Faculty/Staff Handbook

2013 - 2014

Revised August 2013
Preface

This handbook is designed as an aid to faculty members and staff in the routine matters of operation of The Crane School of Music. This electronic copy is available online, and it is updated every summer. A table of contents is available on the next page to help you find the information that you are looking for. You can also use the Adobe Acrobat find feature to find the information you need.

Adobe Acrobat Find Feature

Individuals using Adobe Acrobat for reading PDFs can use the find feature. To access the find feature, PC users can press the CTRL key and the f key (f for find), and Mac users can press the Apple key and the f key. This will open a “Find What” box. Type the word or words you are looking for into that box and press the find button. The find feature can also be accessed by choosing “Edit” and then choosing “Find.”

If you do not find the item you are searching for, modify your search term. For example, if you are searching for information about off-campus appearances, and you typed off campus into the find box, you would not have found the information because it is listed in this manual as off-campus. If you searched again using just the word off-campus or if you changed your search term entirely (perhaps searching for campus appearance) you would find the information you needed.

Hyperlinks

A hyperlink is a reference or navigation element that links to another section of the same document or to another document. In this document, blue, underlined text is hyperlinked. Websites and email addresses are hyperlinked in this document. If you click on the hyperlinked text, it will open the website or an email composer window to that individual. If a hyperlink address needs to be corrected, please contact the Crane receptionist at x2812 or send email to crane@potsdam.edu.
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I. Administrative Structure

A flowchart of the Administrative Structure of The Crane School of Music can be found on the Information for Crane Faculty webpage: http://www.potsdam.edu/academics/Crane/faculty/.

Dean’s Office/Department Chairs

Dean of Music: Michael Sitton  
Associate Dean of Music, Director of Music Admissions: David Heuser  
Music Education Department Chair: Michael Schaff  
Performance Department Chair: Kirk Severtson  
Theory, History and Composition Department Chair: Nelly Case  
Crane Institute for Music Business, Executive Director: Carol Britt  
Coordinator of Functional Keyboard: Heather Wheeler  
Coordinator of Graduate Studies, Music: David Heuser  
Coordinators of Technology/Crane: Joshua Emanuel

Professional Staff

Audio Engineer: Gary Galo  
Executive Director, Community Performance Series (CPS): Amy Flack  
Facilities Manager: Lorelei Murdie  
Instrument Technician: Glen Grigel  
Piano Technician: Lane Miller

Clerical Staff

Secretary to the Dean: Heidi Walker  
Secretary to the Associate Dean: Melody Tupper  
Budgeting and Scheduling Secretary: Karen Miller  
Admissions and Advising Secretary: Melody Tupper  
Facilities Secretary: Kathleen Jandreau  
Music Education Secretary: Lori-ane Dillon  
Performance Department Secretary: Heidi Walker  
Theory/History/Composition Secretary: Karen Miller  
Graduate Secretary: Melody Tupper

Performance Ensemble Coordinators

Coordinator of Choral Ensembles: Heather Eyerly (fall); Jeff Francom (spring)  
Director of Bands: Brian Doyle

Performance Area Coordinators (2013-2014)

Brass: Charles Guy  
Guitar/Harp: Doug Rubio  
Percussion: James Petercsak  
Piano: François Germain  
Strings: Shelly Tramposh  
Voice: Lonel Woods  
Woodwinds: Kenneth Andrews
II. Responsibilities/Who to See

Michael Sitton, Dean of The Crane School of Music  
Bishop Hall, C219, 267-2812, sittonmr@potsdam.edu

Heidi Walker, Secretary to the Dean  
Bishop Hall C218, 267-2812, walkerhl@potsdam.edu

Karen Miller, Budgeting Secretary  
Bishop Hall C220, 267-3418, millerkl@potsdam.edu

Dean’s office matters include the following.
- Department chairs
- Personnel issues
- Faculty/Staff Liaison
- Approval for off-campus appearances of college-sponsored performing groups
- The Crane School of Music Budget
- Development activities
- Liaison on policy matters with other campus offices
- Processing faculty travel
- Purchasing
- Grants, including those available through SUNY Research Foundation and all other agencies
- Curriculum policy matters and curriculum development
- Community College Articulation
- Planning
- Alumni relations
- NASM accreditation
- Crane administration

Please see Heidi Walker directly for the following matters.
- Scheduling appointments with the Dean
- Searches
- Faculty/staff personnel records

Please see Karen Miller directly for the following matters.
- Receiving
- Faculty travel information/documents
- Ordering office supplies

David Heuser, Associate Dean of Music  
Bishop Hall, C222, 267-2453, heuserdd@potsdam.edu

Melody Tupper, Secretary to the Associate Dean, Coordinator of Admissions  
Bishop Hall, C221, 267-2417, tupperma@potsdam.edu

Karen Miller, Scheduling Secretary  
Bishop Hall, C220, 267-3418, millerkl@potsdam.edu
Associate Dean’s office matters include the following.
- Student recital policy
- Advertising
- Undergraduate admissions, recruitment, auditions
- Undergraduate student records
- Enrollment data
- Undergraduate advisement administration for all degrees
- Transfer advising
- Audits/BearDEN
- Academic status
- Facilities
- Crane publications (college catalogs, admissions, internal, website)
- Graduate Program

Please see Melody Tupper directly for the following matters.
- Crane admissions and auditions
- Crane audition day schedules and materials
- Maintenance of Crane student records
- Undergraduate degree audits
- Distribution of advising materials
- Scheduling appointments with the Associate Dean
- Course syllabi
- Crane admissions and audition issues
- Crane course registration issues (overrides, overloads, etc.)

Please see Karen Miller directly for the following matters.
- Crane Master Schedule
- Fall and Spring Course Schedule
- Pre-registered classes

**Kirk Severtson, Chair of Performance**
Bishop Hall C106, 267-2427, severtki@potsdam.edu

**Heidi Walker, Performance Department Secretary**
Bishop Hall, C218, 267-2812, walkerhl@potsdam.edu

Performance Department matters include the following.
- Performance matters
- Performance searches
- Staffing of performance courses
- Performance budget
- Off-campus performances
- Performance faculty absences from campus
- Calendar policy and administration
Michael Schaff, Chair of Music Education  
Bishop Hall, C109, 267-3231, schaffmp@potsdam.edu

Lori-ane Dillon, Music Education Department Secretary  
Schuette Hall, A321, 267-2411, dillonlk@potsdam.edu

Music Education matters include the following.
- Music Education searches
- Staffing of Music Education courses
- Music Education budget
- Sophomore Evaluation
- Student teaching assignments and liaison
- Undergraduate and graduate advisement and program
- Teacher certification
- Continuing Education, including summer session, conferences and extension programs in music education
- New York State certification requirements
- Music Education faculty absences from campus

Nelly Case, Chair of Music Theory, History and Composition  
Bishop Hall, C206, 267-2410, heinicdg@potsdam.edu

Karen Miller, Theory/History/Composition Department Secretary  
Bishop Hall, C220, 267-3418, millerkl@potsdam.edu

Music Theory, History and Composition matters include the following.
- Theory, History and Composition searches
- Staffing of theory, history and composition courses
- Theory, History, Composition budget
- Musical Studies and Bachelor of Arts in Music curricular matters
- Theory, History and Composition faculty absences from campus
- BA in Music

Carol (Kickie) Britt, Coordinator, Music Business & Executive Director,  
Crane Institute for Music Business  
Bishop Hall, C210, 267-2103, brittch@potsdam.edu

Music Business matters include the following.
- Music Business major and minor curricular matters
- Crane Institute for Music Business
- Staffing of Music Business courses
- NAMM Project, MAPSTOP records, and Music Business Roundtable

David Heuser, Coordinator of Music Graduate Program  
Bishop Hall, C222, 267-2453, heuserdd@potsdam.edu

Melody Tupper, Graduate Secretary  
Bishop Hall, C221, 267-2417, tupperma@potsdam.edu

Graduate music matters include the following.
• Graduate admissions
• Graduate advising
• Graduate catalog
• Graduate degree completions: final orals, etc.

Joshua Emanuel, Coordinator of Technology
Schuette Hall, A162, 267-XXXX, xxxx@potsdam.edu

Technology matters include the following.
• Midi Lab classroom
• Crane file server
• The Crane School of Music web site
• Vivace or SmartMusic accompaniment stations
• Technology in the Wakefield Lecture and Recital Hall (C224)
• Mobile computing equipment
• Video streaming

TBA, Crane Special Events Coordinator
Bishop Hall, C108, 267-3190, wysepn@potsdam.edu

Amy Flack, Executive Director,
Community Performance Series (CPS)
Snell Theater Lobby, D204, 267-2412, flackal@potsdam.edu

Jayne Hart, CPS Secretary
Snell Theater Lobby, 267-2882, hartje@potsdam.edu

CPS matters include the following.
• Community Performance Series
• Tours and Outreach Programs
• Grant writing

Lorelei Murdie, Facilities Manager
Plaza, B113, 267-2466, murdielt@potsdam.edu

Kathleen Jandreau, Facilities Secretary
Plaza, B113, 267-2418, jandrekl@potsdam.edu

Facilities Office matters include the following.
• Lighting in performance halls
• Repairs and maintenance to performance halls
• Needs for special events in performance halls
• Use of rooms for non-class activities
• Arrangements for staging recitals and concerts
• Temperature/humidity control
• Office equipment
• Key requests/building security
• Repairs to building equipment and instruments/liaison with maintenance and custodial staffs
Please see Kathleen Jandreau directly for the following matters.

- Preparation of all Crane concert programs: major ensembles, faculty recitals, student recitals
- Scheduling student recitals
- Duplicating requests
- Press releases regarding Crane performances
- Calendar of Events
- Scheduling use of performance halls and classrooms
- Changes in room assignments
- Clerical support for ensemble coordinators and major performing ensembles
- Faculty directory information
- Assignment of telephones, mailboxes, email addresses
- National String Project

**Gary Galo, Audio Engineer**
Schuette Hall, A112, 267-2442, galoga@potsdam.edu

- Audio/visual equipment
- Concert/Recital recording
- Electronic equipment repair

**Glen Grigel, Instrument Technician**
Plaza, B171, 267-2467, grigelgm@potsdam.edu

- Instrument repair (Crane-owned string, brass, woodwind and percussion instruments only)
- Instrument sign-out
- Locker sign-out
- Equipment inventory and control

**Lane Miller, Piano Technician**
Plaza, B173, 267-2468, millerle@potsdam.edu

- Piano tuning
- Piano repair
- Relocation or moving of any pianos
- Harpsichord tuning (also see “Use of Harpsichord” in the Academic Supplement)

**Graduate Employment Opportunities**

All inquiries regarding employment opportunities for graduates of the music school should be referred to the Office of Career Planning, Sisson Hall S106, 267-2344.
III. General Information

Building Hours
Regular building hours during the fall and spring semesters are as follows.

- Monday through Friday: 7:00 a.m. to 11:00 p.m.
- Saturday and Sunday: 8:00 a.m. to 11:00 p.m.

Building hours during breaks and the summer recess are as follows.

- Monday through Friday: 7:00 a.m. to 5:00 p.m.
- Saturday and Sunday: Closed

Semester building hours will be posted and copies will be available in the office of the Facilities Manager, Crane B113.

Building Regulations
Consumption of food and beverages is not allowed in classrooms, rehearsal halls or theaters.

Faculty members must accompany, at all times, any students they wish to have access to the Crane Center when the building is closed, and the University Police must receive prior notification from the faculty member.

Office Supplies
Some office supplies are available in the mailroom (back, right cupboards). For additional office supplies, see Heidi Walker, Secretary to the Dean, Bishop Hall C218.

Communicating With Students
Faculty and staff members desiring to communicate with students should use the students’ assigned campus email addresses. Student campus email addresses can be found on the SUNY Potsdam website at http://www.potsdam.edu. Click “Directories” in the top header section and select “Student Search.” Then enter the information requested into the available fields. Please encourage all students in your classes to use and check their assigned campus email address regularly. Faculty and staff members may also use the “Call Board” across from the Commons.

Office Telephone
The campus TelCom Office provides each faculty and staff member with two long distance access codes: one for college business and another for personal calls. The Dean receives a summary of each person’s phone usage on a monthly basis, and the TelCom Office sends a monthly phone bill for personal phone calls.

Contact the TelCom Office in Bowman Hall x3000 for additional information or visit their website at http://www.potsdam.edu/cts/services/TelCom/.
Office Voicemail
Voicemail can be accessed by dialing x4000 and following the voice prompt. Voicemail can be checked online using the voicemail website at http://voicemail.potsdam.edu. To receive email notifications for voicemails, logon to the voicemail website with your four digit extension and your telephone password. Choose the “settings” tab and click the link that says “Email notification will not be sent.” Change the options to match your preferences then click the apply button. Contact TelCom at x3000 or visit their website at http://www.potsdam.edu/cts/services/TelCom for more information.

Fax
A fax machine is available in the Faculty/Staff Mailroom (B138). The fax number is (315) 267-2782.

Faculty/Staff Mailroom
The mailroom (Plaza B138) is to be locked at all times. Do not prop the door open or give students access to this room. This practice is necessary for the protection of your mail. Key #5A1, issued to music faculty and staff members only, will allow access to the mailroom.

Any materials students need to place in faculty members mailboxes can be left with the Crane Receptionist in Bishop C221, and it will be placed in the faculty mailbox.

Mail is distributed in the staff mailroom at approximately 11:00 a.m., Monday through Friday. Mailboxes are small. PLEASE EMPTY THEM FREQUENTLY.

Notices posted in the room are for faculty and staff only. Watch for emergency notices. Reminders for faculty meetings and other matters that require immediate attention will be posted.

Faculty/Staff Lounge
The faculty/staff lounge and lunchroom is Plaza B177. Key #5A1, issued to music faculty and staff members only, will allow access to this room.

Crane Administrative Offices
Crane administrative offices are open from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. Monday through Friday when school is in session and 8:00 a.m. to 12:00 noon and 12:30 p.m. to 4:00 p.m. when school is in recess. Please do not ask for access to these offices outside of the posted hours. Custodial staff cannot provide access. Pre-plan for legal holidays and anticipate needs.

Use of the Crane Conference Room (Bishop C214)
The Crane Conference Room (Bishop C214) is available for use for committee and other large meetings. The room can be signed out by contacting Heidi Walker in the Crane Administrative Offices, Bishop C218, at 267-2812, or by sending email to walkerhl@potsdam.edu.
If access to the conference room is needed when the Crane Administrative Offices are closed, a key is available from Heidi Walker. You will be able to pick-up the key from her on the morning of the event, or the day before the event if it falls on a non-business day. Please return it promptly the next morning.

**Use of the Crane Reception Room (B143)**

The Crane Reception Room (the Green Room) is available for events directly related to the Crane School (such as guest artist receptions, post-faculty recital receptions and other special events). This space is NOT for student use. Students may use the lobby of Snell or the Crane Commons for receptions they are sponsoring. The room can be scheduled by contacting Kathy Jandreau in the Crane Facilities Office, B113, or by sending email to [jandreki@potsdam.edu](mailto:jandreki@potsdam.edu).

If access to the Crane Reception Room is needed when the offices are closed, a key is available from Kathy Jandreau. You will be able to pick-up the key from her on the morning of the event, or the day before the event if it falls on a non-business day. Please return it promptly the next morning.

- As a courtesy to your colleagues, leave the room the way you found it.
- Throw out all trash and remove all food from the refrigerator.
- Do not put food in the sink; there is no garbage disposal. The sink is for water only.
- If you have food you want to put out in the faculty lounge the next day, please move the food to the refrigerator in the lounge which is much larger than the small refrigerator in the reception room.
- Clean everything out of the Reception Room before you leave.
- We will ask the janitorial staff to vacuum the room after an event, but they will not clean the kitchenette or refrigerator.
- Please be sure to turn off the sound system located in the cabinet above the refrigerator as well as all lights before you leave.

**Crane and College Meeting Times**

Please leave the 3:00 p.m. hour open on Mondays for Crane meetings. Crane Faculty Association (CFA) meetings are scheduled for the first Monday of each month in Wakefield Recital Hall. See the Crane Calendar of Events on the Crane homepage, [http://www.potsdam.edu/crane](http://www.potsdam.edu/crane) choose Calendar (Complete) under Quick Links, for CFA as well as Crane Department Meeting days and times.

SUNY Potsdam’s Faculty Governance Hour is Thursdays, 4:00-5:00pm. Courses cannot be scheduled during this time without approval of the appropriate Dean in recognition of the importance of participating in shared governance. The Faculty Governance Hour Exemption Form is available through the Registrar’s Office ([http://www.potsdam.edu/offices/registrar/faculty/upload/facgovhourexemptionform.pdf](http://www.potsdam.edu/offices/registrar/faculty/upload/facgovhourexemptionform.pdf)).
**Admissions**

Refer all inquiries or information on prospective students to the Crane Office of Admissions (Bishop C221 x2417). Request complete information such as full name, address, phone number, instrument, and degree program, if possible, so the names can be added to the college database and application materials may be sent.

Requests for auditions should be forwarded to the Crane Office of Admissions. Any prospective students planning to visit campus should be referred to the College Office of Admissions in Raymond Hall x2180.

**Audition Dates for 2013-2014**

**On-Campus Audition Dates**
Saturday, November 23, 2013, Saturday, February 1, 2014, Saturday, March 1, 2014

**Off-Campus Site and Dates**
- **Long Island Region**
  Thursday and Friday, February 20 and 21, 2014
  Mt. Sinai High School, Mt. Sinai, NY
- **Rochester Area**
  Friday, February 21, 2014
  Hochstein School of Music, Rochester, NY
- **Central Valley**
  Saturday, February 22, 2014
  Monroe-Woodbury High School, Central Valley, NY
- **New York City**
  Date TBA
  Steinway Hall (piano auditions only)

**Readmission of Music Students**

Students who were accepted to Crane and who have matriculated but have taken an official Leave of Absence (for a single semester absence) or Withdrawal (for absences longer than one semester) from the College may apply for readmission by submitting the Application for Readmission form available on the Registrar’s Webpage [http://www.potsdam.edu/offices/registrar/index.cfm](http://www.potsdam.edu/offices/registrar/index.cfm). The Registrar’s Office will research and post their academic standing and forward the application to Crane.

The Dean or his/her designee will review the student’s general progress towards completing degree requirements including the following.

- Completing an average of twelve (12) credits each semester in attendance.
- Earning the appropriate number of credits in applied must for the number of semesters enrolled.
- Passing the Level A Audition by the end of the freshman year for performance majors and by the end of the sophomore year for all other degrees.
- Earning a grade of 2.0 or higher in the following.
Graduate Music Crane Undergraduate Advising
details

- twelve Students Chair,

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required, the student and their advisor in determining how the student can transition successfully back into their studies. In some cases, the student may be encouraged to retake a course that they had previously completed at Crane to allow themselves adequate time to improve their skills.

The Dean’s office will email the Crane Department Chairs, the department secretaries in Music Education and Theory/History/Composition, previous studio teacher(s) and advisor to determine if there are any stipulations or concerns. If readmission is approved, appropriate language will be noted on the application and included in the letter of readmission and the appropriate departments will be notified that the student is approved to return.

**Revision of Curricular Programs**

The deadline for submission of material for revision of the curricular program is February 15. Suggested revisions should be directed to the appropriate Department Chair, who in turn will direct requests for additions and/or revisions to the Undergraduate and/or Programs, Curriculum and Examination Committee of the Crane Graduate Faculty. For details see the [Curricular Approval Processes](#) website.

**Advising**

Full-time faculty members with one-year contracts and adjunct faculty members are not assigned advisees.

In their first year of full-time service, Crane faculty members are not required to serve as Academic Advisors to students. They are assigned an Advising Mentor, an experienced Crane advisor, to assist in becoming familiar with the advising process, degree programs and college resources.

In their second year of service, full-time faculty members in The Crane School of Music are assigned to serve as Academic Advisor to a number of Crane students (usually twelve to fourteen students).

Advising assignments are made by the Office of Advising (Bishop Hall, C221) in early June for the following academic year. The process is coordinated by the Associate Dean.

All academic advisors are expected to be available to their advisees via office hours, by appointment and during the scheduled Crane Advising Period (indicated on the Crane Master Calendar) each semester to assist students with their career goals, degree programs and each semester’s registration.
Crane students who are student teaching and need to register for courses for the semester following student teaching are responsible for contacting their Academic Advisor to set up a time for a phone advising appointment, and, after advising, completing their course registration on-line via BearPAWS.

**First Year Student Advisors**

Specially trained faculty members provide in-coming freshmen with general advising and assist them with creating their first semester’s schedule during a series of two-day Summer Orientation Sessions in June and July. Students are informed at that time who their “First-Year Advisor” is and are provided contact information.

Students in their first year at Crane will be assigned a faculty member designated a “First-Year Advisor” and will work with him/her during their first year on campus. After their first year, students will be assigned a permanent academic advisor based on their major or studio.

“First-Year Advisors” are encouraged to schedule social events to give new students a chance to get to know them and to meet other students. For more information about this program, contact the Associate Dean.

**Convocations and Guest Artists**

A formal invitation to a potential guest arts may not be extended until the Guest Artist Request Form (online) has been completed and the invitation approved by the Dean. See below, Hosting of Visitors by Faculty Members.

The Crane Student Association (CSA) and the student Chapter of the Music Educators National Conference consider requests for speakers and clinicians for convocation appearances. In addition, these organizations as well as the International Association of Jazz Educators provide, on occasion, limited support for the appearance of guest soloists, speakers and clinicians. Suggestions should be directed to officers of these organizations.

**Hosting Of Visitors by Faculty Members**

After securing permission from the Dean, any faculty member who issues an invitation to a guest or clinician should assume complete responsibility as host. It is advised that faculty member hosts investigate in advance the location of rooms and room keys for guests housed in campus facilities.
IV. Faculty Office Information

Policies Regarding Faculty Office Space

Faculty members’ offices space is assigned according to faculty needs and overall building logistics by the Dean with the assistance of the Associate Dean and the Facilities Manager and in consultation with the Department Chairs at the end of June for the following academic year. Requests for changes in office assignments should be made to the Dean well in advance of this time.

Faculty members who are leaving for any reason are asked to vacate their offices no later than three (3) weeks after final grades are due at the end of their last academic year of employment (approx. the end of the second week of June) so offices can be cleaned and prepared for the upcoming academic year. Departing faculty members participating in CYM or Summer School and needing an office past July 1 will be assigned alternate office space within Crane and are asked to vacate this space no later than three (3) days after classes end.

It may be necessary to relocate part-time faculty members during the summer to accommodate summer faculty members, CYM faculty members, and others.

These deadlines are necessary to allow staff ample time to prepare offices for the upcoming academic year.

Faculty Office Standard Furniture and Equipment List

- one desk
- one 5-drawer filing cabinet (letter or legal, depending on availability)
- one bookcase
- one stereo system, including CD player and cassette deck
- one computer
- one phone

Office Hours

Please post your office hours at your earliest possible opportunity each semester. Indicate at what specific times (preferably several each week) you will be in your studio/office to meet with students. While it is also helpful to indicate what hours you are engaged in teaching, specific “office hours” must be listed.
V. General Policy

College Smoking Policy
The College Smoking Policy restricts and/or prohibits smoking in the workplace in conformity with the Clean Indoor Air Act.

- Smoking or carrying of lighted cigars, cigarettes, pipes or any other form of smoking object is prohibited in any building interior.
- Smoking is prohibited within 50 feet of an entrance or exit of a building.
- Smoking is prohibited under covered entrances and covered walkways.
- Smoking is prohibited in college owned vehicles.

Student Records
Music majors’ official academic records are stored in the Crane Office of Advising and Admissions, Bishop Hall, C221, and are available for faculty use during regular office hours. Student folders may not, under any circumstances, be removed from the office. Office personnel are available to assist with copying if necessary.

Any documents, including emails, or other information a faculty member feels should be included in a student’s record may be sent to the Associate Dean and will be added to the student’s folder.

Levels Completion Forms and Records

Levels Policy
The performance levels (Levels A, B and C) that are part of every degree program are not recorded on a student’s official college transcript but are documented on Crane Levels Completion Forms available in the faculty mailroom cupboard (B138). These forms are an important part of a student’s official college record and must be present in a student’s file in Crane for the School to be able to accurately complete degree audits and clear students for graduation.

Levels Procedure
It is the responsibility of the Area Coordinator to accurately complete the levels form, have at least three (3) area faculty members sign each form and turn the forms in to the receptionist in the Associate Dean’s office at the end of each levels period or semester. The receptionist will record the information in a database that is available on Helios, in a database that is available through BearDen, place a copy in the student’s official file and distribute the remaining copies to the studio teacher. The studio teacher will keep the yellow copy and distribute the pink copy to their student(s).

Levels Failure Forms and Records

Failure of Levels Policy
Two failures of the Level A audition will be grounds for dismissal from Crane. Two failures of a Level B or Level C audition will be grounds for dismissal from the performance major and from eligibility for the Performer’s Certificate. Certain
performance areas allow levels “completions” where students pass portions of the level requirements but are required to repeat the remaining requirements. In those areas that allow “completions,” failing a “completion” will be considered a second failure of that level.

**Failure of Levels Procedure**

It is each Area Head Teacher’s responsibility to submit a *Levels Completion Form* for each student attempting a level each semester. Any levels completion information (i.e. the specific requirements needed to be passed to complete a level following any unsatisfactory attempt) should be clearly written on the Levels Completion Form.

When a student fails a level after two attempts, the Area Head Teacher should file a *Levels Two Time Failure Form* with the Dean’s office. The student will be sent a letter including an appeal form and appeal procedures for taking a level a third time. Appeals are submitted to the Chair of Performance and the Dean for approval.

**Family Rights and Privacy Act**

**Release of information**

Under the provisions of the Family Education Rights and Privacy Act of 1974, more commonly called the “Buckley Amendment,” students must give written consent to the institution before the disclosure of personally identifiable information is permitted. No information about students, other than directory information can be released without the prior consent of the student involved. The list of directory information can be found at [http://www.potsdam.edu/offices/registrar/ferpa](http://www.potsdam.edu/offices/registrar/ferpa). Information that cannot be disclosed with the student’s permission includes their schedule, grades, or general academic success. For faculty dealing with admissions and auditions, please note that students are not covered by FERPA until they are registered for classes at SUNY Potsdam.

**Posting grades**

Under no circumstances should grades be posted on lists which cite students by name, student ID number or Social Security Number. It is recommended that there be no public posting of grades.

**Additional information**

A summary copy of the provisions of the Family Educational Rights and Privacy Act of 1974 (“Buckley Amendment”) and a definition of directory information is available upon request from the Registrar’s Office.

**Academic Faculty Information**

An Academic Faculty Information Form must be submitted by each faculty member to the Dean during early September. The appropriate form is available on the College website at [http://www.potsdam.edu](http://www.potsdam.edu). Click on “Faculty and Staff,” “Human Resources,” then “Forms.”

Updates to faculty listings on the SUNY Potsdam website (biographies, photos, etc.) should be sent to the Associate Dean.
Use of and Access to Rooms

- Do not make any changes in scheduled class meeting times without prior consultation with the Associate Dean.
- All class, practice or rehearsal rooms not regularly assigned must be signed out in advance through the office of the Facilities Manager, Room B113. Allow time for any necessary set-up.
- Snell and Hosmer reservations are also made in the office of the Facilities Manager, Room B113.
- Any approved changes in regularly assigned rooms must be coordinated with the Facilities Manager.
- Furniture or equipment in a classroom or rehearsal room which is rearranged for a special purpose must be returned to proper position or place at the conclusion of a period.
- Key requests may be made to the Facilities Manager. Faculty member’s keys should not be loaned to students.
- Custodial and clerical staff members are not authorized to provide students with studio access.

Faculty Absences

If possible, when you are to be out of town, let the main office know where you can be reached in case of long distance calls, mail or emergency situations.

Illness

Call the appropriate department secretary to request that notices be posted on office and classroom doors to notify students. If the department secretary is unavailable, call the Dean’s secretary. Please make sure that you speak with someone to verify that students will be notified of your absence.

Engagements Known in Advance

Faculty members are to send an email to the appropriate department chair at least one week before the anticipated absence. The email should include the following information: name, description of professional activity, dates away from campus and arrangements for assigned classes.

Emergency Situations

If an absence is due to an emergency, call the Crane office (267-2812) during office hours or Michael Sitton (261-4802) after office hours.

Unexpected Absence

If absence is unexpected, try to suggest material for classes to cover so that the professor substituting for you can continue with your plans.

Off-Campus Student Travel

Off-campus performances and participation in other off-campus events are important parts of the student experience at The Crane School of Music. In addition to providing students with performance opportunities, such opportunities often enable students to
observe public school music programs, serve as excellent recruitment tools, and promote the public image of The Crane School of Music and SUNY Potsdam. Non-performance opportunities, such as presentation of scholarly student work and participation in professional conferences, provide similar benefits both to the students involved and to the School. The following guidelines are established to clarify obligations and responsibilities relevant to student travel off-campus for Crane-related purposes:

- Official permission to be absent from scheduled classes occurs only when the President of the College, on very rare occasions, designates a “College-Sponsored Activity.” Even in these cases, students are responsible for making up work missed during the activity.
- Crane groups proposing off-campus travel must submit a written request through the Chair of Performance to the Dean including the names of participants, itinerary, expenses, and sources of funding before approval will be granted. A form is available for this purpose in the Dean’s office.
- If off-campus travel is approved, student participants are responsible for notifying faculty members, both within Crane and in the other schools, of their plans to travel that have received Crane approval, as far in advance as possible. The Dean’s Office will provide a memo to participants in approved travel which may be used in their communication with faculty members. Per College policy, each faculty member is entitled to deal with such absences according to her or his class attendance policy, and students must always expect to make up work missed due to travel.
- In the case of travel approved by the Dean, Crane faculty members are respectfully requested to accommodate students to the extent possible, recognizing the benefit of such experiences to the students and to the School.
- Ensemble directors are responsible to see that performance expectations are reasonable and that housing, meals, and travel arrangements are appropriate for college-age students.
- Travel arrangements involving students must comply with current College policy (See the SUNY Potsdam Faculty Handbook). Travel forms should be filled out for all Crane-related off-campus events, whether or not the travel receives Crane funding, due to liability requirements and in order to keep itineraries on the record.
- Requests received from off-campus organizations for visits by Crane performance groups should be referred to the Chair of Performance.

**Scheduling of Extra Rehearsals**

Extra rehearsals of organizations or sections of organizations are not to be scheduled without permission of the Dean of Music. Permission may be granted for the following exceptional circumstances:

1) Immediately before a tour.
2) When the group is joining with another group for a joint concert.

3) When there are soloists and/or guest conductors performing.

All requests for desired extra rehearsals in a given semester must be filed by conductors in the office of the Dean prior to the end of the third week of classes in that semester. Requests for extra rehearsal that are received following this time will be honored only in cases of emergency or unusual circumstances.
**Crane Faculty Workload System: Carnegie Units**

The full-time faculty teaching load is 24 Carnegie Units (CU).

### Carnegie Units Table

<table>
<thead>
<tr>
<th>Teaching or Administrative Category</th>
<th>Description</th>
<th>CU per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Department Chairs: Performance, T/H/C</td>
<td>Release time and stipend</td>
<td>6</td>
</tr>
<tr>
<td>Music Department Chairs: Music Education</td>
<td>Departmental chair release equals one full-time load equivalent; currently two co-chairs each receive 6 CU release per semester</td>
<td>6 + 6</td>
</tr>
<tr>
<td>Voice Area Coordinator</td>
<td>Release time and no stipend</td>
<td>1</td>
</tr>
<tr>
<td>Choral Ensemble Coordinator</td>
<td>Stipend and no release time</td>
<td>0</td>
</tr>
<tr>
<td>Functional Keyboard Coordinator</td>
<td>Release time and no stipend</td>
<td>2</td>
</tr>
<tr>
<td>Technology Coordinator</td>
<td>Release time and stipend</td>
<td>4</td>
</tr>
<tr>
<td>Crane Special Events Coordinator</td>
<td>Release time and stipend</td>
<td>3</td>
</tr>
<tr>
<td>Opera Directing</td>
<td>440 minutes total rehearsal time per week</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>CU as described</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Classes</td>
<td>Per 50 minute class</td>
</tr>
<tr>
<td>Techniques Classes</td>
<td>Per 50 minute class</td>
</tr>
<tr>
<td>Studio Lessons</td>
<td>.5 CU for each student enrolled, regardless of degree program</td>
</tr>
<tr>
<td>Student Teaching – Off-Campus Supervision</td>
<td>18 students supervised = full-time; 9 students = half-time</td>
</tr>
<tr>
<td>Practicum Elementary General Music</td>
<td>Each faculty member is assigned 2 sections of 3 CU each</td>
</tr>
<tr>
<td>Practicum (band, string, choral)</td>
<td></td>
</tr>
<tr>
<td>Courses by enrollees (thesis, MS projects)</td>
<td>.5 CU per student</td>
</tr>
<tr>
<td>Instrumental Rep &amp; Pedagogy</td>
<td>1 student = .5 CU; 2 or more = 1 CU; maximum 1 CU</td>
</tr>
<tr>
<td>Tutorials, Independent Study, Create-a-Course</td>
<td>Per College policy, tutorials, independent study and “create-a-course” categories not listed above receive no load credit</td>
</tr>
</tbody>
</table>

### Ensembles

<table>
<thead>
<tr>
<th>Ensemble</th>
<th>Description</th>
<th>CU per 50 minutes of rehearsal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concert Band, Symphonic Band, Wind Ensemble, Symphony Orchestra, Jazz Ensemble</td>
<td>220 minute rehearsal per week</td>
<td>Total</td>
</tr>
<tr>
<td>String Orchestra, Concert Choir, Hosmer Choir, Men’s Ensemble, Phoenix Club, Jazz Band, Potsdam Community Chorus</td>
<td>150 minute rehearsal per week</td>
<td>3</td>
</tr>
<tr>
<td>Crane Chorus</td>
<td>80 minute rehearsal per week, concert</td>
<td>3</td>
</tr>
<tr>
<td>Opera Ensemble</td>
<td>440 minute rehearsal per week</td>
<td>6</td>
</tr>
</tbody>
</table>
Brass Quintets, Chamber Music, Chamber Music with Piano, Guitar Quartets, Saxophone Chamber Ensembles, String Quartets, Woodwind Quintets, Voice with Instruments | 60 minute rehearsal per week | .5 per assigned ensemble
---|---|---
Small Jazz Groups | 50 minute rehearsal per week | .5 per group
Like Ensembles, Brass Ensemble | 50 or 80 minute rehearsal per week | .5
Campus/Community Band | 80 minute rehearsal per week | 1.5
Contemporary Music Ensemble, Early Music Ensemble, Percussion Ensemble, Latin Ensemble, Guitar Ensemble, Opera Orchestra, West African Drumming and Dance Ensemble | Rehearsal time varies by ensemble | 2

**Crane Faculty Overload Payment Policy**

Teaching responsibilities, as assigned by the department chair, may occasionally result in a faculty member's teaching load exceeding twelve (12) CU for the academic semester. In this case, the faculty member will be eligible for extra service payment for every CU taught above twelve (12).

SUNY auditors require that we notify HRD of potential extra service payments before each semester (even though we will not know if there is a teaching overload for the academic year until after the start of the spring semester). Consequently, we will notify HRD at the beginning of each semester of any potential overloads and request extra service payment once the teaching overload for the academic year has been verified in the spring semester.

**Sabbatical Policy**

Information about applying for leaves and other personnel actions can be found in SUNY Potsdam Faculty Handbook available on the Human Resources page of the College website at [http://www.potsdam.edu/hr/fachdbk](http://www.potsdam.edu/hr/fachdbk).

**Terminal Degrees: Definitions**

The following definitions are applicable for faculty hired since the adaptation of the guidelines in fall 2000. Terminal degrees are not the minimum required to be hired, but the minimum required to be considered for continuing appointment.

The Master’s degree is considered the terminal degree in the following areas:

- Studio/Applied Music (MM or equivalent master’s degree)
- Music Business (MM, MBA or equivalent master’s degree/or JD)
- Opera (MM or equivalent master’s degree)
- Class Piano (MM or equivalent master’s degree)
- String/Orchestra Conducting (MM or equivalent master’s degree)
The Doctorate is considered the terminal degree in the following areas:

- Music Education (PhD, EdD or equivalent doctoral degree)
- Choral/Band Conducting (DMA or equivalent doctoral degree)
- Music Literature, History, Musicology (PhD, DMA or equivalent doctoral degree)
- Music Theory/Composition (DMA, PhD or equivalent doctoral degree)
- Piano Pedagogy (PhD, DMA or equivalent doctoral degree)

**Instruments**

School-owned instruments are to be used by students and faculty members alike solely for Crane courses and ensembles. Use of school-owned instruments to perform outside of Crane will be limited to official tours of ensembles. Use of school-owned instruments to play for profit is prohibited.

All equipment and band or orchestral instruments are signed out under the direction of the Crane Instrument Technician. A studio faculty member or ensemble director must approve a student’s use of a school-owned performance-grade instrument.

Technique-grade instruments will be issued to students at a class meeting time approved by the instructor (generally the first, second or third class meeting). Technique instruments are to be used only in conjunction with an official course offering. Casual use, self-tutoring, summer use, etc. is not permitted.

Any repairs to school instruments and equipment may be made only under supervision of the Crane Instrument Technician. The primary function of the Crane Instrument Technician is the upkeep and issue of school-owned technique instruments.

**Building the Crane Calendar**

**Annual Schedule**

<table>
<thead>
<tr>
<th>Phases</th>
<th>Start / Completion Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Preparation Of The Crane Template</td>
<td>September 15/October 1</td>
</tr>
<tr>
<td>II. Distribution Of Template To All-Crane Event Coordinators and Scheduling All-Crane Events/Multiple Day Events/Competitions</td>
<td>October 1/October 15</td>
</tr>
<tr>
<td>III. Distribution Of Updated Template To Crane Major Ensemble Directors And Scheduling Of Crane Major Ensembles</td>
<td>October 15/November 1</td>
</tr>
<tr>
<td>IV. Distribution Of Updated Template To Coaches Of Other Crane Ensembles And Scheduling Other Crane Ensembles</td>
<td>November 1/February 15</td>
</tr>
<tr>
<td>V. Distribute the revised template to the coaches/administrators of Crane Like, Special and Chamber Music Ensembles</td>
<td>February 15/March 15</td>
</tr>
<tr>
<td>VI. Scheduling Of Faculty Chamber And Solo Recitals And Class Related Performing Groups</td>
<td>March 15/April 1</td>
</tr>
<tr>
<td>VII. Guests and Outside Groups</td>
<td>April 1</td>
</tr>
</tbody>
</table>
Use of State Facilities for Educational Purposes by Commercial Firms

Only agencies that operate on a non-profit basis may utilize State facilities, subject to conditions as noted below.

- The College cannot co-sponsor with a commercially-oriented intermediary agency an event held in State facilities. The College can directly sponsor a venture which is believed to have educational merit, even if such a venture has commercially-oriented backing. This can be done, if approved in advance, even though a fee is charged.

- Books or other supplies cannot be sold directly by a vendor in State facilities. Through prior arrangements, books or music can be marketed through the College Bookstore in a School of Music location desired.

- Any business firm that wishes to support the programs of The Crane School of Music through gifts or grants can do so by directing the gift to the Potsdam College Foundation. The donor can place restrictions upon the gift and such restrictions will be honored by the Foundation. By processing donations from commercial firms to the College in this way, appropriate credit can be given to the firm. For example, if officials of a firm wish to sponsor the appearance of a guest consultant and donate funds towards this purpose to the Foundation, it is then possible to print on advertising materials words to this effect: “This program is made possible through a grant by Company X to the Potsdam College Foundation, Inc.”
VI. Class/Course Policy

Class Scheduling
Scheduling for fall and spring semesters is overseen by the Associate Dean. Communication from the faculty should be to the Department Chairs who then meet with the Associate Dean and the scheduling secretary, Karen Miller. At various times, Load Sheets will be sent to the faculty for review and signatures. Timely return of accurately corrected load sheets is vital to the scheduling process. Faculty need to confirm all of the information on the load sheets, including the room the course is scheduled in and the cap for student enrollment.

Scheduling for Winterim and Summer sessions is overseen by the Office of Extended Education. The Associate Dean (as Crane Director of Graduate Studies) also oversees the scheduling of any graduate courses during Winterim and Summer sessions.

Class Lists
Class lists are available on faculty member’s office computers via BearPAWS (Access the College homepage, click on “Faculty and Staff” then click on “BearPAWS”). It is the faculty member’s responsibility to check class rosters for accuracy. Students not properly enrolled in the course should not be allowed to attend class or receive lessons until they have done so. Contact the Computing & Technology Helpdesk (267-2083) in Kellas Hall for assistance in setting up your account.

Course Syllabi Policy
The Regulations of the Commissioner of Education of the State of New York (as amended 5/12/80) 52.2, e(4) state:

“Academic policies applicable to each course, including learning objectives and methods of assessing student achievement, shall be made explicit by the instructor at the beginning of each term.”

To comply with this regulation, the best interest of our students, and ensure and maintain high quality in the instructional program of the College, faculty members should do the following.

- Prepare a written syllabus (including all applicable course and section numbers) for each section.
- Distribute the written syllabus to students enrolled in the course.
- File an electronic copy with the Dean’s office by emailing it to Heidi Walker (walkerhl@potsdam.edu).

The syllabus should include the following.

- Course objectives
- A general description of the course
- A list of course activities
- Evaluation procedures
• A grading policy
• An attendance policy (see college catalog for more information)
• The instructor’s office hours
• The instructor’s office phone number and email address

A syllabus for every course taught in the school must be submitted at least once a year in the fall. For courses taught every semester, if no changes are made, the faculty member can notify the office that the fall syllabus is on file and in effect.

In performance courses (MUCP, MUCS, MUAP and MUAC), a statement of objectives and procedures is appropriate as a substitute for a syllabus. Studio teachers and ensemble conductors/coaches should prepare a written statement in which the general approach they intend to employ is described, along with attendance policies. Any other information which students should have should also be included (e.g., Audition information; activities of weekly performance classes, concert and tour schedules). It is suggested that the statement be read at the first rehearsal(s) of ensembles and meeting(s) of performance classes, and then posted.

Faculty members are encouraged to discuss with the Dean any problems which the nature of their course may cause them in carrying out this procedure.

**Creation of Courses Not Listed In the Schedule**

Courses that are offered infrequently or for a small number of students such as Instrumental Rep & Ped for performance majors, graduate studio classes, project courses for the musical studies degree) are created by filling out the form “Request to Create a Course” available on the Crane website, or in the rack outside the Crane Office. The deadline for fall courses is May 1st; the deadline for spring courses is December 1st.

**Duplication of Materials**

Please use discretion in requesting duplicated materials. Funds for materials come from our general supplies budget, and the more duplicating we do the less money we have to purchase music and other permanent materials. Faculty members are encouraged to have class materials duplicated and placed for sale in the Bookstore and/or use technology (e.g., Moodle) to reduce duplicating costs.

A photocopy machine for faculty members’ use is located in the Faculty/Staff Mailroom (B138). This machine is for small copying jobs. Your College ID card includes your copy privileges. If it does not work, contact Kathy Jandreau in B113. Do not use the printer to make multiple copies of a document as it much more expensive than the photocopier.

• Jobs of more than 25 single-page copies must be sent to Central Duplicating. Requests can be submitted to Kathy Jandreau in B113. Contact her with questions at 267-2418 or by sending email to jandrekl@potsdam.edu.
• All other requests for publications must be made to and approved by the Associate Dean.
• Please be cognizant of copyright laws regarding duplication of material. We make every effort to comply with fair use provisions.
• Any student, class or organization requesting duplication of a project must have this request approved by the faculty member of record.

**Early Alert System**

At the end of the sixth week of each semester, faculty members are asked to indicate which students appear to be in academic difficulty in their classes. A relatively simple system has been devised by which members of the faculty make this indication on-line through their BearPAWS account, and the individual student and his/her academic advisor are informed. This system is described in detail in a memorandum which announces “Early Alerts” at the appropriate time in the semester (usually two weeks before the deadline). These grades do not appear on the student’s permanent record.

Faculty members are asked to take special note of the need for attention to lower division students and transfers who are newly acquainted with our college-level evaluation; they need an indication of an unacceptable level of work within the first five weeks of the course while there is time to change their study behavior. Such attention is also highly important for upper division students. The early alert system does not take from students the responsibility for their learning; it does remove an often-used excuse for failure. Students, administrators and faculty members work together to advance the excellence of our institution through the early alert system.

**Grading System at SUNY Potsdam (Implemented Fall 2002)**

Allowable numerical grades for undergraduate courses:

- 4.0, 3.7, 3.3, 3.0, 2.7, 2.3, 2.0, 1.7, 1.3, 1.0, 0.0

Allowable numerical grades for graduate courses:

- 4.0, 3.7, 3.3, 3.0, 2.7, 2.3, 2.0, 0.0

**S/U Policy for Music Students**

In accordance with college policy, Crane students may only elect S/U for music courses that are not being used to fulfill degree requirements. All ensembles must be taken for a numerical grade. Music Education majors must take HLTH 230, EDLS 307 and PSYC 220 for a numerical grade.

**Grades of Incomplete (“I”)**

A Crane faculty member may assign the grade of “Incomplete” (I) for a Crane course only under the following circumstances:

- The student has requested an Incomplete.
- Course requirements have not been completed for reasons beyond the student’s control.
- The student has completed the majority of the work for the class, and the student can accomplish the remaining requirements without further registration.
An “Incomplete Registration Form,” specifying the course requirements remaining to be fulfilled and the timeline for completion, should be filed with the Dean of Music at the time the grade of Incomplete is assigned and no later than the beginning of the next semester. These forms are available in the Crane Advising Office (Bishop Hall, C221).

**Important Note:** The conditions for changing the grade of “Incomplete” to a final grade must be met by the end of the next regular semester following issuance of the grade or the grade will be converted to a 0.0 or “U” if the S/U option has been selected.

**Incomplete for Inactive Students**
If a student granted an incomplete will not be an active (registered) student during the next regular semester following issuance of the complete grade and will need access to remote library services to complete the necessary work for the course, the instructor must complete a form requesting a computer account that will allow the student library access. The form can be obtained from the Associate Dean’s office.

**Changing Recorded Grades**
Grades submitted to the Registrar’s Office are final. The only permissible reasons for changing a grade are as follows.

- To correct an error in recording or computation.
- To remove a grade of “Incomplete.”
- To reflect the judgment of a department acting in accordance with established college procedures concerning grade appeals.

Changes in grades already recorded in the Registrar’s Office can only be made by the following individuals.

- The instructor who awarded the grade with the approval of the department chair.
- The department chair in cases where the instructor is unable to do so (because of leave, resignation, etc.).
- The department chair acting in accordance with established college procedures concerning grade appeal.

The changes listed above can be made via a faculty member’s college email account to Vicki Fredericks in the Registrar’s Office at fredervl@potsdam.edu.

All grade changes for a given semester must be submitted by the end of the next regular fall or spring semester. Any grade changes submitted after the stated deadline require the additional approval of the Dean.

**Final Exams**
A final examination is a comprehensive written test administered at the end of a course. It is designed to assess a student’s knowledge of, and familiarity with, all, or a substantial part, of the content and/or skills associated with a given course in a given semester.
The exam policy does not apply to take-home examinations or term papers. Questions relating to the possible applicability of the policy to oral examinations, studio classes, laboratory tests and other forms of testing should, in cases of doubt, be referred to the appropriate chair. The Dean and Chairs shall make exceptions to the policy wherever circumstances justify them.

**Two-hour Exam Period**

At the conclusion of every semester, a two-hour period will be arranged for each class to provide time for summation and evaluation. Except as specified below, a final examination may be administered only at this arranged two-hour period.

**Written Exams**

No written examination may be given during the last week of classes unless a final examination is also scheduled during the regular final examination period.

**Two Exams per Day**

No student shall be required to take more than two examinations in one day. If a student has more than two examinations scheduled in one day, the middle examination(s) must be rescheduled if the student requests. A student must request rescheduling two weeks before the last day of classes. This request must be in written form and must be filed with the professor with copies to the Department Chair and the Dean of the school(s) under whose jurisdiction the course(s) in question is (are) offered. The appropriate dean has the final responsibility for the rescheduling of the examination(s). The rescheduled examination(s) must normally occur at a time during the final examination week.

**Exams for Combined Sections of Courses**

Provision will be made for the scheduling of examinations for combined sections of courses involving at least three sections or one hundred students. The request for such scheduling must be made at the time the semester class schedule is submitted by the department.

**Courses with Conflicting Final Exam Times**

Music courses that meet once a week and share a time with another once a week course usually share the same exam time. To avoid scheduling problems, the following policies apply to these situations.

When two courses share the same two hour final exam time, each course will be allowed one hour of the time with the course meeting earlier in the week having the first hour and the course meeting later in the week having the second. For example, Tuesday/Thursday 10:00 a.m. classes have an 8:00 to 10:00 a.m. exam time. The Tuesday section will have the 8:00 to 9:00 a.m. time and the Thursday section will have the 9:00 to 10:00 a.m. time for their written exams. If the course(s) also include individual playing appointments, these appointments should be scheduled at a time or times other than the scheduled final exam time.
**Academic Record-Keeping**

Faculty members are reminded of the well-established academic custom—one which protects teachers, students, and the institution—of retaining grade records and supporting information for at least one year after the end of any course in order to provide for the possibility of a student grade appeal. Final examinations, including papers or projects which cannot be easily returned to students or have not been given out, should be carefully stored. Copies of final exams must be filed in the Dean’s office as per Regulation of the Commission of Education of the State of New York. Storage of other materials for one year is highly recommended. Special difficulties may, of course, be discussed with the Dean.

**Dismissal from a Major for Academic Reasons: Policy and Procedures**

An important academic policy in Crane, also known as the Crane Two-time Failure Policy, is the Dismissal from a Major for Academic Reasons. The policy is:

*Failure to receive a 2.0 or higher in the second attempt at a music course required for a major (or majors) will result in dismissal from that major (or majors).*

When grades are posted at the end of the fall and spring semesters, the Associate Dean’s office runs the Banner class failure report.

- Students who have received below a 2.0 in a music course a first time are notified of their status and the 2 times failure policy by the department chair of the department the course is located.
- Students who have received below a 2.0 in a music course a second time receive a letter from the Dean. The procedure for the two-time failures letters varies depending on the semester.

**Fall Semester Two-time Failures**

The Fall Semester two-time failure letter informs the students that, depending on the course failed, they need to change their current major to a different major within music or if, for example, they have failed a core course, to a major outside of music.

The fall letter gives the student a grace period of one semester to complete this process (although the student cannot retake the course failed, s/he may continue in other music courses for the spring semester). The failed course enrollment is dropped, and all courses the failed course is a prerequisite for are also dropped. No other courses are affected and the major is not changed.

A month before the Crane Advising time in the spring, a letter will be sent to each student who received a two-time failure letter for the previous fall semester. The letter will inform the student that:

- If s/he needs to **change their major within music**, a Degree Program Action Form must be received in the Crane Advising Office a week prior to advising. The Degree Program Action Form must indicate the student’s new major or their major will be changed to undeclared. Undeclared majors are outside of Crane, so the student will not be able to register for any music courses.
• If s/he has to drop music as a major prior to the upcoming registration period, the major will be changed to undeclared, their Crane academic advisor will be dropped and that they need to make an appointment in the Student Success Center, Sisson 128, for “undeclared” advising or a department outside of music to prepare to declare a major.

Spring Semester
There is no grace period for students who fail for a second time in the spring semester.

• Students who two-times fail a course needed for only a specific music major will need to file a Degree Program Action Form, and the office will delete all courses specifically for that major from the student's schedule.
• For students whose two-time failure course requires them to select a major outside of music, the office will change their major to “undeclared” and drop all music major courses in their schedule.

Use of Audio-Visual Equipment for Instructional Purposes

The following items can be obtained by contacting the Audio Engineer. To ensure that the equipment will be available, it is best to request it 24 hours in advance. Available items may be picked up in room A-112.

• DVD Playback Equipment
• Carousel Slide Projectors
• Opaque Projectors
• Overhead Projectors

VHS recording equipment is not available from the Audio Engineer. Several VHS camera/recorders have been assigned to conducting and music education faculty. For information on availability, please contact the appropriate department chair.

A large-screen projection television system is permanently installed in Wakefield Recital Hall (C-224) and in A-311. This system includes VHS and DVD playback equipment. Questions on the use of this equipment should be directed to the Audio Engineer. If a faculty member does not have a class scheduled in this room, and wishes to use this facility, the Facilities Manager should be contacted regarding scheduling.

Each classroom is equipped with a complete stereo system, including a CD player, turntable and cassette deck. Questions on the use of this equipment should be directed to the Audio Engineer. To obtain keys to the classroom equipment cabinets, contact the Facilities Manager.

Holding of Classes Prior to College Recesses

Please plan to meet all scheduled classes, rehearsals and lesson appointments through the afternoon of any day immediately preceding a recess. Students who leave early for or return late from a recess should understand that the attendance policy of individual instructors will be supported in the office of the Dean in accordance with college policies.
VII. Performance Information

Concert/Recital Programs and Publicity Materials

Programs for all events officially scheduled on the Crane Calendar of Events are produced by the Facilities Secretary in the Facilities Office, Plaza B113A. Faculty performers, conductors, coaches and ensemble coordinators will receive a request for program copy well in advance of the event. Due to the large number of programs this office has to produce each semester, the earlier program copy is received the better. To provide the office with ample time to format the program, return it for proofing, corrections and printing, program copy should be emailed to jandrekj@potsdam.edu no later than two (2) weeks before the event. Faculty should check the program proof carefully as errors caught only after the program is printed (and copies made) may not be able to fixed due to the expense of reprinting.

All publicity materials for Crane events should be sent to the same office and will be forwarded to the College Office of Public Relations for distribution to the media.

Recording Services

All officially scheduled concerts in the Crane Center are routinely recorded.

Student Recitals

All student recitals on the official Crane calendar are recorded on CD-Rs provided by the school. Students should see the recording technician immediately following their recital to pick up their recording. In Snell and Hosmer, the recording technicians work in the back stage area. In Wakefield, the recording technician works in the recording room located on the 3rd floor of Bishop Hall (Room C-312). Undergraduate student recital recordings are not placed in the Crane Library.

Senior and Graduate Performance Recitals

A CD of each Graduate performance recital is placed in the Crane Library, as per NASM requirements.

All Other Concerts

CDs of all other concerts on the official Crane concert calendar are placed in the Crane Library.

Major Ensembles

All Crane ensembles are automatically recorded. CD copies are placed in the Crane Library and may be signed out overnight by students.

Other Technical Support

If technical support beyond recording is required for a recital, including playback of electronic sounds (CD or tape) or amplification, the Audio Engineer must be notified at least two weeks prior to the event. The hall should be reserved on the day of the event for a sound check (see the Facilities Manager to reserve the hall for this rehearsal).
NOTE: We do not record, or provide any other support, for concerts or recitals which are not part of the official calendar of The Crane School of Music. We do not videotape concerts and recitals.

See the Audio Engineer for further information concerning concert and recital recording.

**Student Recitals**

All policies and procedures for scheduling, rehearsing, programming, and performing area of 10-minute, 30-minute, and 60-minute recitals are published each semester in the Crane “Student Recital Guide.” Be sure that you and your students read this brochure. Please pay special attention to the information on recital recording and related technical support. This guide is revised each semester and is available in the Facilities Manager office, B113.

**Student Recital and Rehearsal Time Limits**

**10-Minute Recitals**

A 10-minute recital is an option in the B.M. Business of Music and B.M. Musical Studies programs at the discretion of the studio teacher. Successful completion of Level A is a prerequisite. Students have a strict ten (10) minute time limit of stage time. This includes all performing, applause, tuning, set-up/tear-down, and walking on and off stage. It is highly recommended that the student schedule no more than eight (8) minutes of actual playing time, and even less if there are changes in stage set up in the program. Students performing 10-minute recitals are entitled to one hour of rehearsal time in the performance hall.

**30-Minute Recitals**

These are reserved for performance majors who have passed Level B, music education majors in the new curriculum who have passed Level A, and any other major who has passed Level B and is trying to obtain a Performer’s Certificate. Students have a strict limit of 30 minutes of stage time. This includes all performing, applause, tuning, set-up/tear-down, and walking on and off stage. It is highly recommended that the student schedule no more than 25 minutes of actual playing time, and even less if there are changes in stage set up in the program. Students performing 30-minute recitals are entitled to two hours of rehearsal time in the performance hall.

**60-Minute Recitals**

These are reserved for performance majors who have passed Level C, and any other major who has passed Level C and is trying to obtain a Performer’s Certificate. Students have a strict limit of 60 minutes of stage time. This includes all performing, applause, tuning, set-up/tear-down, and walking on and off stage. It is highly recommended that the student schedule no more than 50 minutes of actual playing time, and even less if there are changes in stage set up or an intermission in the program. Students performing 60-minute recitals are entitled to three hours of rehearsal time in the performance hall.
Graduate Recitals
These are reserved for graduate performance majors to fulfill the recital requirement of their degree program. Graduate recitals can be 60-90 minutes in length including performance, applause, tuning, set-up/tear-down and walking on and off stage. Graduate students are entitled to three hours of rehearsal time in the performance hall.

Concerto Program
Students are entitled to two hours of practice time in the performance hall, excluding rehearsal time with the orchestra.

Program Notes
Because of the large number of programs, only very brief program notes will be accepted. Oral translations must fit into the ten-minute time slot.

Faculty Rehearsal Time Limits
To permit everyone fair access to the performance spaces in Crane in preparation for a faculty recital or concert, faculty members will be allowed to reserve, in advance, up to four (4) hours in the hall prior to each recital/concert. If, in the week prior to the performance, more time is available in the hall, faculty members will be allowed to reserve up to four (4) additional hours.

In the case of joint recitals, the total time should be split between the participating faculty members.

Performance Ensembles
Performance Ensembles of The Crane School of Music are open to all students of the College. Please contact the person(s) listed below for specific information regarding registration and auditions.

Crane Symphony Orchestra/String Orchestra, Crane Wind Ensemble and Symphonic and Concert Bands
These groups are rostered by the respective conductors following auditions by the studio teachers during the first two days of classes. Consult the appropriate studio teacher for specific audition information.

Phoenix Club, and Men’s Ensemble
Contact Heather Eyerly, Coordinator of Choral Ensembles for more information, Schuette A305, 267-2435.

Crane Hosmer Choir and Crane Concert Choir
These choirs are open to all students except freshman and are rostered by the respective conductors following auditions by the choral faculty. Contact Heather Eyerly, Coordinator of Choral Ensembles for more information, Schuette A305, 267-2435.

Opera Ensemble
Opera Ensemble is open to all students except freshman and is rostered by the Crane Opera Director following auditions. Contact Carleen Graham, Director of the Crane Opera Ensemble, Crane B108, 267-2422.
Jazz Ensemble and Band(s)
Crane Jazz Ensemble and Jazz Band(s) are rostered by audition at the beginning of each semester. Time and material posted on the instrumental bulletin board. Contact: Bret Zvacek, Director of the Crane Jazz Program for more information, Bishop C306, 267-2423.

Crane Opera Orchestra
Crane Opera Orchestra (spring only) is rostered by the conductor following auditions at the start of the spring semester. Consult the appropriate studio teacher for specific audition information.

String Quartets, Chamber Wind Groups, Woodwind Quintets, Brass Quintets and Other “Like Instrument” Ensembles (e.g., trombone, horn, saxophone, flute)
These groups are formed by the applied teachers in the various studio areas at the beginning of each semester and may require an audition for students outside the specific studio. Obtain further information from the appropriate faculty member.

Percussion Ensemble
All students with a percussion performance concentration are invited to participate in the Percussion Ensemble. Contact: James Petercsak, Plaza B176, 267-2469.

Latin Ensemble
Contact Marsha Baxter, Schuette A308, 267-2454.

Chamber Ensembles (Piano and Voice, Voice with Two or More Instruments, Piano with Other Instruments, Small Vocal Ensembles)
All interested students should consult the class schedule and the faculty member in charge of these courses/ensembles.

Contemporary Music Ensemble
The Contemporary Music Ensemble is held during the Spring Semester only. Contact: Ken Andrews, C112, 267-2445.

West African Drumming & Dance Ensemble
Contact: Julie Hunter, C317, 267-2403
VIII. Student Workers/Work Study Students

Student workers and work study students are coordinated through SUNY Potsdam Office of Human Resources. The information you and the students will need is available at http://www.potsdam.edu/offices/hr/student.cfm. Student workers are paid for by The Crane School of Music; all student workers need to be approved by the Dean’s Office. True work study student (who tend to be a much smaller part of our workforce) are paid through federal work study money. Faculty should list job openings through Bear Tracker.

All student workers and work study students need a completed, signed contract, including the supplemental materials (W-4, IT 2104, etc.). As their supervisor, you need to sign these contracts as “a person authorized to sign time sheets.” These contracts should be forwarded to the Associate Dean who will complete them. It is best if you fill in the student’s pay, assuming you know it. Students start at minimum wage ($7.25/hour) and each year we give an automatic 50-cent/hour raise.

Every two weeks, students should submit a time sheet to their supervisors. The schedule is published on the HR site. Students must use the Work Study Time Sheet on the HR site, but it needs to be printed out and signed by you as the student supervisor. It is important that these be submitted to you in a timely way - students who wait, and submit many weeks of time sheets all at once may not be paid. It is also important that after signing the time sheet you submit them to Human Resources as soon as possible. HR has a limited time to turn around and pay the many students who are student workers.

When you sign your student worker timesheets, you must:
- Enter the account number for the student. You will get the account number from the Associate Dean’s Office at the beginning of the semester.
- Note the number of hours each student worker completed during the pay period and forward that information to the Associate Dean’s Office via email or hardcopy. This needs to be done at the same time you forward your timesheets to HR.

Typically Crane has had the following work study/student worker positions:
- Crane main office
- Ensemble Librarians (choral, orchestra, bands)
- Mailroom
- MIDI Lab
- Music Education Office
- National String Project
- Opera
- Recording
- Stage Managers
IX. Crane Faculty Travel Policies and Procedures

Notifying Department Chair(s) of Absences
If you expect to be away from campus for any reason when classes are in session, notify the chair of your department as far in advance as possible. If you have teaching assignments in more than one department, include both chairs in your communication. Send an e-mail to one or more chairs, as appropriate, copying the Dean, with details about the dates of your absence from campus, the purpose of your trip or the reason for your absence, and the way in which you have planned for coverage of the scheduled teaching which you will miss.

General Travel Questions
The “Travel” page maintained by the Purchasing Office has helpful information and links to a number of important forms:
http://www.potsdam.edu/offices/purchasing/travel.cfm

Paperwork for Travel When Classes Are in Session
Unless undertaken for entirely personal reasons, faculty members anticipating travel during academic sessions should begin the process by completing a Travel Requisition Form. This form is available in the Crane Dean’s office or at:
http://www.potsdam.edu/offices/purchasing/upload/Travel-requisition-form2edit.pdf
This form should be completed whether or not College funding is being used. The form documents absences from the campus due to professional activities, enabling us to comply with SUNY and state policies. If institutional funding is not being sought, please indicate that on the form. (Having travel forms on file for professional travel not funded by the institution may also help strengthen our case for future additional professional development funding.)

Time Accounting
If away from the campus for professional reasons, on the electronic time accounting system, please use the “non-charge” option for the day(s) in question, and select the closest appropriate category from the drop-down menu of options (e.g., Prof Development, Off-Campus Meeting).

Faculty Travel Funding
Funds to support faculty travel and professional development are funded by the Dean and awarded according to procedures set up by the Crane Scholarship and Professional Development Committee. Specific information is provided by email and at Crane Faculty Association Meetings. Contact the Chair of the Committee for more information. There are a number of other programs available through the college. Contact the Office of Research and Sponsored Programs, Raymond 510, 267-2131 for more information.

Crane-Funded Travel
If a request to cover faculty travel expenses has been approved either by the Dean or by the Scholarship and Professional Development Committee, after having submitted the
Travel Requisition Form mentioned above, funds in the approved amount may be requested in the Dean’s office, so long as the nature of coverage is allowable by state and SUNY policies and is documented appropriately. Please contact Ms. Karen Miller (millerkl@potsdam.edu) with questions related to this process.

**Reserving State Vehicles**

If you have received the Dean’s approval for use of a State vehicle for professional travel, Ms. Heidi Walker (walkerhl@potsdam.edu) can work with you to seek a vehicle reservation. Please contact her with any questions about this process.

You must have your driver’s license information on file with the Physical Plant in order to be approved to drive College-owned vehicles. If you are doing this for the first time, Heidi can help you contact the appropriate office and answer relevant questions.

**Mileage in Private Vehicle**

If a State vehicle is not available or if for other reasons you have been approved to submit mileage for reimbursement, you must submit a detailed itinerary for your trip, with specific street addresses for each destination. You will be reimbursed at the current state-approved rate.

**Air Travel**

If you are approved to use Crane funding for air travel, please determine whether state funds or Foundation funds will be used to cover the trip, as procedures and rules vary for the sources (if you are not sure of the funding source, inquire in the Dean’s office). Policies regarding use of state funds for air travel are currently undergoing a transition, and final information for 2013-14 is not yet available as of 8/29/13. Information will be shared with the faculty as it becomes available; the Purchasing office’s travel page, mentioned above, should have current information.

If air travel is funded through Foundation funds, you will be able to make your own airline reservations, purchase the ticket, and submit a receipt for reimbursement. Please submit receipts to Karen Miller. Electronic receipts may be forwarded to her by e-mail.

**Hotels**

Regardless of the funding source, and whether the destination is in state or out of state, use the state tax-exempt form to request a tax exemption when you check into your hotel:


Be aware that there are State-approved maximum charges for hotels based on location. Information about these limits is available on the Purchasing travel webpage. Requests for exceptions to maximum rates may be made to the Purchasing Office, but are approved only in truly exceptional cases, will not be approved retroactively, and must be made to Purchasing at least two weeks in advance of the trip. This form is used to request hotel charges over the allowable limit:

http://www.potsdam.edu/offices/purchasing/upload/Justification-for-OTM-Lodging-11-10-11-1.pdf
Be aware that many hotels will honor a state maximum rate if requested, even if their advertised rates are higher; you are encouraged to make such a request. Hotels in New York should honor our tax-exempt status. Some, but not all, out-of-state hotels will honor it as well.

Hotel rooms booked for over the state maximum will be reimbursed only to the extent of the state maximum rate unless an over-the-maximum form has been submitted and approved in advance.

Receipts for approved hotel charges may be submitted to Ms. Miller.

**Non-Crane Travel Funding:**

Faculty members sometimes have travel funded by offices at the College other than Crane. You must still submit the Travel Requisition Form to the Crane Dean’s office. It offers a place to list funding sources other than Crane and will then be forwarded to the appropriate office for funding approval. Please note that combinations of funding often make reimbursement more difficult, so faculty are asked to assist as much as possible in clarifying sources, and patience is requested.