Note: This handbook is designed to address faculty matters. Handbooks regarding undergraduate students and graduate students are available on the LHSOM website.
1. **Accompanying Procedures**
   a. Faculty are encouraged to contact piano colleagues directly regarding collaborative piano needs.
   b. For student accompanying procedures, see the Undergraduate Handbook.

2. **Administrative Duties**
   a. Director, Torrey Lawrence ([torreyl@uidaho.edu](mailto:torreyl@uidaho.edu) or 885-6231)
      i. Administrative, academic, and artistic leader of the unit
      ii. Fiscal management of all LHSOM budgets
      iii. Advocate for LHSOM to CLASS and campus community
      iv. Assigning of duties to faculty and staff
      v. Personnel matters
      vi. Evaluation of faculty and staff
      vii. Fundraising in consultation with CLASS Director of Development
      viii. Faculty meetings
   b. Associate Director for Academic Affairs (assist current students), Leonard Garrison ([leonardg@uidaho.edu](mailto:leonardg@uidaho.edu) or 885-6709)
      i. Advising Coordinator
      ii. Class schedule
      iii. Curriculum
      iv. Production Crew
      v. Recitals
      vi. Retention
      vii. Student Issues
   c. Associate Director for Recruiting (assist future students), Vanessa Sielert ([vanessas@uidaho.edu](mailto:vanessas@uidaho.edu) or 885-6158)
      i. Prospective student meetings
      ii. Future student correspondence
      iii. Recruiting events
      iv. Audition process
      v. LHSOM promotional materials
   d. Administrative Coordinator, Patti Heath ([pattih@uidaho.edu](mailto:pattih@uidaho.edu) or 885-6233)
      i. Assist the LHSOM Director
      ii. Contracts
      iii. Office Manager
      iv. Payroll
      v. Personnel matters including searches, hiring, and contracts
      vi. Purchasing card management
      vii. Purchasing
      viii. Work-study Coordinator
   e. Administrative Assistant, Cari Tusek ([music@uidaho.edu](mailto:music@uidaho.edu) or 885-6231)
      i. Calendar of Events
      ii. Coordination of auditions and student visits
      iii. Facilities (receives all requests)
      iv. Inventory & Insurance
      v. Keys
vi. Minor computer and sound system support  
vii. Office supplies  
viii. Office work-study supervisor  
ix. Printing through Printing & Design  
x. Prospective student information management including auditions and visits  
xi. Reception  
xii. Scheduling: Music Building rooms, Haddock Hall, and University Auditorium  
xiii. Webpage updates  
f. Financial Technician, Vickie Kersten ([vkersten@uidaho.edu](mailto:vkersten@uidaho.edu) or 885-9083)  
i. Budget management  
ii. Financial transactions, reconciliation, and authorizations  
iii. Travel document processing  
iv. ACM finances  
v. Preparatory Division finances  

3. Administrative Procedures Manual (APM)  
a. Website: [http://www.uidaho.edu/apm](http://www.uidaho.edu/apm)  

4. Advising  
a. The Associate Director for Academic Affairs (Leonard Garrison) coordinates all advising within LHSOM.  
b. Advising is done by most LHSOM faculty and should be included in annual position descriptions under “Teaching & Advising”  
c. LHSOM advising assignments and resources are available at [http://sitecore.uidaho.edu/uidaho-responsive/home/class/music/degrees/advising](http://sitecore.uidaho.edu/uidaho-responsive/home/class/music/degrees/advising)  
d. UI Academic Advising office: [http://www.uidaho.edu/academic-advising](http://www.uidaho.edu/academic-advising)  

5. Attendance, Field Trips, and Official Student Travel  
a. M-1. Attendance. (15-16 Catalog) Instructors will make clear at the beginning of each course the extent to which grades are dependent on attendance and in-class participation. Students are responsible for class attendance. Students are accountable for communicating with the instructor and making up missed work in the event of any absence. Instructors shall provide reasonable opportunity for students to make up work when the student’s absence from class resulted from: (a) participation in official university activities and programs, (b) personal illness, (c) family illness and care, or d) other compelling circumstances.  
b. See the complete policy in the [Catalog – Section M](http://www.uidaho.edu/academic-advising)  

6. Auditions (undergraduate)  
a. Auditions are coordinated by the Associate Director for Recruiting (Vanessa Sielert) and the Administrative Assistant (Cari Tusek).
b. Contact information for all prospective students should be shared with the Administrative Assistant (Cari Tusek) for entry into the LHSOM prospective student database.

c. Faculty must notify the Administrative Assistant immediate after auditioning a student, so that a follow-up letter is sent in a timely manner and that the student is fully considered for financial aid and music scholarships.

d. Faculty must complete the Faculty Response for Undergraduate Audition form for each student who auditions.

e. Faculty must provide specific reasons/deficiencies (appropriate for a rejection letter) for denying admittance.

f. The annual deadline for “priority consideration for scholarships and admission” is the last Saturday of February.

g. LHSOM does not specifically advertise auditions during the following festivals, but you should be aware of these dates when prospective students might be in town:
   i. Future Vandal Game Day (early fall)
   ii. Band Day and Homecoming Parade (mid fall)
   iii. “Bandfest” High School Band Festival (January)
   iv. Lionel Hampton International Jazz Festival (late February)
   v. High School String Festival (TBA)

7. Auditions (graduate)
   a. Graduate admissions is managed by the Graduate Coordinator (James Reid).

   b. The College of Graduate Studies will forward applications to LHSOM once complete. In addition to the requisite approval of the Graduate Committee, studio teachers must approve applications for performance related applications.

   c. See the Graduate Handbook for more information.

8. Building Hours
   a. Fall and Spring semesters
      i. Music Building: Monday-Friday 7:00 am – 10:00 pm; Saturday 8:30 am – 12:00 pm; closed Sunday
      ii. Ridenbaugh: Monday-Friday 7:00 am – 7:00 pm; closed weekends

   b. Summer
      i. Music Building: Monday-Friday 7:00 am – 5:00 pm, closed weekends
      ii. Ridenbaugh: closed

   c. Ridenbaugh hours follow general university policies (this space is shared with other departments)

   d. Holidays: all buildings are closed

9. Business Cards
   a. Order through the Administrative Assistant.

   b. Content and design should follow standard UI and LHSOM formats.

   c. Personal professional websites may be included.
10. **Bylaws**
   a. This is the primary governing document of LHSOM.
   b. Download [PDF file](#).

11. **Calendars**
   a. LHSOM Events: [http://www.uidaho.edu/class/music/news](http://www.uidaho.edu/class/music/news)
   c. General Academic Calendar: [http://www.uidaho.edu/registrar/calendar](http://www.uidaho.edu/registrar/calendar)
   d. Final Exam Calendar: [http://www.uidaho.edu/registrar/classes/finals](http://www.uidaho.edu/registrar/classes/finals)
   e. Future Calendars (major dates for many years in advance – FSH 4620 download): [http://www.webpages.uidaho.edu/fsh/4620.html](http://www.webpages.uidaho.edu/fsh/4620.html)

12. **CLASS Leadership**
   a. Office: 885-6243
   b. Dean: Andrew Kersten, [andrewkersten@uidaho.edu](mailto:andrewkersten@uidaho.edu)
   c. Dean’s Assistant: Jennie Hall, [jenniej@uidaho.edu](mailto:jenniej@uidaho.edu)
   d. Associate Dean: Traci Craig, [tcraig@uidaho.edu](mailto:tcraig@uidaho.edu)
   e. See the [CLASS webpage](#) for a complete list of personnel.

13. **Committees:**
   a. A list of committee membership will be circulated to faculty each semester.
   b. Committee descriptions and duties are available in the [LHSOM Bylaws](#):
      i. Described in Article V:
         1. Advisory Committee
         2. Personnel Committee
         3. Graduate Committee
      ii. Described in Article VI:
         1. Student Advisory Board
      iii. Described in Appendix I:
         1. Curriculum Committee
         2. Scholarship Committee
         3. Library Committee
      iv. Described at the end of Appendix II:
         1. Tenure Recommending Committee
         2. Promotion Committee
         3. Third-Year Review Committee

14. **Computer Support**
   a. First, contact Caleb Parker ([cparker@uidaho.edu](mailto:cparker@uidaho.edu)) for assistance.
   b. If Caleb is not available, you may contact the Help Desk in three ways:
      i. Call 855-HELP
      ii. Email [helpdesk@uidaho.edu](mailto:helpdesk@uidaho.edu)
      iii. Go to the HelpDesk at TLC 128 (next to the Idaho Commons).
c. In an emergency, see the Administrative Assistant to schedule an on-site visit. This assistance requires Director approval because an expensive hourly rate is charged.

15. Convocation
   a. Whenever possible, faculty should attend Convocation on selected Thursdays at 2:30 pm. This is the only time when the entire music community assembles on a regular basis.
   b. Schedule: http://www.uidaho.edu/class/music/undergraduate/convocation

16. Copy Machines
   a. Large copy jobs should be sent to the Commons Copy Center: https://printonline.uidaho.edu/login.asp
   b. Two machines are available in LHSOM. See the Administrative Assistant for copy codes.
   c. Faculty should not use the fax machine in Music 206 to make copies.
   d. Copy machines are not to be used for personal use.

17. Credit Card Procedures
   a. The LHSOM credit card is available from the Administrative Coordinator for official UI purchases.
   b. The Credit Card Authorization Form must be submitted with Director approval to borrow the card.
   c. A receipt must be returned with the credit card. Email receipts are acceptable.
   d. Receipts must include itemized transaction details
   e. Do not store the credit number with online vendors for future purchases.
   f. The credit card cannot be used for alcoholic beverages, controlled substances, ammunition, weapons, food, water, entertainment, gifts, hospitality expenses (food/flowers/plants), household moving expenses, decorations, consulting fees, one-time services, independent contractors, radioactive/hazardous materials, personal items, utilities/cellular phone charges, and on-campus purchases.
   g. Credit card purchases are exempt from Idaho State Sales Tax. The purchaser must point this out to cashiers prior to the transaction!
   h. Credit card use is expressly limited to a maximum of $5,000.

18. Dean
   a. Andrew Kersten keeps regular office hours; however, faculty are strongly encouraged to discuss issues with the LHSOM Director prior to bringing up requests or problems with the Dean. This is not necessary if the subject of the discussion is the LHSOM Director’s performance.
   b. Contact: 208-885-6426 or andrewkersten@uidaho.edu
19. Drop for Non-attendance
   a. M-4. Drop for Non-attendance. (15-16 Catalog) Students are responsible for notifying their instructors through the Registrar when extenuating circumstances not covered as an official absence as defined in M-1 prevent their attendance during the first week of the semester. Instructors may notify the Registrar to drop students who have not attended class or laboratory meetings nor notified the instructor through the Registrar by the end of the sixth business day following the start of the class. Valid reasons for missing classes do not relieve the student of making up the work missed.

20. Event Scheduling
   a. LHSOM Events: http://www.uidaho.edu/class/music/news
   b. LSHOM rooms: http://25livepub.collegenet.com/calendars/lhsom-faculty-and-staff-calendar#/?i=1
   c. Use the Scheduling Form to request reservations.
   d. See Guest Artists below for information about scheduling guest artists.

21. Facilities
   a. Offices and LHSOM spaces may not be used for private endeavors that benefit the faculty member, including private lessons.
   b. Private lessons for additional compensation are allowed if done through the Preparatory Division. Contact Miranda Wilson or Jovanni de Pedro for more information.
   c. Faculty may teach free lessons for outreach/recruiting purposes.

22. Faculty Meetings
   a. LHSOM Faculty meetings will be scheduled throughout the year on selected Tuesdays at 2:30 pm in Room 116.
   b. Other Tuesdays at 2:30 pm should be reserved for LHSOM committee meetings.
   c. General UI Faculty meetings are scheduled by the Faculty Secretary. All faculty are strongly encouraged to attend.

23. Faculty Staff Handbook (FSH)
   a. Website: http://www.webpages.uidaho.edu/fsb/

24. Final Exams
   a. Final exams must be given at times assigned by the Registrar's office: http://www.uidaho.edu/registrar/classes-finals
   b. Specific permission must be obtained before an exam can be offered at any time other than the time posted in the university's official Class Schedule. For regulations, see also Catalog Part 3, H1.
   c. Final Exam Calendar: http://www.uidaho.edu/registrar/classes-finals
25. Fundraising
   a. Faculty must discuss ideas with the LHSOM Director prior to engaging the Director of Development or CLASS Dean with any projects or ideas.
   b. Peter Mundt, Director of Development for CLASS, is responsible for working with LHSOM donors, donations, and all aspects of university advancement.
   c. Contact: 208-885-013 or peterm@uidaho.edu

26. Grades
   a. Grades should be determined by a process clearly outlined in all course syllabi.
   b. Per Family Education Rights and Privacy Act (FERPA) regulations, faculty may not post grades or leave students’ graded reports or projects in public places.
   c. All grades must be submitted on or before the deadlines that are published by the Registrar.
   d. Early Warning Grades
      i. Early Warning Grades are due approximately four-weeks into the semester and are intended to identify students who are not making satisfactory progress in order to provide support to make them successful.
      ii. Early Warning Grades are not recorded on a student’s record.
      iii. Colleges will be provided a list of their students with Early Warning Grades from the Registrar’s Office, so that they may intervene and provide support early in the semester.
      iv. If a student is enrolled in the wrong course or in the wrong section or wrong level of lessons, give them an "F" for Early Warning Grades and midterm grades. This grade does not show up on their final transcript and will serve as a “wake-up call” for registration corrections.
   e. Midterm Grades
      i. Midterm grades must be submitted for all courses at all levels.
      ii. Midterm grades must be submitted on or before the deadlines that are published by the Registrar, usually the Monday following “midterm” week.
   f. “Incomplete” Grades (Catalog, part 4, section F)
      i. F-1. A grade of "Incomplete" is assigned only when the student has been in attendance and has done passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time (Extenuating circumstances include serious illness, car accidents, death of a family member, etc. It does not include lateness due to procrastination, the student’s desire to do extra work to raise his/her grade, allowing a student to retake the course, etc.). Graduate students on probation, see College of Graduate Studies section on Probation, Disqualification, and Reinstatement. If a grade of
"Incomplete" is submitted, the instructor will assign a reversion grade in the event the missing work is not completed. The instructor must also specify conditions and requirements for completing the deficient work, as well as any deadline shorter than the maximum time period allowed in F-2. At the end of each semester, the Registrar’s Office will send an Incomplete Grade Report (IGR) to departmental administrators detailing every I grade submitted by their faculty that semester and the conditions for student completion.

ii. F-2. Completion of "Incomplete" Grades. Final grades for incompleted received in the Fall semester or Intersession, must be assigned by the last day of the following Summer semester. Final grades for incompleted received in the Spring semester or Summer Session, must be assigned by the last day of the following Fall semester. When a student has completed the deficient work, the instructor will assign a final grade. An incomplete that is not completed within the time limit specified above would automatically be changed to the reversion grade assigned by the instructor at the time the incomplete was submitted. Instructors may assign a final grade anytime within the time period specified above. In the event the instructor leaves the university, the departmental administrator may assign the final grade. An incomplete remains on the student’s permanent record and is accompanied by the final grade (i.e. I/A, I/B, I/C).

iii. F-3. "Incomplete" Grades on Record at End of Final Term. A student cannot graduate with a grade of "Incomplete" on his or her record. At the end of the term in which the student will graduate, a grade of "Incomplete" in any UI course on that degree level (undergraduate, graduate, law, etc.) reverts to the grade that the instructor had specified on the on-line grade roster (see F-1). Reverted grades are included in the computation of the student’s cumulative grade-point average at graduation. Nonetheless, a student who has graduated may make up the incomplete work within the usual time limit in an effort to raise the grade on the permanent record.

27. Grants for UI Faculty
   a. All grant proposals should be discussed with the LHSOM Director in advance of writing the proposal.
   b. Any grant proposal requiring support from the Dean or CLASS is due to the CLASS office approximately two weeks before any official grant deadline.
   c. Most grants must be submitted using the Electronic Internal Proposal Routing System (EIPRS) system. Expect extra time and delays when using this system.
   d. Contact Sarah Koerber (skoerber@uidaho.edu), Proposal Development Specialist in the Office of Research and Economic Development, for proposal assistance.
e. Proposal development information:
   http://www.uidaho.edu/research/fundingagencies/proposal

f. LHSOM faculty have often been successful with these internal UI grants:
   i. Seed Grant (Office of Research & Economic Development):
      http://www.uidaho.edu/research/fundingagencies/seedgrant
   ii. Kurt O. Olsson Early Career Research Fellowship Grant:
      http://www.uidaho.edu/class/researchandcreativedworks/fundingopportunities
   iii. Key Grant for Collaborative Undergraduate Research:
      http://www.uidaho.edu/class/researchandcreativedworks/fundingopportunities
   iv. CLASS Summer Grant (see annual call for proposals)

28. Guest Artists
   a. See the Performance Hall Use Policy below for timelines and procedures.
   b. Guest artist recitals must be approved by the LHSOM Director when any financial compensation or reimbursement is planned.
   c. Any financial requests must be specifically approved by the LHSOM Director.
   d. Most guest artists are paid through a UI contract. See the Administrative Coordinator (Patti Heath) for assistance. This must be done at least four weeks in advance. It cannot be completed late or after the event.

29. Health, Safety, and Wellness
   a. All faculty and staff are encouraged to consult resources on the LHSOM website: http://www.uidaho.edu/class/music/resources/Health-Safety-and-Wellness
   b. Any safety issues should be immediately reported to the LHSOM office.

30. Instruments
   a. The TA responsible for instrument checkout may be reached at LHSOMlocker@gmail.com (notice the “gmail” address, not “uidaho”)
   b. Studio instructors may elect to have certain instruments available to select students only.

31. Library
   a. Our primary contact with the main library is Associate Dean Ben Hunter (bhunter@uidaho.edu or 885-5858). Faculty are encourage to contact Ben with purchasing requests.
   b. When faculty request a CD, book or score to be “held”, the materials are sent to LHSOM through campus mail.
   c. All books, scores, and recordings are held in the Main Library:
      http://www.lib.uidaho.edu/
   d. Interlibrary Loan is a great resource for materials beyond UI (ILL):
      http://www.lib.uidaho.edu/services/ill/index.html
32. Lionel Hampton International Jazz Festival
   a. All music classes are cancelled on Thursday and Friday during the festival.
   b. Faculty should be clear with students about attendance expectations during the entire festival week including lessons, ensemble rehearsals, etc.
   c. LHJF website: http://www.uidaho.edu/jazzfest
   d. International Jazz Collections: http://www.ijc.uidaho.edu/

33. Logos
   a. Faculty are encouraged to use the LHSOM logo rather than a UI logo with text added.
   b. LHSOM logos are available on the Shared Drive (see Shared drive below for connection directions)
   c. Guidelines and additional resources are available from the online Brand Resource Center: http://www.uidaho.edu/advancement/departments/communications/brand-resource-center

34. Mail
   a. Personal mail and packages should not be sent or received through the campus mail system.
   b. No stamped mail may be sent.
   c. Outgoing mail must have a complete institutional return address (in the PO Box format) and a budget number bar code.
   d. LHSOM return address labels are available near the mailboxes.
   e. Campus Mail should be consulted in advance on any special mailing projects, including proper design and printing procedures.
   f. The official LHSOM mailing address is:
      Lionel Hampton School of Music
      University of Idaho
      875 Perimeter Drive MS 4015
      Moscow, Idaho 83844-4015

35. Mailbox
   a. Each faculty member will have a mailbox and should check it regularly.
   b. Please remove packages from the LHSOM office as soon as possible.
   c. Mailboxes are not for long-term storage.

36. Mission, Vision, and Goals
   a. See the LHSOM website: http://www.uidaho.edu/class/music/resources/lhsommissiongoalsandvision

37. National Association of Schools of Music (NASM)
   a. LHSOM is an accredited member of NASM.
   b. The guiding document for NASM is the NASM Handbook.
   c. Code of Ethics: see the fourth section of the NASM Handbook
38. No Exam Week (aka “Dead Week”)
   a. Regulations are in Catalog, Part 3, H1-a:
      i. H-1-a. No quizzes or exams may be given in lecture-recitation periods during the week before finals week. Exams in lab periods and in physical education activity classes, final in-class essays in English composition classes, and final oral presentations in speech classes are permitted.

39. Parking
   a. Permits are required for UI parking lots next to LHSOM:
      i. Lot 46 (upper lot): Gold permit (required M-F 6 am – 5 pm)
      ii. Lot 41 (lower lot): Gold or Red permit (required M-F 6 am – 5 pm)
   b. Visitor passes are available from the LHSOM office for special guests
   c. Overnight parking (2 am – 6 am) is not allowed in either lot without a special permit.
   d. Only Gold lots are enforced during the summer and holidays
   e. See Parking & Transportation Services website for details: [http://www.uidaho.edu/parking](http://www.uidaho.edu/parking)

40. Performance Hall Use Policy
   a. Priority Use (in order of priority)
      i. Concerts/Recitals (including dress rehearsals for ensemble concerts), guest lectures and workshops
      ii. Regularly scheduled classes for which there is no available or more suitable space (maximum of one consistent hour for studio classes)
      iii. Faculty ensemble rehearsals where there is no available or more suitable space
      iv. Piano/organ tuning and maintenance
      v. Dress rehearsals for concerts/recitals
      vi. One-time rehearsals and class meetings
      vii. All other uses approved by the Advisory Committee
   b. Scheduling
      i. Courses will be placed on the calendar according to University timelines.
      ii. All university ensemble concerts and their dress rehearsals will be placed on the calendar during the spring of the preceding academic year.
      iii. Faculty and chamber music ensembles
         1. Faculty solo and chamber ensemble recitals and their dress rehearsals, as well as all guest artist recitals and workshops, may be placed on the calendar prior to week four in the fall semester, and prior to week three in the spring semester.
      iv. Student Recitals
         1. See information in “Student Resources” section of the LHSOM website
2. Students should not expect to perform their recital auditions in the Haddock Performance Hall. However, if the hall is available on the day prior to the scheduled recital audition, the student may schedule the Haddock Performance Hall for the audition.

v. Other: All other events and late requests for recitals/concerts will be placed on the calendar on a first-come first-served basis.

c. General Scheduling Policies
   i. In order to print an accurate and timely calendar of events for the public, events should be placed on the calendar no later than the fifteenth day of the month prior to the month in which the event is to occur.
   ii. Concerts/recitals, except for large ensembles, will not be scheduled during dead week (defined as the Monday through Friday immediately prior to the commencement of final exams). Large ensembles will be encouraged to perform before dead week if possible.
   iii. Concerts/recitals will not be scheduled during final exams, the weekend before final exams, during spring break, or during any University holidays.
   iv. Elective or non-LHSOM recitals/concerts will not be scheduled in the Performance Hall after mid-term of each semester.
   v. Faculty recitals/concerts will not normally be scheduled after fall and spring breaks.
   vi. Student chamber ensemble recitals may not be scheduled in the last three weeks of classes prior to dead week.
   vii. Guitar Ensemble, a degree required ensemble for guitar majors, may not be scheduled during dead week.
   viii. Studio recitals may be placed on the Calendar of Events, but will not count towards convocation. If studio recitals take place in the Performance Hall, they may not be scheduled at prime times (Tuesday and Thursday evenings and Sunday afternoons) and not during the last two weeks of classes prior to dead week. No crew and no programs will be provided for studio recitals.
   ix. The preferred concert time is 7:30 p.m. for weekday evenings and 4:00 pm for weekend matinees. If necessary, recitals/concerts may be scheduled for 6:00 pm on weekdays and 1:00 pm or 7:30 pm on weekends. Full-length required recitals will have priority at 7:30 pm on weekdays and 4:00 pm on weekends, while half recitals will normally be scheduled at 6 pm on weekdays and 1:00 pm or 7:30 pm on weekends.
   x. All performers are encouraged to use Tuesday and Thursday evenings, and Sunday afternoons for recitals/concerts (except for Jazz concerts). In an effort to reserve ample rehearsal time in the Performance Hall, Monday and Wednesday evenings and Saturday afternoons will normally be reserved for dress rehearsals.
xi. Only under the most extreme circumstances will a maximum of 3 concerts/recitals be scheduled for any single day or more than four recitals be scheduled over the course of a weekend (Saturday and Sunday).

xii. When concerts/recitals are scheduled, normally the Performance Hall will be reserved from one hour preceding the event (for set-up) to one half hour following the event (for stage strike).

xiii. Students should not expect to perform their recital auditions in the Performance Hall. The Performance Hall is reserved for high priority use such as recitals, classes and dress rehearsals. However, if the hall is available on the day prior to the scheduled recital audition, the student may schedule the Performance Hall for the audition.

xiv. Dress rehearsals will be scheduled in the Performance Hall for a period of time equal to two times the length of the recital. One dress rehearsal is guaranteed. Additional rehearsal time and/or days may be requested but they will be scheduled as the calendar permits.

xv. All exceptions to these policies must be approved in advance by the LHSOM Advisory Committee.

d. Scheduling Timeline Chart

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<th>LHSOM Performance Facilities Scheduling Timeline</th>
<th>Before Fall/Spring Recess</th>
<th>After Fall/Spring Recess</th>
<th>After Midterms</th>
<th>Up to 3 weeks prior to Dead Week</th>
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<td>LHSOM student chamber ensemble recitals</td>
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<td>Elective or non-LHSOM recitals/concerts/events</td>
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41. Pianos
   a. Contact the Piano Technician, Debra Feiger, with all piano needs (debraf@uidaho.edu or 855-7918 or cell 619-991-0993)
   b. See the Undergraduate Student Handbook for piano policies
42. Position Descriptions (PD)
   a. Position descriptions clarify job expectations for all clinical and tenure-track faculty members.
   b. Position descriptions define expectations for the calendar year (Jan – Dec).
   c. Position descriptions are negotiated annually with the Director, usually in November or December of the preceding year.
   d. Position descriptions should be updated during the year to reflect significant changes in duties.

43. Production Crew
   a. LHSOM relies heavily on the student production crew to produce events and help with various projects.
   b. Email: lhsomcrew@uidaho.edu to contact two crew managers.
   c. The Associate Director for Academic Affairs (Leonard Garrison) is their supervisor.

44. Programs for Concerts
   a. Faculty programs are due to musicprograms@uidaho.edu by e-mail no later than two weeks in advance of the recital.
   b. Students are required to submit their programs early in the semester. See Student Recitals for more information.
   c. See Recital Program Guidelines for helpful hints in preparing your programs and your students’ programs.

45. Promotion and Tenure (P&T)
   a. LHSOM guidelines are available in the LHSOM Bylaws (see above)
   b. Candidates should be familiar with university expectations available on the Provost’s P&T website as well as the LHSOM Bylaws.

46. Property
   a. Anything purchased with University funds is the property of UI. This includes computers, instruments, equipment, sheet music, teaching materials, CDs, etc.

47. Recitals (student)
   a. See the Undergraduate Student Handbook for student requirements.
   b. See Recital website: http://www.uidaho.edu/class/music/undergraduate/studentrecitals
   c. The supervising faculty member is responsible for having the recital audition committee complete the Recital Audition Rubric (see webpage: Faculty Resources) and submitting them to the Administrative Assistant in a timely manner.
48. Recruiting
   a. As a fully accredited member of NASM, the LHSOM subscribes to a Code of Ethics regarding the practice of recruiting. No attempt should be made to recruit a student away from another institution.
   b. All faculty members should take care to present themselves professionally and courteously when talking with the public. Speak respectfully of other institutions and their music programs. Refrain from negative comments of any kind regarding students, faculty, staff, degree programs or any other aspect of another college or university.
   c. The national “signing day” for music scholarships is May 1. Any offer of financial assistance after that deadline must be preceded by an inquiry as to whether the student has already accepted an offer of scholarship from another school. Any offer made to a student prior to May 1 shall be considered nonbinding to the student. It is ethical and reasonable to tell a student that a scholarship offer comes with a deadline for acceptance by May 1; however, the student may accept multiple offers prior to May 1, and it is unethical to tell a student otherwise.
   d. Auditions – see Auditions above
   e. Scholarships
      i. LHSOM has a Scholarship Committee comprised of representatives from each area.
      ii. All music students who wish to be considered for a new or renewed scholarship need to turn in a Scholarship Form (available on the web) during finals week of the fall semester.
      iii. New students are considered for scholarships based on the recommendation by the studio instructor.
      iv. In early spring, faculty receive information from the scholarship coordinator and make recommendations to the Scholarship Committee regarding awards for both new and returning students.
      v. Faculty may not, under any conditions, make a scholarship offer to a student. All offers come from the Financial Aid.

49. Shared Drive (S Drive)
   a. This is a drive available to all LHSOM faculty and staff.
   b. Confidential materials should not be stored here.
   c. Be careful about deleting or moving files!
   d. Directions to mount the S Drive are available from ITS:
      http://www.uidaho.edu/its/Self-Help/File-Storage-Services/Mounting-Drives

50. Standard Course Numbers
   a. These include Directed Study, Special Topics, Workshop, Seminar, etc.
   b. See FSH 4130
51. Social Media
   a. Faculty should send any newsworthy items to the Administrative Assistant to post on social media.
   b. Faculty are also encourage to follow and contribute to the LHSOM Facebook page directly at: https://www.facebook.com/LHSOM
   c. UI has a social media policy available at: http://www.uidaho.edu/advancement/departments/communications/socialmedia

52. Student Organizations (see Undergraduate Handbook for more details)
   a. American Choral Directors Association (ACDA)
   b. National Association for Music Education (NAfME)
   c. Phi Mu Alpha (Sinfonia) – Beta Sigma Chapter
   d. Sigma Alpha Iota (SAI) – Sigma Zeta Chapter

53. Syllabi
   a. Every course taught must have an updated syllabus and each student in the course must receive a copy.
   b. Faculty should send an electronic copy of each syllabus to the Administrative Assistant each semester.
   c. Syllabus must include:
      i. A clear description of the course
      ii. Office hours
      iii. Instructor contact information
      iv. Grading criteria
      v. Attendance policy (see Attendance above)
      vi. Learning Outcomes that tie directly to the University Learning Outcomes
      vii. DSS Statement
      viii. Standard UI civility clause
   d. Sample Learning Outcome for music courses (lessons, ensemble, and academic courses) are available to faculty on the Shared Drive (see Shared Drive above).

54. Travel
   a. General
      i. If any students are involved in a trip, see Field Trip requirements in this section.
      ii. Travel authorizations must be submitted to the Director at least two weeks in advance of any work-related travel, regardless of whether or not the travel is funded by LHSOM or UI. This is especially important because of worker's compensation and insurance issues.
      iii. UI will not reimburse any travel expenses unless approved in advance of travel.
      iv. Travel advances may be requested after travel approval is obtained.
   b. Pre-Travel Authorization Form (for all business related travel)
i. Complete the form no less than **two weeks** before travel.
ii. The form goes in the Financial Technician’s (Vickie Kersten) mailbox.
iii. Any travel that includes UI funds must be approved by the Director before submitting the form.
iv. Look for an email to trigger an approval in VandalWeb for the trip. (It may ask for repeated approvals. Please continue to approve again as prompted.)
v. Note: This is an excellent method for our Dean to know about your professional activities. This is meaningful for you and for LHSOM.

c. **Post-Travel Reimbursements**
   i. **Airfare**
      1. Receipts must show full itinerary, names of travelers, zero balance, and the last four digits of the credit card used.
      2. Orbitz does not usually show zero balance!
      3. If you use the UI card, the receipt must go to Vickie immediately, not after the trip.
      4. Email receipts are acceptable.
      5. Note: Airfare may be reimbursed immediately after purchase but before the trip. Other expenses must wait until after the travel.
   ii. **Proof of travel:**
      1. Documentation must include location and dates
      2. Examples include concert programs, conference programs, email invitations, etc.
   iii. **Per diem payment, when approved, requires:**
      1. Departure and arrival times to/from Moscow
      2. Maximum budgeted amount
      3. In-state or out-of-state
      4. Did a hotel provide breakfast?
      5. Were any meals included in an event? (conference breakfast, lunch for judges, etc.)
      6. See Vickie in advance for details on group per diem documentation
   iv. **Other common pitfalls**
      1. Incomplete receipts
      2. Purchases on the UI card that are not specifically authorized
      3. Any expense over $5,000 must go through a competitive bid process. This needs significant advance time! Problems have usually been in group travel: tour buses, group airfare, etc.
      4. If travel begins from a location other than Moscow, Idaho, the first leg of travel must be purchased on a personal credit card, not the LHSOM credit card.

d. **Field Trips**
   i. Faculty should alert all LHSOM faculty at least two weeks in advance if a field trip will require students to miss other classes. This may be
done via email to all faculty or a memo. Please include a list of student names.

ii. Field trip policies are in the Catalog Section M

iii. Private vehicle use policies are in Catalog Section M and APM 05.08 and APM 70.

iv. Documentation completed at least two weeks in advance:

1. All trips that include students should complete the LHSOM Pre-Travel Authorization Form (one form for the group).
2. All trips that include students should complete the CLASS Field Trip Authorization Form (one form for the group).
3. All travelers must complete the Risk Management Office’s Acknowledgement of Risk and Waiver of Liability form.
4. If private vehicles will be used, each driver must complete the Registration of Personal Vehicle for Official University Travel form.

55. VandalCard Swipe Access Request
   
a. Faculty can use their VandalCard to access LHSOM, Blake, and Ridenbaugh.
   b. Request VandalCard access from the Administrative Assistant or:
      http://www.uidaho.edu/class/music/resources/vandal-card-swipe-access