disturbing adjacent classrooms and studios. Classrooms and studios should be locked when a faculty member leaves to ensure the security of the equipment.

XVIII.a.i. MUSICAL INSTRUMENT INVENTORY AND LENDING PROCESS

The School of Music, Theatre, and Dance has a large musical instrument inventory, which is available to be loaned to students and faculty at the discretion of the applicable applied faculty member. The official inventory and lending data is maintained by the School of Music, Theatre, and Dance office staff in consultation with the applicable applied faculty member.

If a student needs to borrow a School musical instrument, the applicable applied faculty member communicates which instrument from the inventory that the student should be allowed to borrow to the School of Music, Theatre, and Dance office. The student will then complete an instrument check-out sheet that is kept in the office. At the end of each fall and spring semester, the student must obtain the original lending form and bring it along with the borrowed instrument to the applicable applied faculty member. The faculty member will then inspect the instrument and evaluate any needed repairs for the instrument. Additionally, the faculty member will determine whether these repairs are due to appropriate use of the instrument or misuse on the part of the student. The faculty member will write his or her evaluation on the form and sign it. The student will then return the instrument and the form to the School of Music, Theatre, and Dance office. If the faculty member finds that repairs are necessary due to the misuse of a student, the student will be charged with the costs of the repair. If a student fails to return a *form and the instrument* by the last day of exams, a hold will be put on the student’s account preventing him or her from registering for classes, graduating, or receiving transcripts.

A student can borrow an instrument over the summer and between fall and spring semesters with the permission of the applicable applied faculty member. Even if a student is borrowing the same instrument, they still have to complete the check-in procedures as described above. The Band program has a discreet inventory of instruments as well. Faculty and students who need to borrow an instrument from the band inventory should contact the Band Office.

XVIII.a.ii. MUSICAL INSTRUMENT REPAIR

Instrument repair technician from BAC music visits McCain weekly for instrument repairs. The School has budgeted funding to cover expenses approved by the faculty. This technician is also available to repair student- and faculty-owned instruments at the expense of the owner. If faculty prefer to have a repair completed by a different technician, the faculty member should arrange with the technician for drop off and pick up of that instrument.

XVIII.a.iii. MUSIC LOCKERS

Students can store instruments in music lockers located throughout McCain. Students can request a lock and locker through the School of Music, Theatre, and Dance office. At the end of the spring semester, all lockers must be emptied and the locks returned to the School of Music, Theatre, and Dance office.

XVIII.b. TECHNOLOGY SUPPORT

The Information Technology Assistance Center (iTAC) (<http://www.k-state.edu/itac/>) provides centralized information technology support to the students, faculty, and staff of Kansas State University, including:

- Repair of university-owned Dell and Apple computers
- Equipment checkout of digital still and video cameras, laptops, projects, audio recorders, and other audio-visual equipment.
- Instructional design
- IT Help Desk (<http://www.k-state.edu/its/helpdesk/>)
- Media Development Center for video editing
- Smart Classroom and Computer Labs
- Technology training
- Telephones

For issues associated with a faculty member's university-owned computer, copier, Smart classroom, or computer, faculty should inform the School of Music, Theatre, and Dance office.

XVIII.c. SOFTWARE AND HARDWARE PURCHASING

A number of software packages are available for free download for K-State faculty, staff and students, including antivirus software, Refworks, Adobe Acrobat Reader, and Microsoft Office 365 ProPlus. See <http://www.k-state.edu/its/software/index.html> for information on downloading this software.

Additionally, faculty can purchase software needed for their work. Faculty can purchase a software license with DRA funds (see Section VI.b) or request the School to purchase a software license through a faculty funding request (see Section VI.a). Before purchasing any software, faculty should see the Budget and Personnel Officer to review the list of approved K-State vendors.

New faculty who receive start-up funds in support of their university work should consider using these funds for the purchase of a faculty computer. iTAC recommends the purchase of business-class computers for faculty and staff, which are listed on their website (<https://kstate.service-now.com/it>).

XVIII.d. PRINTING

Copy machines are located in 109 McCain and 103 Nichols. These machines will make photocopies and scan items sent to a faculty member via email. Additionally, faculty computers can be networked with the copiers so that faculty can print to the copier from their computer. Faculty should create an iTAC service request to network their computer to the copier. Faculty are encouraged to reduce the need for making copies for coursework through providing electronic handouts and assignments via CANVAS.

Some faculty may prefer to use printers that are in faculty offices, but the School will not be able to provide funding for replacement printer cartridges.

XVIII.e. PHONE AND FAX SERVICES

Faculty are encouraged to limit the use of personal long-distance calls and faxes. If faculty do not use their office phones, please let the office know and arrangements will be made to remove the phone.

XIX. PERSONNEL ISSUES

XIX.a. INITIAL EMPLOYMENT

Upon signing a contract, new faculty need to complete paperwork and receive the appointment paper from the Personnel and Budget Officer in the School of Music, Theatre, and Dance office. The appointment paper is proof of employment accepted across campus until a faculty member's university ID is completed. Faculty should make several photocopies of it to verify your employment status with various offices and services.

XIX.b. FACULTY ID CARD

As soon as faculty receive an appointment paper, they should go to the ID Card office located on the first floor of the K-State Union. To obtain an ID card, faculty must bring a driver's license or passport and appointment paper.

XIX.c. DISPUTE RESOLUTION

In the spirit of cooperation, community, and empathy, the School of Music, Theatre, and Dance strives to resolve disagreements within the School. The School Director or Associate Directors, whenever practical, can mediate disputes between the parties concerned. The School Director's or Associate Directors' further responsibility is to make sure that all parties are aware of the procedures and resources in place beyond the School to assist in resolving disputes.

The School of Music, Theatre, and Dance follows all university procedures regarding the resolution of disputes involving faculty, students, and staff. University procedures and resources can be found in Appendix U of the University Handbook (<http://www.k-state.edu/provost/universityhb/fhxu.html>).

XX. SPECIALIZED ACCREDITATION

Currently, Kansas State University holds specialized accreditations for a number of programs that are housed within the School of Music, Theatre, and Dance. Below is a listing of those specialized

accreditations and those individuals who serve either as the institutional representative to the accreditor or as the liaison for the School in working with individuals or organizations internal or external to the university regarding the accreditation.

National Association of Schools of Music: Phil Payne, Associate Director for Music

National Association of Schools of Theatre: David Mackay, Associate Director for Theatre

National Council for Accreditation of Teacher Education, Phillip Payne, Music Education Division
Chair

North American Drama Therapy Association: Sally Bailey, Theatre Graduate Program Director

Although specialized accreditors have varying reporting and reaccreditation requirements, all faculty involved in these programs are encouraged to actively work with the above representatives.

XXI. STUDENT AWARDS AND COMPETITIONS

MUSIC HONORS RECITAL

Purpose: to recognize and reward outstanding student performers at K-State, and showcase their talents to the public.

Eligibility:

-Any music major (undergraduate or graduate), music minor, or K-State student enrolled concurrently in lessons and an appropriate ensemble. Non-major keyboard players may meet this requirement either through participation in a major ensemble or by accompanying students in the program. Undergraduate and graduate students will comprise the two categories of this competition.

-Students will be chosen in a preliminary audition round at least two weeks before the date of the recital, organized by the program director. Competing students must be nominated by the relevant faculty at least three weeks in advance of the recital. Works performed are limited to a maximum length of ten minutes. The same work must be performed at both the preliminary audition and the competition. Up to sixty minutes of performance time may be presented at the final competition; therefore, the number of performers chosen may vary from year to year. Of the sixty minute program, up to twenty minutes will be allocated to graduate student performances. The remainder of the sixty minute program will be allotted to undergraduate students who are chosen from the preliminary round.

-A panel of faculty members will be chosen by the program director to judge the preliminary round. No faculty with a student performing will serve as a member of the panel. Based on the merit of the performances of those not selected as finalists, this panel may also designate one alternate each for the undergraduate and/or graduate divisions. Should a finalist become unable to perform on the Honors Recital, the respective alternate would be added to the final program.

Prizes:

By virtue of having passed the preliminary round, all competitors will be awarded the Certificate of Excellence. In addition, the top two performers in each category (graduate and undergraduate) receive a place citation on the certificate and a monetary prize.

- 1) Certificate of Excellence-- 1st place and \$400 scholarship

- 2) Certificate of Excellence-- 2nd place and \$200 scholarship
- 3) Certificate of Excellence-- everyone else

Should the judges feel that no performance is of the caliber deserving a monetary prize, the prize will not be awarded.

Once a student has won a monetary prize, he or she may not compete again.

Logistics:

The order of performance is determined by the program director. Winners are chosen by a panel of three, including the program director (or designee) and two outside guests. Results are tallied after the performances (during the presentation of Presser Awards, etc.), and presentations are made at the close of the ceremony. Reception to follow.

Miscellaneous:

- Memory is not required.
- As a formal event, performers are to wear appropriate professional recital attire.

PI KAPPA LAMBDA AWARDS

Pi Kappa Lambda, national music honorary, sponsors several awards for outstanding students. Members of the local chapter (Delta Lambda) of Pi Kappa Lambda vote in the spring semester to elect new members and select winners of the chapter's various awards. According to the national by-laws, the chapter may elect any candidate for the degree of Master of Music (or its equivalent) considered by the faculty to be outstanding in scholarship and musicianship, satisfactorily completing requirements for that degree, provided that the grade for no fewer than 2/3 of the graduate credits required for the degree are an A. According to the national by-laws, the chapter may elect any graduating senior considered by the faculty to be outstanding in scholarly achievement and musicianship who ranks not lower than the highest twenty percent of the graduating (music) class.

The Delta Lambda chapter presents a cash award to the person voted by the faculty as the outstanding graduating senior. The chapter also awards a Certificate of Honor to those selected by the faculty as the outstanding junior, outstanding sophomore, and outstanding freshman music majors. The winners of the outstanding junior and outstanding sophomore certificates also receive a music dictionary.

PRESSER FOUNDATION SCHOLARSHIP

The Presser Foundation Scholarship is given to an outstanding music major at the end of or after the junior year. The selection is based solely on excellence and merit. The award is for one year only. At KSU, the tradition is to consider potential candidates at the end of their third year of music study.

CONCERTO/ARIA COMPETITION

The KSU Orchestra Concerto/Aria contest is open to any undergraduate or graduate KSU student enrolled full-time during the academic year for which they entered the contest. Previous winners

are not allowed to compete. Prior to the audition, each candidate must get the approval of the orchestra director regarding the suitability of the selection. Additional information is available from the KSU orchestra director.

ALEX EHRSAM THEATRE AWARD

The Arex Ehram Award honors the memory of Arex Ehram, a former K-State student who was greatly dedicated to and involved in K-State Theatre and the K-State Players before his premature death in 1987 at the age of 24.

In the spring semester, students nominate peers who are the most dedicated and involved in K-State Theatre. The winner receives a \$100 scholarship award. Nominations are emailed to vellenga@ksu.edu (with the subject line AREX). A voting poll is created to select the winner who is announced at the KSTO (Kansas State Theatre Organization) Scholarship Banquet in May.

NOMINATION GUIDELINES:

- Nominees must have been active in K-State Theatre for two or more semesters and be returning in the fall semester
- Nominations should be concise (around 100 words)
- Only students are eligible to vote
- In case of a tie, only those who voted the first time will be eligible to vote to break the tie
- The \$100 scholarship is not dependent upon other scholarships

DR. DAN DAVY THEATRE AWARD

The Dr. Dan Davy Theatre Award is in memory of a beloved and intelligent theatre history professor. The theatre student with the highest GPA receives a \$100 scholarship award that is announced at the KSTO (Kansas State Theatre Organization) Scholarship Banquet in May.