

Faculty Policies Manual  
MICHIGAN STATE UNIVERSITY  
COLLEGE OF MUSIC  
COMMUNITY MUSIC SCHOOL

FACULTY POLICIES MANUAL  
REVISED: JULY 2016

FORWARD

This manual details the Michigan State University College of Music Community Music School's policies and procedures for faculty. It is the official source of information pertaining to all questions regarding relations between the CMS, its faculty and staff, and its students. Revisions to these guidelines may be made by the CMS from time to time. This document was revised in July 2016, and supersedes all prior written and oral representations of the Faculty Policies Manual.

SECTION I -- GENERAL

A. History -- Founded in 1993 in order to provide opportunities for comprehensive music study, the Community Music School (CMS) of the Michigan State University College of Music has as its mission: to provide comprehensive music education—quality music instruction, related educational and music services—to interested individuals of all ages and levels with financial assistance for those in need. The CMS aims to expand the out-reach activities of the MSU College of Music. Students who study here are of all ages and levels of ability. The CMS is a member of the National Guild for Community Arts Education.

B. Statement of nondiscriminatory policies -- All MSU nondiscriminatory policies and equal opportunity policies apply to all operations and employment at the CMS.

C. Facilities -- The Community Music School is located in an MSU facility at 4930 South Hagadorn Rd in East Lansing for all instruction unless otherwise indicated. Students of the CMS are to receive their lessons at the Community Music School unless otherwise approved by the CMS director. Smoking and consumption of alcohol are not allowed at 4930 South Hagadorn Rd, nor in the parking lot or on the grounds. (See L and M below)

D. Office Hours -- Business office hours are as follows except on University holidays.

Monday - Thursday 8:00 a.m.-9:00 p.m.

Friday 8:00 a.m.-8:00 p.m.

Saturday 9:00 a.m-4:00 p.m.

These hours are subject to change during summer sessions and holidays.

E. Calendar -- The academic year consists of two 17-week semesters (with an inclusive 5-week mini-semester for Early Childhood Music Program classes) and a 10-week summer session. Faculty members are expected to teach 17 lessons each semester in the fall and spring. Some classes run for fewer than 17 weeks, typically 10-15 weeks, with scheduling determined by the instructor or program director, in consultation with the director.

All scheduling of CMS events and facilities must be handled by the director. Faculty members must contact the registrar not later than May 1 regarding their summer teaching plans.

F. Categories of Faculty Employment -- There are four general categories of employment: Collegiate Faculty, Faculty (CMS non-collegiate faculty), Program Assistant (class assistants and accompanists), and Contracted Faculty.

G. Intra-Office Communications -- Faculty should check their email and regular mailboxes in the faculty lounge at least twice per week.

Faculty should arrive early enough before their first lesson of the day so that they may check their boxes, receive telephone calls, or communicate with the director, parents, other faculty, etc.

H. Photocopying -- Faculty may submit photocopy requests for official CMS business. Usually copies are made within one working day of reasonable requests. Working in conformity with Federal Copyright Laws is imperative and is the legal responsibility of the faculty member.

CMS employees will be financially responsible for all personal photo-copying.

I. Purchasing Supplies and Materials -- All purchases on behalf of the CMS must be approved by administration in advance and conform to University regulations.

J. Media and Program Information -- All interviews, press conferences, press releases, media contacts, and publicity information concerning CMS events must be submitted to the CMS office for approval before publication.

K. Email -- All CMS faculty members are expected to maintain email accounts for communication purposes. MSU email accounts are available to all faculty members.

L. Smoke-free Workplace -- The health and safety of CMS mentors and staff members are of paramount importance. The security of our buildings is also critical. Michigan State University (the "University") is committed to eliminating harmful exposure to smoke, tobacco, and environmental tobacco byproducts and adopts the following smoke and tobacco-free policy.

1. No person shall (a) smoke, or (b) otherwise use any product derived from or containing tobacco, on any property governed by the Board of Trustees of Michigan State University. Ordinance 29.01.
2. Products derived from or containing tobacco may not be sold on any property governed by the Board. Ordinance 29.02.
3. No person shall (a) smoke, or (b) otherwise use any product derived from or containing tobacco, in any vehicle owned or leased by the University.
4. Notwithstanding the foregoing, all FDA-approved nicotine replacement therapy products are permitted when used for the purpose of cessation. Other exceptions to this policy may be authorized by the Secretary of the Board pursuant to guidelines issued by the Secretary of the Board. Ordinance 29.04.

Further information can be found here:

<http://tobaccofree.msu.edu/files/attachment/133/original/SmokeTobaccoFreePolicy.pdf>

#### M. Drugs and Alcohol

The following policy was approved by the Board of Trustees on October 12, 1990:

Consistent with State and Federal Law, Michigan State University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.<sup>2</sup> The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs and alcohol are prohibited on any property under the control of and governed by the Board of Trustees of Michigan State University, and at any site where work is performed by individuals on behalf of Michigan State University.

Pursuant to applicable University procedures governing employee discipline, any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on University premises or work sites, or working under the

influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

The employee must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable University procedures governing employee discipline. The employee shall notify his/her immediate supervisor, who will report the incident to the Office of Human Resources, Academic Human Resources or Student Employment Office.

<sup>1</sup> This policy applies to all University employees, including but not limited to: faculty, academic staff, support staff and student employees.

<sup>2</sup> Five schedules of controlled substances are defined in the comprehensive Drug Abuse Prevention and Control Act of 1970, 21. U.S.C. 812.

## SECTION II – FACULTY

A. Letters of Agreement and Contracts -- Letters of agreement are issued for all faculty and staff and outline the expected job requirements, pay rate, rank or title, inclusive dates of appointment, and other responsibilities and duties. Letters of agreement should be signed and returned by the due date. Depending on the employee, MSU contracts will be issued as appropriate and required by MSU based on appointment level or association with the university (faculty, student, etc.).

B. Reporting Date -- All faculty members are required to report to work by the first day of lessons and classes each semester. Faculty members requesting a different start date for the instructional semester must consult with the director.

C. Pay Raises -- Faculty pay raises may be initiated upon recommendation of the director and approved by the dean of the College of Music.

D. Payment -- Faculty will be paid at the contracted hourly rate negotiated individually with the director and listed on page 1 of faculty contracts or letter of appointment. Faculty will be paid only for officially enrolled students who have either paid their tuition bill in advance, or have signed installment contracts. Teachers will be provided with a bi-weekly list of registered students. Faculty members who teach students who are not enrolled and on their student lists will not be paid for those lessons.

Hourly private lesson faculty will be paid by time sheets which will be cross-checked with actual registrations. Pay will be based on actual registrations (as reflected in the CMS database) at the end of the pay period. Time sheets MUST be turned in on time according to the schedule posted in the faculty lounge. Late time sheets will be paid on the NEXT pay period. Hours for make-up lessons will be paid only after the lesson has been taught. Time sheets will be placed in mailboxes each time period. Blank time sheets are available in the office or the faculty lounge.

**FACULTY MEMBERS MUST REGULARLY REVIEW THEIR STUDENT LISTS CAREFULLY TO ENSURE THAT THEIR STUDENTS ARE REGISTERED CORRECTLY.** Failure to notify the office of registration mistakes will result in incorrect pay.

Faculty members who teach or assist in classes or ensembles (not including chamber music coaching or accompanying) will be paid at their contracted hourly rate for each hour of contact teaching time (rounded up to the hour if 45 minutes or over).

Faculty members teaching workshops, performance classes, and chamber music, or those serving as accompanists or assistants, will receive compensation for actual contact teaching time as submitted on paper or electronic time sheets. No preparatory time will be allowed for these classes. All classes, workshops, etc. must be approved in advance by the director whether or not

compensation is desired by the faculty. Blank time sheets are available in the office and the faculty lounge.

Payroll checks will be issued in compliance with MSU policies. Discrepancies should be directed to the director. Faculty members are not required to make-up lessons in the event of student absences.

In cases of prolonged absence on the part of students or student discontinuance (please refer to student withdrawal policies Section IV, M), hourly faculty will be paid for those lessons that were taught, or were originally contracted as long as payment to the CMS has been made. Notification of discontinuance is considered to have taken place when the director receives a written "Withdrawal Form" signed by the student (or parent) explaining the reasons for discontinuing lessons. Validation of the notice is the responsibility of the director. Faculty who cannot teach due to sickness or accident, will be paid for only those lessons taught prior to the sickness or accident.

E. Benefits -- All CMS faculty should obtain an MSU ID card. ID cards will allow CMS staff/faculty to access the CMS building via swipe card access. Additionally, these cards entitle faculty members use of the campus library and some other privileges on campus. Access to the university health plans, retirement plans, and other university benefit programs are not available to hourly instructors, based on University policies. ID cards are available at MSU Human Resources in the Nisbet Building or from the ID Office in the International Center.

F. Vacation -- The CMS observes all holidays and closures regularly observed by MSU policies. Please note that the CMS academic/semester schedule does not regularly coincide with the MSU collegiate academic/semester schedule.

Regularly scheduled lessons missed as a result of these holidays shall be made up by the faculty member during the posted makeup days as listed in the current CMS calendar or at a mutually convenient time. Faculty members are expected to schedule personal holiday and vacation times to avoid conflict with the academic schedule.

G. Leave -- Any faculty member requesting a brief (not to exceed 5 teaching days) leave of absence that would conflict with the regular teaching schedule resulting in missed lessons must receive prior approval from the director.

Missed lessons due to an approved brief leave of absence or faculty illness will be made up by the faculty member during scheduled make-up weeks or at the convenience of the students. Students missing the scheduled make-up lesson must forfeit the make-up lesson.

H. For Absences of Longer Duration -- In the event that a faculty member expects an absence that would exceed the allowable leave in section G above, the faculty member must discuss with the director as soon as possible for a leave of absence. The CMS director has final authority regarding granting of a leave of absence.

Student Notification of Approved Leave -- Notification from the faculty member MUST be given to a parent/student as soon as an absence is anticipated.

I. Confidentiality -- CMS faculty members should not discuss the details of a student's progress with individuals other than the CMS faculty or staff or parents/guardians of the student.

Music Therapy Clinical Services Confidentiality -- It is important for CMS faculty to follow all of the ethical guidelines of confidentiality with the music therapy program. According to the American Music Therapy Association Code of Ethics, we need to protect the confidentiality of information obtained, disguise the identity of the client and maintain all forms of individually identifiable client information in a confidential manner. Please help us meet these guidelines by not looking into or entering an ongoing session.

J. Outside Employment, Conflict of Interest and Disclosure -- Faculty members are strongly encouraged to teach all non-degree students through the CMS. All teaching in non-degree situations outside of the CMS (this includes at home, other public or private non-degree teaching studios, music stores, etc.) must be disclosed to the CMS director in order to assure that no conflicts of interest exist. Faculty members are expected to make teaching and studio growth at the CMS a high priority.

K. All CMS students must receive lessons at the Community Music School unless otherwise approved by the director. Conversely, no non-CMS student may be taught at CMS or be involved in any CMS activities unless registered in private lessons, classes or ensembles. Teachers found to be meeting with non-CMS students in the CMS South Hagadorn facility may be dismissed, at the discretion of the director.

Upon discontinuing employment at the CMS, whether initiated by the CMS or the faculty member, the departing faculty member may not recruit CMS students for his or her non-CMS studio for a period of one year.

L. No faculty member may cancel or reschedule lessons or other CMS obligations, for the purpose of accepting other employment without the prior consent of the director (this includes performances, teaching or any other professional or personal activity). A brief leave of absence, not to exceed 5 working days, may be arranged with the approval of the director as outlined above.

M. Teaching is the primary duty of every faculty member. It is the responsibility of faculty to make up all missed lessons due to performing or rehearsing. Teachers are encouraged to accept outside engagements as performers providing such engagements do not regularly interfere with teaching schedules. The CMS will act as a referral service for faculty wishing to provide music special events either public or private. Faculty who are interested in such performances should advise the director.

N. Faculty Meetings. All faculty members are expected to attend faculty meetings. Faculty meetings are scheduled generally twice per year. These meetings are designed to provide information or professional development opportunities to faculty members as well as to discuss issues related to the CMS.

O. Committees -- Faculty members may be invited or elected to serve on ad hoc and standing committees. They will be expected to serve on such committees as their schedules allow.

P. Faculty Conferences -- Each year the director may schedule faculty conferences for the purpose of evaluation. Prior to the conference, the director may observe lessons, the faculty member will complete an annual review statement summarizing the activities of his/her studio for the prior year and any professional activities and achievements, and student/parent review forms will be collected.

The full review is recommended for each Instructor during his/her first two years of employment. After two years of positive review, there will be a full review every three years. During the non-review years, a short evaluation conference may be held with the director to review the year and to set goals for the following year.

Q. Grievances -- CMS faculty members are encouraged to bring all employment issues and problems directly to the director. If a resolution is unsuccessful, a meeting will be scheduled with the dean of the College of Music. For further action, refer to the faculty grievance procedures as established by MSU, as applicable.

R. Termination/Renewal -- Notification of intent to renew appointments normally shall be given in writing by the director no later than May 31. The typical appointment period is from August 16

through August 15. Faculty will be subject to termination if they breach their appointment agreement or violate these policies or any policies established as performance guidelines by MSU. Terminated faculty have the right to appeal through the grievance process. Request for early termination of contract should be given in writing to the director.

S. MSU/CMS Faculty Policies Manual -- Employment as a CMS faculty member is subject to the rules and procedures set forth in the Faculty Policies Manual and all other applicable MSU policies.

T. CMS Catalogue -- The catalogue published by the CMS provides further information regarding all faculty, calendar, programs, and procedures.

U. Recital Attendance -- Faculty members are expected to attend recitals in which they have students performing.

V. Faculty Ensembles -- Faculty members are asked to participate fully in organized faculty ensembles (such as wind and brass quintets) especially for the purposes of student recruitment, performance services to the community and area educational institutions, and perform on recitals at CMS.

W. Youth Safety -- The University strives to offer a safe and supportive learning and working environment for all individuals. In support of that goal, the University has established reporting protocols for its employees and volunteers with respect to child abuse, sexual assault, and child pornography. Further information can be found by following these links:

[University Reporting Protocols: Child Abuse, Sexual Assault, and Child Pornography](#)

[Frequently Asked Questions about University Protocols](#)

[Child Maltreatment Resource Guide](#)

[How to Access the Online Module - Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children](#)

[Memorandum from Kim A. Wilcox, Provost and Vice President for Academic Affairs](#)

[Library youth safety resources site](#)

X. Faculty Hiring Procedures -- A prospective faculty member must submit a resume to the CMS director. Applicants for available positions on the faculty whose credentials qualify them for further consideration are invited to CMS to demonstrate teaching skills in a lesson demonstration for a committee which may consist of the director, area chair, registrar or other faculty member(s). All faculty members must complete a background check through the established MSU mechanisms for such checks.

### SECTION III -- PERFORMANCES

A. Student Recitals -- It is the responsibility of the sponsoring faculty member to see that all guidelines regulating recitals are followed by their students. Any special requests for room use in the preparation or presentation of a recital (including studios, classrooms, ensemble room, and performance hall) must be discussed with the director.

B. Recital Forms -- Recital forms should be submitted by Friday, 5:00 p.m. one full week prior to the recital for which the student is scheduled. Forms should be completed and signed by sponsoring faculty member.

C. Arrival and Check-in -- Students should arrive at least 15 minutes before the recital begins and check in with the recital coordinator.

D. Performance Preparation -- Faculty members should discuss with students appropriate behavior for recitals such as attire, bowing, etc. Students and families are expected to attend the entire program.

## SECTION IV -- INSTRUCTIONAL

A. Curriculum -- The director, in consultation with the CMS faculty and the College of Music faculty, determines which classes, workshops, lessons, and ensembles are to be offered and the time of each offering. CMS instructors are invited to make suggestions for future course offerings. Courses must be approved by the director before any registration or instruction can take place. Course description forms are available in the main office.

B. Registration -- Registration is not complete, lessons will not be scheduled, AND TEACHERS WILL NOT BE PAID FOR TEACHING LESSONS, until full payment is received FROM THE STUDENT or an installment contract is signed. Continuing students must register during the published registration periods to receive early registration discounts. New students may schedule an entrance interview with the registrar, director or the applied teacher at mutually convenient times. Please refer to catalog for current registration policies.

Private lessons, classes, and ensembles are offered on a semester basis, 17 weeks for lessons, generally 10 weeks for classes, and 10-15 weeks for ensembles. Students with special needs may make arrangements for occasional lessons with a faculty member at that teacher's discretion. Although individual lessons are occasionally permitted, most students must register for a full semester in fall and spring. (Mid-semester registrations must be for the remaining weeks in that semester.) Summer lessons can be scheduled individually at the discretion of the teacher.

C. Scheduling -- All scheduling of students is to be done by the registrar, and facilities are to be scheduled by the director, unless otherwise arranged. All faculty members will be expected to provide a schedule of available teaching days and times to the registrar by a prescribed deadline for each semester. Faculty MUST keep complete, current schedules in the CMS office. It is imperative that faculty inform the registrar immediately regarding openings, changes of schedule, etc.

Faculty should strive to teach all lessons within the confines of the prescribed dates for the semester.

Communication with Registrar -- Faculty members are expected to stay in close contact with the registrar during registration periods, especially if faculty members are making changes to their schedules.

D. Assignment of Students -- The assignment of students to teachers is the ultimate responsibility of the registrar in consultation with the faculty and director. Student preferences for a specific teacher will be honored when feasible. The registrar will attempt to maintain equitable teaching loads based on faculty availability. When there is no expressed preference or limiting schedule conflict by the student, the registrar will adhere to the following guidelines:

Students will be assigned to salary positioned faculty first and current professional faculty, based on the requested course of study, available schedule, and other student preferences.

Students will only be assigned to undergraduate or graduate student teachers on request or referral.

Students will only be assigned to collegiate faculty after approval from the requested faculty member.

All prospective music therapy clients will be referred to the Director of Music Therapy Clinical Services.

E. Facilities -- Scheduling of facilities is handled by the director. Room reservation requests, other than regularly scheduled lesson times, should be submitted in writing to the director. Availability of teaching studios is limited, and rooms may not be available for any schedule changes that are

not approved. Because most studios are shared, faculty members cannot assume that their regular studios will be available for make-up lessons.

F. Attendance Records -- Faculty members are expected to keep accurate records of lesson and class attendance. These records may need to be examined if a discrepancy arises. Two or more consecutive absences should be reported to the registrar. Faculty and students are asked to observe a 10-minute grace period before labeling the lesson a "no show" and leaving the premises. Teachers should not leave the building if their students are still present.

G. Payment, Registration Fee and Installment Plan -- In order to keep administrative costs down, full payment of all tuition is due at registration unless the installment payment option is selected (please see below) in which case  $\frac{1}{4}$  of the full payment plus an installment fee are due. The Community Music School accepts checks, money orders, cash, Visa, Mastercard, Discover, and American Express.

Registration Fee: CMS charges a \$15 registration fee per family, per semester. This fee applies to all private lessons and music therapy services registrations and to classes/ensembles with tuition of \$100 or more in a single semester. This fee is non-refundable and does not apply to any summer programming.

Installment Option: The four payment (per semester) installment plan incurs a \$10 installment fee and requires payment of 25% of tuition due (including the finance charge) before the first lesson and 25% on the first of October, November, December, February, March, April, and May. The installment option is not available during the summer session. If payment is not made in accordance with these terms, student may be denied the opportunity to register for subsequent semesters. A default charge of \$25 per month will be assessed on any unpaid balance until paid in full. According to MSU policy, accounts that are more than 90 days overdue must be sent to the MSU Delinquent Accounts Department for collection. The individual who signs the registration form understands and agrees to these terms. Installment Payment Forms are available in the office.

Students are asked to keep payments current. A \$25 late charge/billing fee will be applied to the balance of each outstanding bill on a monthly basis until the bill is paid in full. Students who have not completed payment by the end of the term will not be permitted to enroll for the following term.

H. Make-up Lessons Due to Student Cancellation -- A student should notify the CMS office 24 hours before missing a lesson as a courtesy to the teacher. This does not exempt the student from payment as established. Teachers may choose to make up or reschedule lessons as they wish but are not obligated to make up lessons missed by students. If a student misses an appointed make-up lesson, it will not be rescheduled. Refunds or credits are not available for lessons missed by the student, except under exceptional circumstances at the discretion of the CMS administration.

I. Make-up Lessons Due to Faculty Cancellation -- In the event it becomes necessary for a faculty member to cancel private lessons or a class/rehearsal, it is the responsibility of said faculty member to notify the office and to arrange for make-ups. Faculty absences are to be reported to the director with as much advance notice as possible. Faculty members are expected to honor the lesson time on a consistent basis.

Please view private lesson times as you would any class — out of respect for our students' and families' schedules, private lesson times should be honored as scheduled without disruption when at all possible. Any planned schedule changes should be provided in writing to your students and the registrar as early in the semester as possible. Remember that students call the office for information and we wish to be accurate.

J. Snow Days and Inclement Weather -- Generally, MSU does not close due to inclement weather. In the event that the Community Music School is closed, announcements will be posted on our website and outgoing phone message as well as on school closing lists with local radio and television stations. Please remember that CMS closes independently of area schools, including East Lansing Public Schools. If you have any question about whether or not CMS is closed, you should check our website or call the office.

K. Student Suspensions -- The school reserves the right to discontinue any student whose work or behavior is unsatisfactory or whose payment is in arrears.

L. Discontinuing Lessons -- Refund/Withdrawal Policy  
In order to withdraw, a student must contact the registrar. Notice to the instructor is not sufficient. Non-attendance does not constitute a withdrawal. Registration is based on a semester commitment. Refunds are not available for classes, ensembles, or camps.

There are no refunds for classes, ensembles, chamber music, camps, or summer lessons after the beginning of the semester except under extraordinary circumstances.

## V. CONTACT INFORMATION

### A. Administration

Jaime DeMott  
Director  
jdemott@msu.edu

Sarah Bohan  
Grant Writer/Communications Coordinator  
bohansar@msu.edu

Andrea Worful  
Administrative Assistant/Finance Manager  
worful@msu.edu

Katie Pletka  
Registrar  
pletka@msu.edu

Mary Fukagawa  
Receptionist  
mfukaga@msu.edu

B. MSU College of Music/CMS Contact Information  
MSU COLLEGE OF MUSIC  
MSU College of Music Main Office 353-5340 Fax: 432-2880  
www.music.msu.edu

MSU COMMUNITY MUSIC SCHOOL  
Main Office 355-7661 Fax: 355-3292  
www.cms.msu.edu