

MISSION STATEMENTS

DEPARTMENT

The mission of the Department of Fine Arts is to provide high quality education through the study, performance, and creative aspects of art, music, and theatre; to heighten aesthetic awareness and to provide leadership and service to society and the practicing profession.

ART

Within the Department of Fine Arts, the Art area strives to achieve and maintain excellent art degree programs in Texas by providing the highest level of instruction in studio art, with a concentration on drawing and painting; and by providing highly skilled, certified teachers in art education.

DIGITAL MEDIA

The mission of Digital Media Studies is to provide a learning environment that promotes critical thinking, creativity, and technological expertise in the study of new and emerging digital communication technologies. Digital Media Studies features a prominent interdisciplinary focus across the University to offer a broad set of skills that prepare students for a technology driven 21st century job market.

MUSIC

In keeping with Tarleton's vision of excellence, the music area seeks to provide students with a first-rate education in the art of music through an intensive and supportive environment. The faculty has an earnest commitment to teaching, values artistry and scholarship, and continually seeks ways to interact with and serve the needs of the University, the profession, and society.

THEATRE

Within the Department of Fine Arts, the Theatre area encourages creative thinking and development of the multiple crafts of theatre through experiences explored in rehearsal, performance, and in the classroom.

DEPARTMENT STRUCTURE

ORGANIZATIONAL CHART

Department Head
Dr. Vicky Johnson

Administrative Associate Julie Simpson	Music Area Administrative Associate Heather Chaney	Assistant Department Head Prudence Jones	
FINE ARTS CENTER	ART	MUSIC	THEATRE
Operations Manager Lori LaRue	Area Coordinator Professor of Fine Art Chris Ireland	Area Coordinator Asst. Professor Dr. Floyd Richmond	Area Coordinator Assoc. Professor Prudence Jones
Business Manager Romelia Gonzales	Assoc. Professor Tim Hardy	Director of Choirs Assoc. Professor Dr. Troy Robertson	Assoc. Professor Mark Holtorf
Technical Manager Sarah McGrath	Assoc. Professor Knut Hybinette	Director of Bands Asst. Professor Dr. David Robinson	Assoc. Professor Carol Stavish
Gallery/Ultra Club Center Graduate Asst. Kristin Nason	Assoc. Professor Megan Ehrhart	Director of Athletic Bands Assoc. Professor Dr. Gary Westbrook	Costume Shop Supervisor Shayla Moose
	Asst. Professor Molly Dierks	Professor of Music Dr. Teresa Davidian	
		Professor of Music Dr. Leslie Spatz	
		Assoc. Professor Dr. Brian Walker	
		Assoc. Professor Dr. Iwao Asakura	
		Assoc. Professor Dr. Heather Hawk	
		Assoc. Professor Dr. Dmitry Perevertailenko	
		Asst. Professor Dr. Andrew Stonerock	
		Asst. Professor Ben Charles	
		Instructor/Staff Accompanist Dr. Brad Baker	
		Visiting Asst. Professor Chris Prosser	

DEPARTMENT HEAD'S DUTIES

The department head supervises and directs the activities of the Department of Fine Arts and the Clyde H. Wells Fine Arts Center. She is expected to provide academic leadership; promote effective teaching, creative and scholarly activities and service; and support professional development for faculty members in the department. In addition to her administrative duties, the department head is required to teach a minimum of 15 faculty hours in her area of academic specialization per academic year. She is employed on a 12-month basis.

Specific duties of the department head include:

- coordinating all three academic disciplines within the department.
- administering the departmental and center budgets.
- supervising the operation of summer camps, which provide significant funding for department scholarships and travel expenses.
- administering ULTRA Club, a fine arts organization that provides significant funding for enhancing the educational experience of students in the department.
- coordinating university, community, and alumni relations for the department.
- coordinating department-sponsored events.
- recruiting, interviewing, and hiring new faculty for the department.
- evaluating the faculty annually in terms of teaching, scholarship and/or creative activity, and service.
- reviewing tenure-track faculty during the first year, second year, and at the midpoint of their probationary service.
- reviewing faculty for promotion and/or tenure.
- encouraging faculty development.
- evaluating and supervising the work of all staff personnel.
- recruiting students.
- coordinating the promotional materials used for recruiting and publicity purposes.
- serving on various campus committees and civic organizations.
- representing the institution at professional organizations at the local, state, and national level.
- making scholarly and creative contributions in her own area of academic specialization.
- leading the department in accomplishing the goals of assessment and strategic plans.
- coordinating external reviews.
- facilitating curriculum and program changes.
- promoting cooperation and a positive environment.

AREA COORDINATORS' DUTIES

Working under the direction of the department head are three coordinators in the areas of art, music and theatre. In addition to their teaching duties, they:

- coordinate the class schedules (fall, spring, summer).
- revise and edit area handbooks.
- prepare assessment reports, in consultation with the department head and faculty.
- call and schedule area meetings, as needed.
- prepare agendas and write the minutes of area meetings.
- organize the majors meetings that take place at the beginnings of the fall and spring semesters.
- make scholarly and creative contributions.

STAFF DUTIES

OPERATIONS MANAGER

The operations manager is responsible for:

- scheduling events and activities, such as recitals and juries.
- coordinating the use of classrooms, practice rooms, as well as rehearsal and performance space.
- securing external rentals.
- developing and publishing the Fine Arts Center calendar.
- all front-of-house operations and building operations.
- maintaining the Fine Arts website.
- coordinating publicity.

BUSINESS MANAGER

The business manager is responsible for:

- maintaining records of all fiscal account and inventories.
- making purchases.
- completing documents for the processing of financial transactions.
- managing grant accounts.
- managing the Box Office for shows.
- preparing financial reports.
- enforcing compliance with University purchasing procedures and regulations.
- processing and maintaining student employees' payroll records.

- negotiating prices with office supply vendors.

TECHNICAL MANAGER

The technical manager is responsible for:

- overseeing all performance areas.
- providing technical assistance.
- making all recordings for the music unit.
- directing performance space set-up, lighting, and sound reinforcement.
- maintaining all equipment.

Any faculty member requiring technical support for an event needs to see the technical manager to complete a tech form at least two weeks before the scheduled event.

SECRETARIAL SUPPORT

The administrative associate works directly for the department head. Her principal tasks include:

- answering telephones and transferring to appropriate staff and faculty members.
- assisting with registration.
- maintaining scholarships and student academic records, and correspondence.
- processing travel requests.
- arranging meetings and interviews for prospective faculty.
- coordinating administrative paper flow.
- managing student and personnel files.
- producing programs for musicals and theatrical performances.

Music area administrative associate is responsible for:

- preparing program and posters for concerts and recitals.
- cataloging and maintaining music library.
- preparing band, choir and piano recruiting materials.
- recording and maintaining recital attendance and music jury records.
- assisting the department head with the Music Alumni Newsletter.
- maintaining the music alumni database.

GRADUATE ASSISTANTS' DUTIES

GRADUATE ASSISTANT FOR CENTER OPERATIONS

ULTRA Club Duties

- Publishes ULTRA Club Newsletter: *ULTRA News*
- Handles annual recruitment, May-September
 - Prepares and arranges printing of brochures
 - Handles correspondence, receipts
- Projects:
 - Assists faculty with purchasing, coordination
 - Coordinates and executes ULTRA CLUB Dinner/Arts Event
 - Coordinates and executes ULTRA CLUB Big Band Dance
 - Arranges for Patron plaque in Gallery area
 - Photographs events

Center Gallery Duties

(With assistance from art faculty and the Operations Manager)

- Exhibits
 - Maintains the Fine Arts Center Gallery Calendar
 - Obtains, installs, and removes exhibits
 - Information labels
 - Prepares and distributes announcements
 - Arranges and hosts receptions
 - Photographs all exhibits for records and insurance
 - Handles exhibit insurance with A&M Systems Office
 - Procures, schedules, and arranges for installation of display cabinet exhibits
 - Occasionally transports exhibits
 - Handles Center special events such as art gallery receptions and presentations
 - Coordinates events in consultation and collaboration with Operations Manager and others as necessary

DEPARTMENTAL POLICIES

CURRICULUM & INSTRUCTION

STUDENT ABSENCES

Student absences are considered by the University to be strictly between the individual student and faculty member. The faculty member has the responsibility and authority to determine whether makeup work can be done because of absences. Students may request consideration for valid and verifiable reasons such as the following:

- Illness
- Death in the immediate family
- Legal proceedings
- Participation in sponsored University activities

It is the responsibility of the students who participate in University sponsored activities to obtain a written explanation for absences from the faculty/staff member who is responsible for the activity.

FIELD TRIPS

While faculty often require classes to go on field trips, the state does not pay for student travel or student expenses connected with academic field trips. However, you may pay for your own expenses from a state or local account. If students miss other classes, you must prepare and distribute a memo listing the students involved at least one week before your departure. Briefly describe your plans and request that the students be excused from classes for the period of the field trip. If you are going to be transporting students, you must have completed the University Driver Safety Training course.

It is the student's responsibility to give a copy of this list to the teachers whose classes they will miss. Tarleton faculty are not obligated to honor the request for absence from class. It is the student's responsibility to make up work missed.

ACADEMIC APPEALS POLICY

Student academic appeals in the Department of Fine Arts shall follow the procedures listed below:

1. The student will appeal directly to the faculty member involved. If the student is not satisfied with the outcome of the appeal to the faculty member, then

2. The student will appeal directly to the department head. The appeal to the department head should be in writing. If the student is not satisfied with the outcome of the appeal to the department head, then
3. The student will appeal to the Dean of the College of Liberal and Fine Arts. If the student is not satisfied with the outcome of the appeal to the Dean of the College of Liberal and Fine Arts, then
4. The student will appeal to the Vice President of Academic Affairs.

AUDITING OF TARLETON CLASSES

Students or nonstudents at Tarleton may legally audit a class for \$25, subject to Department Head approval and completion of an Audit Form from the Registrar's Office. Throughout state universities, auditing is discouraged since it does not benefit the University. Tarleton receives no money from the state and the department cannot count these semester credit hours in formula funding. Audits may not be counted toward "making" a class. The audit fee does not come close to covering the actual cost to the state for teaching a course.

ADVISING

In the Department of Fine Arts, the responsibility of formal advising is done by COLFA Academic Advisors; Violet Newell and Jesus Velasco and their offices are in the Grant Building. The Fine Arts Faculty are responsible to mentor student before advising. Those mentors are divided by academic areas. Music majors are usually mentored by their studio teachers throughout their programs of study. This is to promote an even distribution of mentoring responsibilities among all full-time faculty members.

Faculty mentors serve to help the student to discuss goals, assist in planning each semester's course work, and to act as a counselor in many aspects of life at TSU—and beyond TSU. If there are questions or problems, the departmental mentor is the first one to consult.

Academic Advising Services located in the Dick Smith Library, University College Rm 129. The main number of Academic Advising Services is X9746.

DEGREE PLANS

Degree Plans are usually completed by the student and his/her major advisor¹⁰.

Degree Plans must be entered online and revisions to the Degree Plan require the completion of the Course Substitution Form.

STUDENT RECORDS

Majors' Files

Each major has a file in the Front Office following his/her first academic advisement or transfer of records from another institution. It includes Degree Plans, Grade Reports, examples of term papers, and other items concerning the student.

These file folders may be signed out temporarily by faculty members who are mentoring the student or working with their records. Do not make copies of information contained in these files. Use the office file and return it when you are not using it. Please sign the file checkout form in the front of each major drawer to indicate which file you have taken.

Applied Music Records

Applied Music Record forms must be maintained on both one and two-hour private lesson students. They must be provided (during jury examinations) to other faculty members for reference. At the conclusion of juries, faculty members submit these to the office where they will be placed in students' files.

Exit Surveys

The Student Exit Survey was introduced in December 2009. The main purpose of this survey is to improve the experience for future students in areas where a need for improvement is identified. Exit Surveys are filed in the Front Office according to academic area.

SUPPLIES AND TEACHING AIDS

Standard office supplies are kept in the department workroom for staff use. Supplies are restocked at the beginning of each semester.

Faculty office equipment provided by Tarleton must be left behind when you leave the employ of the University.

TECHNOLOGY

All classrooms in the FAC have computers, document cams, projectors, web camera/microphone technology.

- If there is a problem with the technology in the classroom, please call X9639, and arrangements will be made for a technician to make needed repairs.
- Students may use the equipment in the classroom under the supervision of a faculty member. Classroom technology should only be used for class related

projects, and the student is responsible for making sure that everything is working correctly before he or she begins their presentation.

- Please do not remove equipment from one classroom to another. These are already signed out to a specific space or individual. If there is something you need that you do not have, please contact the Operations Manager at X9639.
- When using equipment residing in a room, please be sure to leave the equipment as you found it. Be especially careful to turn things off when you leave.
- Please report needed repairs for department owned equipment immediately to the Operations Manager.
- If you need to use one of the computer labs for an entire semester, please contact the administrative assistant. If you need the lab for just one or two classes, please contact the Operations Manager.

TESTING

Examination of a student's progress is a serious matter. Exams must be changed frequently and must not be repeated, especially for different sections of the same course during a single term. Duplicated testing material must be destroyed before discarding.

TEXTBOOKS

Textbooks at Tarleton are stocked in the Campus Store, located in the Thompson Student Center. Selection of textbooks is requested during the Spring for the Summer and Fall terms, and during the Fall for the Spring term.

Faculty members are responsible for ordering their own desk copies of textbooks.

ORIENTATION: FACULTY RESPONSIBILITIES

All full-time faculty members who are on the payroll for the coming semester or summer terms are expected to participate in the Orientation process according to assignment by the Department Head.

COURSE EXPECTATIONS

SYLLABUS

All instructors must provide a dated syllabus to the students in every class, and to the office each term. Current course syllabi for each semester should be downloaded onto Digital Measures. Be certain to include the following:

FINE ARTS DEPARTMENT FACULTY HANDBOOK 2021-2022

- Attendance policy
- Dates for course
- Teacher
- Title and Course Number
- Times of Meeting
- Tentative schedule
- Course description quoted from catalog
- Term calendar, including examinations
- Grading policy

Each syllabus must also include a statement on academic honesty and learning disabilities. The following examples may be used.

Student Success Statement - ADA

It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (www.ada.gov) and other applicable laws. If you are a student with a disability seeking accommodations for this course, please contact the Center for Access and Academic Testing, at 254.968.9400 or caat@tarleton.edu. The office is located in Math 201. More information can be found at www.tarleton.edu/caat or in the University Catalog.

Academic Honesty Statement

Tarleton State University expects its students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. The faculty member is responsible for initiating action for each case of academic dishonesty that occurs in his or her class.

SECTION CHANGES

Students sometimes want to change to another section of a course after a term begins. Where there will not be an obvious conflict (which will be rejected by the computer), this should be handled internally within the Department without going through the Registrar.

OFFICE HOURS

Each full-time faculty member is required by our department to have 8 office hours weekly. Part-time faculty members are expected to devote sufficient time to their jobs in this department so that students may feel free to discuss problems and counsel with them. Office hours must be posted at faculty office entrances, and **the front office must**

have a copy before the beginning of the semester. Faculty will be asked to complete several schedule forms. Each faculty member is expected to be accessible during afternoon hours.

RECORDING OF LECTURES

According to the state, students have a right to record your class lectures.

POSTING OF GRADES

Due to laws governing confidentiality, faculty may not post grades in any public place according to name or social security number. If you wish to post grades, you must do so using the last five digits of the student's UIN number. The names must not be identifiable.

GRADE BOOKS

Grade books or a copy of the grade book should be turned in to the department office:

1. At the end of each semester for adjunct faculty members
2. At the end of the academic year for all other faculty members
3. Before leaving for any faculty member terminating employment with Tarleton.

Grade books will be kept in the department office for at least five years. Any faculty member may see his/her grade books upon request to the Department Head.

If you use software to do your grade book, you must print it out and turn it in to the office.

APPLIED LESSONS

MUSIC JURIES

Each music major must perform a jury before the music faculty at the end of each term.

See Brad Baker for specifics on length on jury performance. This appearance is the final exam for the individual instruction course in which they have been enrolled for the term.

1. The purpose of the jury is to:
 - serve as the final examination for applied instruction
 - assist the major teacher in assigning a grade for the semester
 - allow faculty members to give an objective opinion of the student's performance skills, and to

- to provide an applied performance proficiency as needed
2. Juries typically are scheduled on the Monday and Tuesday of final examinations in the choir hall.
 3. Students sign up for juries two weeks prior to the jury date.
 4. Students who have performed junior or senior recitals or who have performed in the Honors Recital during that semester may be exempted from performing juries by the private teacher.
 5. Exceptions to this jury requirement must be approved by the Department Head.
 6. A small group of full-time applied music faculty will comprise the jury faculty. Part-time faculty should arrange as much as possible to be present throughout the jury examination. See Brad Baker for more details.
 7. Each major area will determine the requirements and format for its students' juries. See Brad Baker for more details.
 8. The major teacher should give a grade for the second half of the semester prior to the jury based on lesson grades, practice hours, etc., and record it on the applied music record. The final grade for the semester will not be assigned until after the jury, and will reflect a student's recital attendance, as well as semester and jury grade.
 9. The applied music record for each student will be reviewed by each member of the jury faculty present during the jury performance and prior to the assignment of the jury grade.
 10. Each member of the faculty jury will assign an advisory grade based on that student's jury performance. The advisory grades will be averaged by the major teacher, recorded on the applied music record, and considered in the assignment of the final grade. The separate jury grades of the individual faculty members should be destroyed and should not be discussed with the student.
 11. A major teacher may choose to discuss facts relating to a student briefly with the faculty as an explanatory introduction. Questions regarding jury performance should be directed to the major teacher. Each faculty member will give written comments to the teacher.
 12. The atmosphere of the jury shall remain positive.
 13. The recital coordinator will chair the juries.

FACULTY TRAVEL

Academic Affairs has established guidelines suggesting that in-state travel requests be filed at least 21 days before the departure date and out-of-state and international travel requests be filed at least 45 days before the departure date.

Travel requests will be approved by the department head on an individual basis after completion of the correct forms according to the following order of priorities:

1. Recruiting – potential student contact
2. Recruiting – faculty contact
3. Professional Meetings for Presentation
 - Paper/performance presentation
 - Clinic/workshop presenter
 - Chair of Section, Panel
 - Panel Participant
4. Professional meetings for Representation attendee/representative.

TRAVEL WITHOUT REIMBURSEMENT – BLANKET TRAVEL REQUEST

A Blanket Travel Request may be completed stating travel to a certain destination or for a certain purpose multiple times throughout an extensive period of time. The Department of Fine Arts utilizes the blanket request when there is no reimbursement.

Even if travel is not paid for by the University, you can still be covered by Workman's Compensation if you are on University business and a Travel Request has been approved.

TRAVEL FOR REIMBURSEMENT

Before you travel, submit an approved Travel Request and the Fine Arts Request for Travel Funding to the Department Head. (Forms can be found on Syncplicity.) All travel requests are to be signed by the traveler, department head, dean of the college, and vice president. Please remember, when it comes to reimbursement, expectations are always greater than reality.

How to Complete the Request for Travel Funding

Take care to complete the Request for Travel Funding completely and accurately to ensure that the form can be processed and reimbursement distributed to you on a timely basis. The following information must be entered

- Signature of traveler
- Department to which trip expenses will be charged
- Account # to be charged

FINE ARTS DEPARTMENT FACULTY HANDBOOK 2021-2022

- Departure and Arrival times
- Designated Headquarters stated
- Destination
- Mode of transportation
- Name and title of person traveling
- Benefit statement – How will this travel benefit the University?
- Itemized receipts for public transportation, parking, taxis, registration fees, airfare, hotels

Reminders on Receipts

Be sure to show:

- zero balances
- your name as the traveler
- base airfare rate – including all fees/taxes
- hotel rate – remember a Tax Exemption Certificate form at time of check-in
- registration fee- reimburse may be allowed
- individual membership fee- will not be reimbursed
- clear payment information and confirmation
- and, anything else that you don't think is necessary.

With the removal of the Texas Mileage Guide, it will be necessary for you to use another method for calculation of exact miles. We suggest using Mapquest or Yahoo Maps. Please ensure that you submit a copy of the mileage calculated online when you submit your travel voucher.

FACULTY RECITALS

The Department normally supplies the following support for faculty recitals:

- Programs
- Lighting/Recording crew member
- Copying of posters

PURCHASING

The Department Head must approve all purchases or expenditures of monies before the purchase is made. If a purchase or request requires explanation or discussion, it should be discussed with her or him.

A purchase request form, such as the University Request to Purchase, Department Request to Purchase, or Request for Compensation, should be submitted to Business

Manager for all purchases and expenditures. The Business Manager will verify vendor status, use of proper form, verification of correct account, etc.

The Business Manager will then submit the form to the Department Head for approval, after which the Business Manager will purchase using a procurement card or acquire a purchase order number (if vendor will take a verbal PO Number). If the vendor requires a hard copy of the purchase order, the Business Manager will forward the request to Purchasing to prepare a hard copy of the purchase order that will then be sent to the vendor. In either case, the Business Manager will place a copy of the request in your mailbox with the purchase order number filled in.

RECRUITING

All faculty members are chosen and retained partially for their ability to recruit. The Department office will attempt to assist in the following ways:

- Advising on preparing bulk mailing lists
- Forwarding calls or taking messages
- Helping prepare area brochures
- Supplying business cards to all who actively recruit

The University recruiting office is called the Office of School Relations. It is part of Student Life.

The Department of Fine Arts typically participates in a variety of activities designed to attract prospect students to Tarleton, including:

INTERNET

Students today find more information on the Internet than from any other source. The Department of Fine Arts website is <https://www.tarleton.edu/finearts/index.html>. By navigating through this site, prospective students find out a great deal about our programs. Faculty should strive to keep information about every aspect of their program up-to-date on this site as well as the various Facebook pages on band, choir, and music alumni.

Keeping our Internet presence current must never stop and is crucial to staying competitive in the eyes and ears of prospective students. Faculty members should submit changes and corrections to the Operations Manager, who coordinates all posting of text information.

TEXAN TOUR

Texan Tours are on campus preview days that are scheduled during the spring and fall semesters. They are designed to give prospective students and their families an opportunity to tour Tarleton, meet with administrators, current students, faculty, and

representatives from various departments, including housing, the registrar, admissions, financial aid, etc. Two components of the tour are an Academic College Open House in the Grant Building or Fine Arts Center, and the Information Fair Wisdom Gym.

Representative faculty and student representatives from the Department of Fine Arts should actively participate in either the Open House or Information Fair so that they can interact directly with prospective students and provide input about fine arts programs. The Operations Manager will reach out to faculty to schedule attendance to Texan Tours. See Lori LaRue for more information.

INVITATIONAL EVENTS AND FESTIVALS

Various events are scheduled every year that create high visibility for our Department of Fine Arts. On both state and regional levels, students from elementary, middle and high school programs are invited to observe and/or participate in activities ranging from medium to large-scale events. These serve as vehicles to display the offerings of the Department in the most favorable light, and thereby function as primary recruitment opportunities. Examples of this type of activity include the All-State Choir Camp, Area Choir Workshop, Jazz Festival, Jr. High Band Camp, Percussion Festival, UIL One-Act Plays, and Theatre at Tarleton's Young People Series.

CONFERENCES

Many faculty members choose to attend the conferences within their specialty areas for the sole purpose of circulating and making contacts with prospective students who would contribute to our program. The intent is to show visibility on a regional, state and national level for the betterment of the music program at large. Examples of this type of activity include the conferences of groups like the Texas Association of Schools of Arts (TASA), Texas Music Educators Association (TMEA), the Texas Music Teachers Association (TMTA), the Midwest Band and Orchestra Clinic, College Band Directors National Association (CBNDA), the American Choral Directors Association (ACDA), the National Association of Teachers of Singing (NATS), and the United States Institute for Theatre Technology (USITT).

CONTACTING PROSPECTIVE STUDENTS

As a result of making contacts through the activities mentioned above, every academic area in the Department of Fine Arts is regularly engaged in ongoing contact with student recruits throughout the year. It is important to use correct protocol making and maintaining contacts with prospective students:

- Always return an e-mail or phone call from a student, a student's teacher, or a student's parent, and preferably soon after the initial contact.
- Do your best at answering every question as thoroughly as possible, without

- judgment of how important or relevant the inquiry might be.
- Make follow-up contact to stay in touch with students, teachers and parents, if for no other reason than to keep them abreast of what we are doing, find out what they are doing, and keep TSU's Department of Fine Arts on their minds.

Every interaction with prospective students, their teachers, and their parents, should be approached with the utmost integrity in regard to representing and maintaining positive images for the department. Encourage prospective students to attend gallery receptions, concerts featuring our university performing ensembles, and theatrical productions. Faculty might help set up times before or after these events when TSU fine arts students can talk to them. Current students who speak positively about our program will make a deep impression on recruits as they consider Tarleton in their future plans.

SCHOLARSHIPS

Most of the scholarships offered by this department are based on the artistic production of the students and their contribution to university life. ALL STUDENTS MUST COMPLETE TARLETON'S SCHOLARSHIP APPLICATION.

For academic requirements for scholarships, please check with the Front Office. In order to be eligible for some University scholarships, the student must have filled out the FAFSA form available in the financial aid office. Departmental scholarships are determined on a case-by-case basis.

AWARDS

The Department faculty members are encouraged to recognize student excellence through achievement awards in their individual areas annually.

STUDENT ACTIVITIES

HANDBOOKS

A handbook, a charter, a constitution, or bylaws must be supplied to each member of all Department student organizations. They should be as comprehensive as possible and they should include all of the following:

- Purpose of the organization
- Attendance policies
- Eligibility
- Equipment responsibilities
- State/Regional/National affiliation

- Training required as part of the group
- Projected expenses for the student
- Planned activities and responsibilities of members

A copy of each handbook will be placed on the Department of Fine Arts website under Student Resources.

STUDENT TRAVEL

Student travel funds are available from Student Services to assist students in official Tarleton Student Organizations with travel which will benefit the University and the students themselves. This money comes from required school fees.

It is the responsibility of each faculty advisor who wishes to request travel funds for his/her students to make all of the arrangements for transportation, lodging, meals, and itinerary. The advisor must also represent his funding request to the Student Travel Committee.

ON-LINE STUDENT CALENDARS

A calendar for each academic area of the Department of Fine Arts is available on-line. If you would like to add assignment dates, exams, or meetings to the online student calendar, contact the Operations Manager in Rm. 105F.

General information about the Clyde H. Wells Fine Arts Center

FACILITY

AIR CONDITIONING AND HEAT

Interior climate control at Tarleton State University is controlled by a computer in the Central Control Room. The Fine Arts Building is now on the central loop. There is no way to operate the air handlers manually. If you are too hot or too cold, call the Operations Manager at X9639 and he or she will call the Control Center.

If you have scheduled group activities in the building at times other than normal business hours, and are not receiving the climate control you need, call the Operations Manager

at home. In general, it is a good idea to check the area two hours early to determine whether there are problems with the temperature.

The FAC is a large building, and it is impossible to keep the temperature consistent in the whole building all of the time. We will do our best to make you comfortable.

MAC LAB

The COLFA Mac Lab (Rm. 110) hours are posted at the beginning of each semester. The lab is open to any student as long as it is not in use by a class. If you will need the computer lab for an entire semester, speak to the Administrative Assistant and she will arrange this with the Registrar's office. If you just need the lab for a few class times, speak to the Operations Manager to reserve it for those times.

DRESSING ROOMS

Group and star dressing rooms are provided and maintained for performing groups and performers. Their use is limited to current production related guest artist, faculty, staff and students.

ART EXHIBITIONS

Faculty and students are encouraged to make use of the Gallery and the two display cases. Use of the display space is arranged through the Department Head, the Operations Manager, and the ULTRA Club graduate assistant.

Displays of artwork by art education classes are welcome in the Mall and on the 60' display wall. They should be clearly labeled.

BULLETIN BOARDS

Bulletin boards are located in all offices, classrooms, and in the following areas:

- Green Room hallway
- Music locker hallway
- Fine arts hallway
- Department office
- Back hallway
- Tackable surface in art hallway

Push pins are provided on all bulletin boards. All items displayed on the Department Office bulletin board must be approved by the Department Head. Please do not post anything in the building except on the bulletin boards.

Faculty and staff should post any announcements, along with schedules and other items of interest, on the bulletin boards provided on their office doors. **Do not use tape**

anywhere in the building and please do not stick or permanently attach anything on your doors.

FOOD

Food and drink are not allowed in the classrooms, hallway or performance areas.

Group refreshments must be approved in advance through the Operations Manager. NO RED PUNCH – IT STAINS THE CARPET. After receptions, the group in charge must clean up immediately after the reception. This includes emptying the trash cans and putting the tables up on the cart that is located backstage. Groups must provide their own table linens.

FURNITURE

The Fine Arts Center has recently purchased new furniture, which is going to have to last as long as the old furniture did, so we must be careful to maintain it. Faculty members must set the example for treatment of all furniture and equipment in the expectation that it will endure. In the halls, insist that students treat the furniture well. At no time are flags, rifles, batons, or other marching band paraphernalia to be used in the hallways.

Each full-time faculty office is supplied with the necessary furnishings. If something else is needed, please speak to the Operations Manager. Do not remove any furniture from your office without checking first.

Music faculty members are requested to periodically check the practice room area in the evenings to monitor use and damage.

COLLECTIONS OF THE CENTER AND THE DEPARTMENT

Clyde H. Wells Fine Arts Center

Leo Potishman Music Box Collection (permanent display)

Department of Fine Arts

The Wolfe Musical Instrument Collection (permanent display)

The Tarleton Historic Costume Collection (exhibited periodically)

The Charles Froh Memorabilia (exhibited periodically)

POSTING NOTICES

Nothing may be posted on walls, doors, windows, or glass in the Fine Arts Center. Any exceptions must be approved in advance by the Operations Manager. Non-approved postings will be removed.

EQUIPMENT

PHOTOCOPIER

Duplication equipment is for the Department of Fine Arts official business exclusively. Anyone other than the faculty and staff of the Department of Fine Arts must obtain permission to use the machines in this area. External user groups, such as the Cross Timbers Music Teachers Association, reimburse the Department for use of photocopying machines. Fine Arts organizations may use the machines with the permission of the Department Head. They will be issued an organizational code, and will be required to reimburse the Department for all copies made.

Each faculty member will be issued a copier code by the Business Manager. This is your personal code and must not be given out to any students. Student workers who need to make copies for a faculty member should use the code for student workers in that area. Students who are not employed by the Department of Fine Arts will be NOT be allowed to use the copy machines.

Faculty are not to copy copyrighted music or plays for you students. Set a good example and uphold the livelihoods of those who produce and publish the music content. Copies for personal use must be made at the student's expense in either the library or the Campus Store.

Copyright Information: Tarleton State University is committed to adhering to all applicable laws regarding intellectual property, specifically the rights of copyright holders and compliance with copyright law. It is the responsibility of all members of the Tarleton State University community to make a good faith determination that their use of copyrighted materials is in compliance with Title 17 U.S. Code, the United States Copyright Act, Fair use, Digital Millennium Copyright Act of 1998, and the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002.

Please be aware that copyright protection also extends to the use of films for educational purposes. It is acceptable to show a full-length feature film in a face-to-face class, if the film 1) was acquired through library check out or legally purchased and 2) pertains directly to the curriculum for that class. **It cannot be legally shown in its entirety in an online class or to the public.** Guidelines in use at Tarleton State University regarding copyright can be found on the [Fair Use, Copyright, and the TEACH Act Information page](#). For more information, please contact Ms. Jennifer Sherwood at jsherwood@tarleton.edu.

TELEPHONE

Each office is equipped with a phone, phones are connected directly thru the internet and run-in connection with your office computer. No collect calls may be made or accepted through Department telephones. All long-distance calls must be for official University/State business only.

To make an on-campus call:

1. Listen for a dial tone
2. Dial the 4-digit office number.

To make an off-campus call:

1. Listen for a dial tone
2. Dial "8"
3. Dial the area code (including 254 or 817)
4. Dial the number you are calling.

To make a long-distance call:

1. Listen for a dial tone
2. Dial your authorization code
3. Dial "8"
4. Dial the area code (including 254 or 817)
5. Dial the number you are calling.

To dial 800 numbers,

1. Dial "8"
2. Dial "1"
3. Dial "800"
4. Dial the rest of the number

Be sure to get the approval of anyone to whose phone you forward your calls.

LOCKERS

Each locker will be locked with a lock supplied by the Department of Fine Arts. Faculty members will assign lockers, and either Mark Holtorf for Theatre and Lori for music and art will give the student the combination to their assigned locker. Students must clean out their lockers at the end of the Spring Semester, even if they are returning in the Fall. It is the responsibility of the art, music, and theatre faculty members in charge to make sure this is done.

SOFTWARE

This Department supports the Texas A&M policy on copyright laws for software. All copies of software must be licensed for use on each computer in the Center. Failure to comply with this policy could result in departmental fines and/or the loss of equipment and funding.

EQUIPMENT LOANS AND RENTALS

The Department of Fine Arts does not loan out equipment from the Fine Arts Center. Exceptions can be made at the discretion of the Department Head or the Operations Manager for University events. We do not rent out equipment for any reason.

SERVICES

MAIL

1. Professional correspondence expenses on a small scale need no approval from the Department Head. However, when large numbers of letters, etc., need to be sent, consult the Department Head in advance.
2. Memos need to be initialed by your typed name on all official correspondence.
3. The University has its own Post Office in the Thompson Student Center, staffed by University personnel. The ZIP code is 76402. Students receive their mail (federal post or intra-campus) at this post office rather than in their dorms, and they pay for this privilege.
4. University Mail Service has implemented a morning and afternoon pickup/delivery system to on-campus offices and departments that include both the United States and interdepartmental mail.
5. The outgoing mailbox is located in the Front Office on the desk by the entrance. On-campus envelopes are located in the front office and are available for use. Indicate the sending and receiving mail stop code.
6. Since federal mail requires an account authorization, please fill out a Metered Mail Authorization Form, also located next to the mailbox in the Front Office.

7. Mail that is sent to staff or faculty members will be placed in that person's departmental mailbox. Each faculty or staff member is responsible for checking their mailbox daily.
8. Bulk mailings must be approved in advance by the Department Head. Once approval has been obtained, contact the administrative assistant for information on preparing the mailing.

PHOTOGRAPHY

Carol Stavish and Sarah McGrath supply photography service for theatre productions. Shayla Moose stores and documents all images and proofs placed in the theatre archives as a record of the plays. No photography or recording is allowed during performances.

Heather Chaney supply photography services for the building and music area productions.

No photography or recording is allowed during any program in the Fine Arts building unless prior arrangements have been made with the director and the Operations Manager. Anyone photographing a performance for local news outlets or at the request of the director needs to check in with the house manager before the beginning of the performance.

PUBLICITY

While the office staff will provide some assistance, faculty members are ultimately responsible for all publicity accompanying their productions. The Operations Manager will send in press releases, but it is the faculty member's responsibility to get the information turned into room 105f at least two weeks before the performance.

BOX OFFICE

The Center staff provide ticket and box office services for the Department, University, and guest services. The fee for this service is normally 10% of the total revenue for ticket sales (subject to minimum), plus a fee for the printing of tickets (if necessary) and 20% of the season subscriber revenue.

The services provided from these fees include sales at the box office during the times indicated below, and periodic publicity at the discretion of the box office manager.

Ticket prices of department event ticket are determined by the faculty members in consultation with the Department Head.

Complimentary tickets are granted at the discretion of the director of each activity with approval from the Department Head.

Twelve house seats will be reserved through the Box Office Manager for each performance with reserved seating. If the event does not include reserved seating, the director of the event needs to let the Box Office Manager know in advance if certain seats need to be reserved.

BOX OFFICE HOURS

The box office in the East (Theater) lobby usually opens eight days before the first performance of each show during the theatre season. Some events ticketed by the Center have different requirements. Normal box office hours are:

Monday – Friday 2:00 PM – 6:00 PM
Performance Evenings – 6:00 PM – 8:00 PM
Special hours to be announced

For concerts, and other events without advance ticket sales, the box office will open one hour before the performance begins. Everyone who enters the performance area will be required to show a ticket.

RECORDINGS

If you need to have a concert or recital recorded, speak to the Technical Manager. If a student wants to have a recital recorded, they need to make arrangements with the Technical Managers and make sure the recording fee is paid to the Business Manager.

EVENTS

PRODUCTIONS

A wide variety of entertainments are presented by the Department of Fine Arts including:

- UIL Contests
- Concerts, recitals
- Festivals: Theatre, Choir, Band, and Art
- Plays
- Musicals, Operas

While faculty members are encouraged to support and attend events sponsored by the Department, faculty sponsors **MUST** attend each presentation for which they are responsible. Faculty responsibilities include:

- the complete training of students, including supervising rehearsals;
- the success and safety of the event;
- set-up, strike, and securing the exterior doors behind them;
- supervision in the hallways during the event
- securing an appropriate number of ushers if required
- for guest artist recitals, the hosting faculty member is responsible for publicity and programs;
- reception set-up and clean-up; and
- instructing students about emergency procedures, which must be followed in case of accidents, evacuation, tornadoes, etc.

“Immediate Strike” is the policy of this department. Upon the close of any activity, the faculty sponsor is responsible for completely striking the stage set up and restoring items to their rightful storage places. Exceptions to this rule must be requested and approved in advance by the Technical Manager.

Directors are requested by the Department Head to notify him/her in advance of performances or special plans of the various student groups.

PUBLIC PROGRAMS AND RECITALS

Each public event sponsored by the Department of Fine Arts must have a faculty member actively in charge. This person is responsible for the following items:

1. Getting on the calendar early.
2. Timely submission (two weeks in advance) of technical requirements to the Operations Manager and the Technical Manager.
3. Arrangements for rehearsals. The performance space is normally reserved all day on the day of the performance, if possible. Recital rehearsals must be scheduled through the Operations Manager. Technical rehearsals must be scheduled through the Operations Manager and the Technical Manager. Rehearsals outside of normal class times held in rehearsal rooms should also be placed on the master schedule through the Operations Manager. If you are planning to rehearse in the performance space at any time before the day of the performance, please

- contact the Operations Manager to make sure the space is available and to get on the Center calendar.
4. Publicity is the responsibility of the faculty member in charge. Posters should be given to the Operations Manager in advance for timely display throughout the building.
 5. Information for programs should be given to the music office administrative assistant at least two weeks in advance to allow time for proofreading and copying. Program notes should be given to the administrative assistant at the same time as other program information.
 7. Reserving house seats, if appropriate. Information on house seats should be given to the box office manager well in advance of the box office opening.
 8. Providing faculty or staff supervision of all rehearsals in the Center.
 9. For music recitals, the applied teacher is responsible for having ushers at the performance hall door.

The faculty member is responsible for preparation and cleanup of all areas, including the green room and dressing rooms. The responsible faculty member must stay in the area until the last person leaves.

All members of Tarleton performing organizations must be registered Tarleton students, unless prior arrangement has been made with the department head. If others are approved for performance, they must sign a release from liability for the university.

SUMMER CAMPS

A series of summer camps is administered by the Department during the summer terms each year. These include the following:

- Varsity Cheerleading Camps
- All-State Choir Camp
- Band Camp

Hiring for summer camps is determined by the Summer Camp Director and Department Head. Profits from these camps provide Department scholarships and funding for special projects, including faculty travel.

FACILITY USE FOR FACULTY AND STUDENT RECITALS

Contact the Operations Manager to discuss available dates and to schedule a recital.

FACILITY USE FOR CLASSES AND MEETINGS

Classes are assigned rooms at least a semester in advance by the Sally Simpson. Faculty may schedule other classes for meetings by filling out a Room Request Form, located on the door to Room 105F, and submitting it to the Operations Manager.

CALENDAR

Department event calendars are published by the year and by the semester. They are distributed to Center staff/faculty.

The calendar is normally set at least one year in advance, between January and May each year for the following academic year, according to the following priorities:

- Tarleton Annual Institutional Events
- A&M System Events
- Department Events
- Department Hosted Events
- UIL Contests
- Events of other Campus Units
- Rentals

Faculty members will be invited to a meeting to set the calendar, usually in March. Due to the ever-increasing number of events in the Fine Arts Center, faculty members need to restrict their events to two events per ensemble, per semester (two jazz concerts, two wind ensemble concerts, etc.).

To change dates, or access, or to schedule additional events, submit a **building usage form** through the Operations Manager. Technical requirements should be discussed two weeks in advance with the Technical Manager.

Please inform your students that an online calendar is available for each academic area of the Department of Fine Arts. If you would like to use the online calendar as a tool to communicate with your students, please send event information to larue@tarleton.edu.

SECURITY

KEYS

Faculty members are personally responsible for all keys they are issued. Do not give them casually to students. All Center keys are issued and maintained by Maintenance and are marked with the code of the person to whom they are issued. All requests for keys are to be approved by the Department Head through the Operations Manager. If you have any problems with your keys or need a key to a new room, please see the Operations Manager.

ADMISSION TO FACULTY/STAFF OFFICES

Faculty or staff needing admission to other faculty offices will normally be accompanied by the Department Head or the Operations Manager. Environmental Service personnel will enter your office at least weekly for cleaning purposes. Environmental Service personnel cannot open any classroom or office doors for students. If your students need to access a classroom or office, please let Lori know so that she can arrange for the doors to be opened.

INVENTORY

The inventory in this department is checked annually in the summer. The A&M System conducts random spot inventory audits when office personnel must be able to easily locate any inventory item and its number. For this reason, never remove anything from a classroom or an office without checking with the Operations Manager first.

EMERGENCIES

See the evacuation routes (pink sheet at the end of the handbook), and the tornado safety areas (blue sheet at the end of the handbook).

In the event of medical emergencies, fire, or situations in which police assistance is needed, call 911. Stay on the phone and follow the operator's instructions. This will ensure that proper equipment and personnel respond. Give the nature of the emergency and the location. Also give a phone number where you can be reached. As soon as possible after you call 911, notify the Department Head and the Operations Manager. The 911 operator will notify the Campus Police, the Stephenville Fire Department (paramedics), and others to react upon verification of the situation. The police will provide immediate rescue, traffic, communications, and crowd control as needed at the site of the emergency.

If the emergency requires an ambulance, it will only come to one entrance – the main east entrance by the Theater lobby. You or a representative must meet the paramedics there and lead them to the emergency site in the Fine Arts Center.

For non-life threatening emergencies after normal hours, call the Control Center at 9265. The phone is answered 24 hours a day.

Notify the department head and the operations manager immediately of any accident involving students, faculty, staff or patrons so that the proper accident reports can be filed.

SECURITY REMINDERS

LOCK and SHUT all doors to classrooms and offices not in use. When you are not in your office, close and lock your office door.

All exterior doors should be treated as though they do not latch automatically. Double check them whenever they are supposed to be locked as you and your students or guests exit the Center. Don't forget to check the flippers on the outside of each door. They must be locked before the building will be considered secure.

If you notice a door open or ajar and which should be locked, lock it, or request that an Environmental Service worker lock it. Please notify the Operations Manager, who will complete a Security Report.

Outside doors must NEVER be propped open. The building is either locked or unlocked according to the Center calendar.

ULTRA CLUB

The ULTRA Club is an organization that exists solely to support the arts at Tarleton State University. ULTRA Club supports visits from regional, national, and international artists and performers and helps students receive scholarships and funding for travel to conferences, performances, and competitions. Faculty members that wish support from the ULTRA Club for a special performance or for travel should make their request to the Department Head. If the Department Head approves your request, you can ask for funding from ULTRA. Faculty members are encouraged to join ULTRA Club.

RULES FOR THE FINE ARTS CENTER

1. Tarleton is an alcohol and drug free campus. The simple possession and/or use of any controlled substance as defined by Texas law on campus or at a university sponsored or sanctioned activity, may result, after a due process hearing, in suspension from the University.
2. If a student is under the influence of drugs and/or alcohol while actively participating in an event/concert/ rehearsal/theatre lab/production for any area in the Fine Arts, the student will be removed; the university policy will be contacted at the time of the incident and the students will be referred to the Dean of Student Administrative Office for review. See additional information about Tarleton's Student Code of Conduct Alcohol or Drug policy <https://www.tarleton.edu/studentrules/code-of-conduct.html> .
3. Posters and flyers are allowed only on bulletin boards in the Center. Push pins are provided on all bulletin boards. Posters or flyers are not to be placed on doors, windows, or walls.
4. Food and drink are not allowed in the classrooms, hallway or performance areas. Faculty members are responsible for enforcing this university rule in their classes.
5. Tarleton State University campuses are tobacco free. No tobacco products (cigars, cigarettes, chewing tobacco, etc.) may be used in any University building or grounds.
6. The backs of the seats and the armrests in the performing areas are not to be used as footrests.
7. Ticketing for all events held in the Fine Arts Center must be handled by authorized box office personnel. University departments will normally be billed for the price of ticket printing plus a 10% Box Office fee for total ticket revenues from the event (subject to minimum fee).

8. The use of any photographic or recording equipment during public presentation must have prior approval by the event director, who must obtain authorization and make appropriate arrangements for use through the Technical Manager or Operations Manager in advance.
9. The Fine Arts Center and the University reserve the right to retain or release concession rights. Written approval for selling concessions must be secured from the Center office at least two weeks prior to the event.
10. The lobby restrooms located on either side of the Art Gallery may not be used as dressing rooms for any event.
11. Furniture, rugs, plants, etc. in the Center are not to be moved, or used as properties for events.
12. School buses used to transport students to the Fine Arts Center may unload and load on the intersection of Rutter Way and Cain Street. Buses are required to park in the stadium parking lot.

BACKSTAGE REGULATIONS

1. Arrangements for use of all backstage equipment for a rehearsal and/or performance must be made two weeks in advance through the Technical Director.
2. Stage equipment, including lights, scenery, and draperies belonging to Tarleton State University shall be handled only by authorized personnel.
3. If specialized personnel or equipment other than those furnished by the Fine Arts Center are needed, the sponsoring organization will bear the necessary expenses and must be responsible for delivering these special items to the backstage areas at the time assigned by the Center.
4. Center facilities and equipment shall not be used for personal gain.
5. All damaged or unsafe equipment or working conditions shall be reported immediately to the Technical Manager. The Technical Manager will issue a Damaged or Unsafe Condition Report immediately. No unsafe conditions or situations will be allowed to compromise safety standards.
6. All public areas, shop areas, and dressing rooms must remain locked when not in use.
7. Backstage access before and during a performance, except for production related faculty, staff and students, is at the discretion of the director of the event. Visitors will normally be permitted in the Green Room after a performance.
8. The consumption of food and beverages are barred from control booths and any area outside of the backstage at all times.
9. Access to shop areas, control booths, cat walks, or work areas is at the discretion of the Technical Manager.

10. All persons using or working in the theaters or shop areas shall conduct themselves in a businesslike manner.
11. Loud or unnecessary noise in the backstage areas during performances or rehearsals will not be permitted.
12. Dressing rooms must be kept neat and orderly by each organization using these areas. Their use is limited to current production-related staff and performers scheduled through the Center office.
13. All persons working above stage level shall remove all items from their pockets, wear nonskid shoes, and have tools secured to prevent them from falling to stage level.
14. All properties and materials used for rehearsals and performances shall be removed and stored in their assigned places at the end of these time periods. The facility shall be left in broom-clean condition after use. The sponsor or faculty member/director is responsible for these duties under the supervision of the Technical Manager.
15. All Federal, State, and University safety rules must be observed.
16. Individual areas may have additional restrictions and regulations. Consult the Technical Manager for specific rules and regulations.
17. Shoes must be worn at all times when working in the theaters or shop areas.
18. Any person or group in violation of any of these safety policies risks the loss of the privilege of public presentations in the Center.

PERSONNEL MATTERS

ATTENDANCE

If you are unable to be at your post, you must call the Front Office as early as possible in the day.

As soon as possible, you must go to the Workday section of the Single-Sign-On website to fill out the application for leave. You will be notified through e-mail when it is approved.

According to A&M policy, all absences from your post must be documented. For absence due to consulting, judging, conference attendance, please apply two weeks in advance with a **request for travel funding** and a **travel request** (see section on Faculty Travel).

There are a few annual events at which faculty are expected to be in attendance:

- Beginning of the year President's reception for new faculty
- New Faculty breakfast (new faculty only, usually 6:45 AM)
- General convocations of faculty and staff at the beginning of each term
- Commencement (in full regalia)
- In-service training

FACULTY MEETINGS

All full-time faculty members are required to attend department and area meeting. A full department meeting will take place at the beginning of each semester. Each area will have a meeting with department head once a month. Adjuncts are highly encouraged to attend.

In scheduling meetings and activities of the Department, faculty outside commitments will be taken into account, but official University business has precedence over outside commitments in all cases.

The Tarleton policy governing outside activities allows for up to 10 days absence per semester for consulting work, subject to Department Head approval.

COMMITTEES AND OTHER ASSIGNMENTS

Appointments to standing committees of the Department will be made each year after university committee appointments are announced by the President's office.

If a faculty member must be absent from a university committee meeting, it must be covered by another member of the Department faculty. The Department Head requests that University committee representatives keep her up to date on developments relating to this department.

SYSTEM CALENDAR, FACULTY WORKDAYS, AND WORK PERIODS

While faculty presence is not normally requested during off-periods, we all are, by System requirement, to be available for work throughout each work period when the University is open during the academic year. This includes all days when the staff is working, even if there are no classes. Times when this policy is often overlooked by faculty include December following Commencement, and the remainder of May following Commencement. Faculty are expected to

be available for advisement, registration, faculty meetings, etc., at the beginning of the school year in mid-August.

The System work periods are:

- Fall – Sept. 1 – Dec. 31
- Spring – Jan. 1 – May 31
- Summer I – June 1 – July 15
- Summer II – July 16 – August 31

ACCIDENTS/INJURY/SICKNESS REPORTING

Whether an injury occurs to a student worker, faculty, or staff member, immediate notification of the incident is to be made to the Department Head. The EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS is to be prepared and submitted within 24 hours of the injury by the Department. Original forms are kept in the department office or are available online at <http://www.tarleton.edu/safety>. Under FORMS, click Employee/Student/Visitor Accident Report. Failure to submit a form through channels within 24 hours can result in a charge to our operating expense account. If the incident happens on the weekend, the report is to be filed within the next regularly scheduled workday.

NOTE: When an injury occurs to a Tarleton student, notify the Department Head, the operations manager, Campus Police, and fill out an ACCIDENT REPORT.

OUTSIDE EMPLOYMENT

It is an A&M System requirement that faculty obtain approval from the President for outside employment to be accomplished during an academic term before an obligation is made. The goal of this policy is to ensure there is no conflict of interest with a System employee and the State of Texas. This policy covers any job outside your A&M System position, no matter what it is. In this case, job can also be defined as “free-lance” or consulting activities or projects for which you are paid. Complete an “Outside Employment Form” and submit it to the Department Head.

Recommendations and approval of outside employment, including private lessons, is at the discretion of the Department Head.

EXCHANGE RECITALS/PROGRAMS

Music faculty are encouraged to propose and execute exchange recitals with other higher education institutions in Texas, especially with junior colleges. However, such trips must be accomplished in conjunction with recruiting or conference attendance in order for payment to be justified.

PUBLIC SPEAKING ENGAGEMENTS

Faculty will please notify the Department Head well in advance when expecting to speak publicly on behalf of any activity in this Department or when reporting on events in this Department.

PROFESSIONAL MEMBERSHIPS

Individual professional organization affiliations are encouraged. In addition, faculty members may propose institutional membership to the faculty, where it will be voted on.

SUMMER TEACHING

During the spring semester, the Department Head surveys faculty to determine who is interested in summer teaching. If there are more faculty interested in teaching than there are courses to be staffed, staffing is determined based on several factors, including:

- fiscal considerations;
- a commitment to facilitate student progression/program completion;
- established intercampus commitment (e.g., online courses); and
- a commitment to equal representation of academic areas (e.g., 3 art courses, 3 music courses, 3 theatre courses).

RECORDS OF FACULTY AND STAFF

Your individual file in the Department Head's office is open to you by appointment. The University personnel file of each faculty member is available to each member 24 hours after completion of a form in the office of the Vice-President for Academic Affairs.

FACULTY EVALUATION PROCEDURES

TIMETABLE

Evaluation will be conducted in accordance with the University Handbook for Faculty/Administrative Staff. The following evaluation process is part of the operation of the Department of Fine Arts. It is performed according to the calendar established each year by the Department Head. The typical evaluation calendar:

1. Department Head Evaluation of Faculty: Spring semester and as necessary.
2. Department Head Evaluation of Staff: Spring Semester
3. Student Evaluation of Faculty:
 - According to House Bill 2504, all public institutions of higher education in Texas must make student course evaluations of faculty available on the Internet. Consequently, this past year Tarleton began to conduct course evaluations online. As of this writing, course evaluations for all faculty will be done electronically every semester, and data results will be pulled into Digital Measures. Note: More information about the frequency of course evaluations will follow from academic affairs.
4. Each member of the faculty and staff must fill out the Self-Appraisal form on the Tarleton Connection Web site once a year. This is a part of your evaluation.

The Department Head reserves the right to faculty observation throughout the year.

Important Reminder: Update and keep information current about your teaching, service, and creative/scholarly activities on Digital measures.

GUIDELINES FOR PROMOTION TEACHING CRITERIA AND GUIDELINES

In keeping with the mission of Tarleton State University to provide an academically challenging educational experience, the Department of Fine Arts is dedicated to excellence in teaching. In all cases of tenure and promotion, effective teaching is an essential qualification, although it cannot be considered in isolation from scholarship and service.

For Appointment/Promotion to Associate Professor

The candidate demonstrates effective teaching, a promising teaching record, and potential for continual development.

For Appointment/Promotion to Professor

The candidate is able to demonstrate excellence on a continual basis in the area of teaching during the period of tenure as an associate professor.

TEACHING ACTIVITIES

In the disciplines of art, music, and theatre, teaching can occur in the classroom, but a great deal occurs in other learning environments. Examples might include:

- Teaching in a traditional classroom, studio, or laboratory
- Supervising internships and student teachers
- Supervising productions on stage, critiques, rehearsals, and workshops
- Supervising and evaluating performances, recitals, portfolio reviews, and student special projects
- Preparing students for junior and senior recitals, and for performances at local, regional, and national auditions, competitions, and conferences
- Coaching students for season productions in the department, outside the University, and for local, regional, and national auditions, competitions, and conferences

COMPONENTS OF TEACHING EFFECTIVENESS

Examples might include:

- Knowledge of subject matter
- Skill in presentation

- Excellent student evaluations from semester to semester (summaries of student evaluations should always reflect student comments as well as numerical rankings)
- A grade distribution pattern that is appropriate to the nature of the course and course level
- Successful involvement of students in undergraduate research, performances, capstone projects, and other special projects
- Significant curricular or pedagogical contributions, such as the creation of new courses or programs
- Unusual effort given to help students individually
- Teaching awards
- Student achievement and awards
- Evidence of thorough class preparation, as well as continual growth in organizing and presenting classes
- Receptivity to innovative ideas, methods, materials, and modern technologies
- Diverse teaching techniques that strengthen the curriculum
- Teaching techniques that integrate research with instruction
- Attendance and participation at workshops specifically dealing with pedagogy and the improvement of teaching
- Adherence to high standards for student performance
- Care and thoroughness in the evaluation of student work
- Conscientious acceptance of individual and departmental responsibilities with regard to instruction
- Interest in students and an enthusiastic devotion to teaching

SCHOLARSHIP AND CREATIVE ACTIVITY GUIDELINES

All faculty members in the Department of Fine Arts are expected to engage in research and/or creative activities, which may assume a variety of directions or combinations. The three professional areas are visual art, music, and theatre.

For Appointment/Promotion to Associate Professor with Tenure

For promotion to associate professor with tenure, the candidate should (1) demonstrate currency in the discipline and area of specialization, (2) reveal consistent efforts, and (3) have a record of peer-evaluated publication or creative activity that has contributed to the discipline and to the quality of the candidate's academic area.

SCHOLARSHIP ACTIVITY

If the nature of the work is scholarship (e.g., aesthetics, music education, history or theory), candidates are to demonstrate scholarly and pedagogical expertise. Examples might include:

- Articles and essays in peer-reviewed journals.
- Books, monographs and scholarly editions (published or in progress).
- Chapters in peer-reviewed edited volumes.
- Book reviews in peer-reviewed journals.
- Contributions to scholarly encyclopedias and dictionaries.
- Original works, including the development of new media.
- Externally funded grants and awards that involve ample scholarship.
- Textbook reviews for publishers.

Book reviews typically receive less weight than the other publications listed here. International and national awards and grants will generally weigh more heavily than regional or local.

CREATIVE ACTIVITY

For all purposes of tenure and promotion, creative work by faculty appointed to teach in creative areas is the full equivalent of a published scholarly work. Creative endeavors might include the direction of a play, a painting, or a musical performance, and are subject to rigorous scrutiny, in a way appropriate to the nature of the discipline. Consideration will be given to originality and quality.

Visual Art

Creative activity criteria in the area of visual art may include, but are not limited to the following indicators:

- A portfolio that reveals significant and developing achievements
- Acceptance in regional, national, and international juried exhibitions

- Solo exhibitions in a reputable gallery, public place, university or museum
- Group shows in which the body of work exhibited by the candidate is sizable
- Commissions/freelance activities
- Works in public or private collections
- Gallery affiliations

The candidate should accumulate external reviews over an extended period of time. The reviews may include, but are not limited to solicited external reviews by professionals in the artist's field, newspaper or magazine reviews, and letters of acceptance for juried exhibits or productions.

Music

Types of creative activities in the categories of applied music, conducting, and composition music might include but are not limited to:

- Solos and ensemble performances on campus and touring
- Director of University ensemble, in programs other than semester concerts
- Guest soloist, ensemble participant, or conductor
- Invited festival appearances, master classes, and workshops
- Compositions, arrangements, and transcriptions performed and/or published
- Performance of distinctive repertoire (historically, geographically new works)
- Affiliation with civic or professional ensembles
- Performances at conferences
- Recording projects with University ensembles

On campus activities typically receive less weight than endeavors outside the University. The quality of public performances will be determined by peer and outside evaluation.

Theatre

Creative activities in the categories of design, directing, performance, technology, and artistic production include but are not limited to:

- A portfolio that reveals significant and developing achievements

- Departmental creative endeavor, supported by peer and department head review, visual evidence, etc.
- Positive evaluations of departmental creative endeavor by solicited external evaluations
- Outside production work, supported by program credits, visual evidence, reviews, etc.
- Community theatre

OTHER CRITERIA APPLICABLE TO ALL THREE AREAS

- Grants, fellowships or other evidence of the pursuit of funding of projects
- Signed contracts for projects
- Papers or lectures presented at regional, national, and international conferences. Included in this category are sessions chaired, participation in panels, and roles as respondents
- Leadership positions of regional, national, and international significance in professional organizations
- Speaking engagements at other universities or professional organizations
- Textbooks and innovative instructional materials having significant value beyond campus

FOR APPOINTMENT/PROMOTION TO PROFESSOR

The scholarship and/or creative criteria for promotion to professor are the same as associate professor. Additional criteria include, but are not limited to:

- A record of scholarship and/or creative endeavors of high quality
- A record of achievement in the area(s) of specialization, as evidenced by sustained activity
- Conclusive evidence of a reputation beyond Tarleton State University and among peers on a national or international level
- Awards, honors and citations for scholarship and creative activity

SERVICE CRITERIA AND GUIDELINES

Service is an important obligation for all faculty members. It includes activities on behalf of the department, college, university, the community, and the profession. Service should be related to the faculty member's field of expertise.

The evaluation of service will be based on the quality and amount of effort, its impact on the final outcome, and the importance of the activity.

For Appointment/Promotion to Assistant Professor

The candidate demonstrates a willingness to serve the department, college, university, community, and discipline/profession.

For Appointment/Promotion to Associate Professor with Tenure

The candidate is able to demonstrate excellence on a continual basis in the area of service during the period of tenure as assistant professor. Additional criteria may include increased administrative responsibilities and major leadership roles.

For Appointment/Promotion to Professor

Accomplishment in this area should be significantly greater than was expected to achieve the rank of associate professor. The candidate has played a constructive role in departmental meetings, committees, academic advisement, and/or college-wide faculty governance since last promotion. The candidate is also accepting leadership roles in the department, the college, and the profession.

SPECIFIC CRITERIA

Service to the Department

Examples might include:

- Participation in committees, self-studies, program reviews
- Student advising
- Program administration (e.g., coordinator, program director)
- Assistance/advising for student organizations
- Arranging travel logistics
- Hosting high school and college activities, festivals, summer camps, or plays
- Reorganizing academic programs with visible results
- Serving as a mentor for new faculty
- Effective recruiting (identification of and communication with prospective students); this will be demonstrated in the quantity and quality of the individual studio

Service to the College and University

Examples might include:

- Participation on committees, task forces, or faculty senate
- Chairing a committee or task force; holding a leadership position in the faculty senate
- Participation in Texan Tour or other recruiting days
- Participation in activities that support the University's strategic initiatives (e.g., diversity, technology)
- Participation in the development of the University's curriculum design and/or assessment plans
- Serving as a department representative to the larger University community
- Developing and leading special programs (e.g., study abroad programs)

Service to the Community

Service to the community refers to civic activities related to the candidate's professional training. It should directly or indirectly benefit the department and the university, as well as provide public exposure to the quality of our faculty and program curricula.

Examples might include:

- Initiating and developing special projects and programs
- Outreach activities throughout the area, state and region, such as lectures, demonstrations, workshops, and high school plays
- Developing and participating in outreach programs that apply and disseminate knowledge and creative work beyond the confines of the University.
- Developing and participating in partnerships (such as internship programs) between academic programs and external agencies

Service to the Profession

Service to the profession refers to activities in which the candidate is serving in a manner directly related to his/her profession.

Examples might include:

- Attendance and participation in professional meetings, conferences, and agencies
- Holding office in professional organizations
- Organizing conferences, sessions, exhibitions
- Refereeing or editing books or articles

- Participation in an accreditation panel or program review committee
- Adjudications, clinics, consultancies, or other public service to schools and state organizations
- Service grants (funded, unfunded, or pending)

STATEMENT OF COLLEGIALLY

Faculty members are evaluated on their record of teaching, scholarship, and service.

Additionally, they will be evaluated on their ability to participate in the life of the department.

Faculty are expected to:

- attend faculty meetings.
- use facilities appropriately.
- be available to colleagues and students.
- be willing to engage in meaningful professional dialogue.
- respond favorably to reasonable assignments.
- maintain a demeanor that reflects positively upon the department.
- be respectful of other divisions within the department when scheduling events

FACULTY LOAD POLICY

Classroom Courses: Full Time Equivalent (FTE) of 12 contact hours/weekly

Ensembles: Lab, 3/4 of 3 contact hours @ ensemble

Applied Major Lessons: Lab, 3/4 of 1 contact hour @ student

Applied Minor Lessons: Lab, 3/4 of .5 contact hour @ student

Area	Course	Examples		FTE
		Lec/Lab	Sem Hour (Full-Time Equivalency)	
Art	All Studio Classes	2-4	3	5
Music	Major Applied Lessons	1-3	2	.75
	Minor Applied Lessons	.5-1.5	1	.375
	Class Piano	3-0	1	2.25

FINE ARTS DEPARTMENT FACULTY HANDBOOK
2021-2022

	Ensembles	3-0	1	2.25
	Marching Band	1-4	1	4
	Capstone	1-12	1	1
	Theory I	3-2	4	4.5
	Diction	1-1	1	1.75
	Brass Class	2-1	2	2.75
	Percussion Class	1-2	1	2.5
Theatre	Acting I	2-3	3	4.25
	Rehearsal & Performance	1-4	3	4
	Production Crafts	0-3	3	2.25

PROMOTIONS/RAISES

Criteria to be considered in promotions and tenure are listed in the University Handbook for Faculty/Administrative Staff. Due to the diverse (and in many cases, unique) aspects of the arts, it may be helpful to list more specific aspects of evaluation of promotions and raises in this department. These include, but are not limited to:

1. Adherence to procedures outlined in this handbook.
2. Response to and timely accomplishment of administrative requests, including expedient and proper handling of paperwork, such as that which is necessary for purchasing.
3. Proven ability to recruit.
4. Faculty concert and recital performances, conducting engagements, art exhibitions, dramatic or theatrical performances outside your teaching role.
5. Professionalism in dealing with students, staff, other faculty members, and administrators, including being able to function as a department team member.

ACADEMIC ASSESSMENT

Assessment is the strategic-planning process applied to student-learning and is one aspect of “institutional effectiveness.” Unlike “evaluation”, which focuses on improving effectiveness of employees, departments, colleges, budgetary

units, committees, etc., assessment focuses solely on enhancement of student learning.

PROGRAM ASSESSMENT AND WEAVE

Academic-program assessment addresses summative (end-of-program) student-learning for academic programs of study, such as majors and certification programs.

CORE-COURSE ASSESSMENT

Core-course assessment addresses state-mandated “Exemplary Educational Objectives” (EEO's) within each of the five Core Components established by the Texas Higher Education Coordinating Board. Core Component assessment is conducted separately from Program Assessment because it focuses on student learning in core courses rather than student-learning in discipline programs. TSU’s General Education Advisory Council leads campus efforts in this area and has developed a sample EEO report to help guide this area of assessment.

EVALUATION OF PROGRAM SUCCESS BY STUDENTS

To satisfy the Southern Association of Colleges and Schools, as well as our various accrediting agencies such as the National Association of Schools of Music, it is necessary for us to have graduating seniors complete some sort of instrument by which we evaluate the program through which they have come. Each area has adopted an exit survey and other devices for this task, but all seniors must be involved during May or December, the month nearest their graduation.