Faculty/Staff Handbook

Fall 2018

Revised June 2018
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 as needed, but at least 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.

Corrections or questions should be sent to the Crane School of Music Associate Dean.
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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: Caron Collins
Performance Department Chair: Charles Guy and Lonel Woods
Theory, History and Composition Department Chair: Kirk Severtson
Crane Institute for Music Business, Executive Director: Marc Ernesti
Coordinator of Functional Keyboard: Heather Wheeler
Coordinator of Graduate Studies, Music: David Heuser
Coordinators of Technology/Crane: Peter McCoy

Professional Staff

Audio/Video Engineer: Douglas McKinnnie
Executive Director, Community Performance Series (CPS): Jason Dominie
Facilities Manager: Lorelei Murdie
Instrument Technician: Miles DeCastro
Piano Technician: Lane Miller

Clerical Staff

Secretary to the Dean: Margaret Ball
Secretary to the Associate Dean: TBD
Budgeting and Scheduling Secretary: Karen Miller
Admissions and Advising Secretary: TBD
Facilities Secretary: Sarah Burgess
Music Education Secretary: Lori-ane Dillon
Performance Department Secretary: Margaret Ball
Theory/History/Composition Secretary: Karen Miller
Graduate Secretary: TBD

Performance Ensemble Coordinators

Coordinator of Choral Ensembles: Jeff Francom
Director of Bands: Brian Doyle

Performance Area Coordinators (2018-2019)

Brass: Mark Hartman
Guitar/Harp: Jessica Suchy-Pilalis
Percussion: James Petercsak
Piano: Young-Ah Tak
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

*Margaret Ball, Secretary to the Dean*
Bishop Hall C218, 267-2812, ballmw@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 Margaret Ball directly for the following matters.
- Scheduling appointments with the Dean
- Searches
- Faculty/staff personnel records
- Course syllabi

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

*TBD, Secretary to the Associate Dean, Coordinator of Admissions*
Bishop Hall, C221, 267-2417,
Karen Miller, Scheduling Secretary
Bishop Hall, C220, 267-3418, millerkl@potsdam.edu

Associate Dean’s office matters include the following.
- Advertising
- Undergraduate admissions, recruitment, auditions
- Undergraduate student records
- Enrollment data
- Undergraduate advisement, transfer advising, new-student orientation for Crane
- Administration for all degrees
- Audits/BearDEN, graduation clearance
- Academic status
- Scheduling of classes
- Crane publications (college catalogs, admissions, internal, website, social media)
- Graduate Program

Please see the Associate Dean’s Office 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
- 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

Charles Guy and Lonel Woods, Co-Chairs of Performance
Dr. Guy: Schuette Hall A110, 267-24377, guycv@potsdam.edu
Dr. Woods: Bishop Hall C325, 267-2465, woodsl@potsdam.edu

TBA, Performance Department Secretary
Bishop Hall, C218, 267-2812

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

Caron Collins, Chair of Music Education Department  
Schuette Hall A314, 267-2404, ccollincl@potsdam.edu
Tammara Madeja, Coordinator of Music Education Field Experience  
Schuette Hall A315, 267-2948, madajatd@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

Kirk Severtson, Chair of Theory/History/Composition Department

Bishop Hall C106, 267-2427, severtki@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

Marc Ernesti, Coordinator, Music Business & Executive Director, Crane Institute for Music Business
Bishop Hall, C210, 267-2103, ernestm@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

**TBD, Graduate Secretary**  
Bishop Hall, C221, 267-2417,

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

**Peter McCoy, Coordinator of Technology**  
Schuette Hall, A329, 267-3210, mccoypm@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

**Jason Dominie, Executive Director, Community Performance Series (CPS)**  
Performance Arts Center 236C, 267-2412, dominijl@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

**Sarah Burgess, Facilities Secretary**  
Plaza, B113, 267-2418, burgessj@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
• Recital/concert scheduling

Please see the facilities secretary 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

Douglas McKinnie, Audio/Video Engineer
Schuette Hall, A112, 267-2442, mckinndj@potsdam.edu
• Audio/visual equipment
• Concert/Recital recording
• Video streaming
• Electronic equipment repair

Miles DeCastro, Instrument Technician
Plaza, B171, 267-2467, decastmd@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 Crane Student Handbook)

Performance Ensemble Coordinators
Coordinator of Choral Ensembles: Jeff Francom
Director of Bands: Brian Doyle
Performance Area Coordinators

Brass: Mark Hartman
Guitar/Harp: Jessica Suchy-Pilalis
Percussion: James Petercsak
Piano: Young-Ah Tak
Strings: Shelly Tramposh
Voice: Lonel Woods
Woodwinds: Kenneth Andrews

Area Coordinator duties:

- Facilitate (schedule dates, location, etc.) Area auditions, Juries, and/or Levels
- Facilitate (organize) all Area Guest Artists, Lectures, and Master Classes
- Facilitate Area Recitals and Performances
- Facilitate (schedule and lead) Area meetings
- Manage the Area Budget Allocations (Keep in mind the Area’s allocation comes from and is part of the Performance Department’s Budget)
- Solicit thoughts and opinions of all members of the Area to inform decisions about the aforementioned duties.
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.

Requesting Use of School Equipment Outside of the Crane Complex
Students and faculty who wish to use school equipment outside of the Crane Complex must make the request in writing (email is appropriate) to the Facilities Office (B113). Requests should include a detailed list of the equipment being requested. “Equipment” includes things such as percussion instruments, music stands, and chairs. As physical plant typically requires two weeks’ notice to move equipment, requests should come to the Facilities Office at least two weeks prior to the event. Student groups and ensembles should not assume they will be permitted to use school equipment outside of the building prior to approval being given.

Office Supplies
Some office supplies are available in the mailroom (back, right cupboards). For additional office supplies, see a staff person in the Dean’s Office, 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 a long distance access code. 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, so 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.

**Booking Rooms**

All rooms are booked through EMS, using Virtual EMS (VEMS) at [https://ems-web.potsdam.edu/emswebapp/](https://ems-web.potsdam.edu/emswebapp/). Details about how to do this are in the document *Virtual EMS Quick Reference Guide for Faculty and Staff* ([http://www.potsdam.edu/sites/default/files/vemsfaculty.pdf](http://www.potsdam.edu/sites/default/files/vemsfaculty.pdf)). Reservation requests must be made one working day in advance with a 4pm cutoff time; weekend & Monday reservations must be made by Friday at noon, at the latest. All requests are subject to approval. Do NOT use VEMS to schedule concerts. Please direct questions to the Crane Facilities Office (B113).

- Most rooms in the Crane Complex are approved through the Facilities Secretary, Sarah Burgess, in the Crane Facilities Office (B113).
- Snell Theatre and Hosmer Hall reservations are approved by the Facilities Manager, Lorelei Murdie.
- Requests for the Dean’s Conference Room (Bishop C214) are approved by the Dean’s Secretary, Margaret Ball. This room may not be used for academic classes. If access to the conference room is needed when the Crane Administrative Offices are closed, a key is available from the staff in the Dean’s Office. 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.
- Requests for the Crane MIDI Lab (Schutte A227) are approved by the Crane Technology Coordinator, Dr. Peter McCoy.
- Requests for the Crane Library Seminar room (Schutte A223) are approved by the Crane Library staff.
- Requests for rooms in the Performing Arts Center are approved by Tori Oakes (PAC Building Manager).

**Room Policies**

Do not make any changes in scheduled class meeting times or rooms without prior consultation with the Associate Dean. This includes any requests for extra space (such as a second room) for a course.

Rooms must be vacated 10 minutes prior to the end of the reservation time if a class is using the space directly afterwards, so as to allow passing and set-up time for the class.

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.
No equipment, including music stands, should be removed from any classroom without prior approval from the Facilities Office (B113).

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.

**Use of the Crane Reception Room (The Green 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 via VEMS, by contacting the Facilities Secretary in the Crane Facilities Office, B113 or by email. Faculty who reserved the Green Room must obtain the key in facilities office B113 prior to their reservation. The key must be returned within 24 hours.

If access to the Crane Reception Room is needed when the offices are closed, a key is available from the Facilities Secretary. 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 regarding prospective students to the Crane Office of Admissions (Bishop C221, x2417, crane@potsdam.edu or auditions@potsdam.edu or gradmusic@potsdam.edu, as appropriate). Send any contact information you have so it can be added to our databases. Prospective students planning to visit campus for the first time should be referred to the College Office of Admissions in Raymond Hall x2180.

**Audition Dates**

Audition dates and locations are published online at http://www.potsdam.edu/academics/Crane/admissions.

**Auditions and Admissions**

Recruitment involves the entire school community. All faculty should familiarize themselves with the information Crane provides potential students, in particular:

- information found at the Crane Prospective Student website (linked from the main Crane page),
- the Crane Brochures¹, which should be checked annually for accuracy and updates (electronic version found via the same webpage, printed copies available from the Associate Dean), and
- for applied faculty, audition requirements, found in the Auditions area of the Crane website.

Note that students may apply to SUNY Potsdam and Crane on whatever schedule they wish. To “apply” to Crane, students fill out an online audition registration form. This must be done no later than two weeks prior to the audition date they wish to select.

**Audition Policies**

Auditioning faculty in particular need to be aware of the following policies we advertise to auditioning students:

- Students must audition on a scheduled audition date. However, we have made exceptions to this policy if circumstances warrant. Individual faculty may bring requests for exceptions to the Associate Dean; these might be circumstances where the faculty has had previous contact with the student or knows the student’s teacher well, for example. Sometimes students will contact the Associate Dean, who may reach out to faculty for input.

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¹ Currently there are Crane Brochures for the following: Admissions, each instrument area (Woodwinds, Brass, Percussion, Harp, Piano, Classical Guitar, Voice, Strings), major ensemble areas (Crane Symphony Orchestra, Crane Wind Bands, Crane Opera Ensemble), majors (Music Business, Music Education, Composition, Musical Studies Music Theory/Music History, Masters in Music Education, Masters in Performance), minors and concentrations (Music in Special Education, Piano Pedagogy, Jazz Studies) the Strand Instrument Fund, and Crane Youth Music.
• All audition sites and dates are equal in terms of opportunity to be accepted and for music scholarships.
• Students will receive their audition results 2 to 3 weeks after the audition.
• Students should have all information by April 1 (assuming they do not delay in applying to the college). This includes wait list conversions and music scholarship decisions.
• Music scholarship decisions are based on the audition and associated information. Faculty will not be made aware of any other scholarships students might be receiving (i.e. academic awards), so that information does not influence their decision.
• Audition results are good for one year.

Audition Dates & Enrollment Targets
Audition dates are scheduled and published in the spring semester for the following year. Faculty and staff involved in audition days who are unable to make an audition date should communicate this as soon as possible to the Associate Dean.

The Associate Dean will give faculty studio target numbers in November. In most areas, accepting twice as many students as the target is appropriate, assuming there are at least that many qualified students.

General Audition Information
All auditions, except vocal auditions, are 20 minutes in length. Vocal auditions are 15 minutes. It is important to stay on schedule as auditioning students may have made travel plans based on their audition time. They are also given a warm up time 30 minutes prior to their audition, and if auditions fall behind schedule, students waiting for their audition time may end up “cooling down.” Finally, some students will have two auditions or other required appointments to get to as part of audition day, and these can be impacted by auditions that get off schedule.

The Crane School used to administer a short sight singing exam to all auditioning students. When this exam ceased, it was recommended to auditioning faculty to include a brief singing/pitch matching test as part of the audition. Here is a simple, quick test that can be used: play a major triad and ask the student to sing the triad back (up and down – do-mi-so-mi-do). If the student struggles with this, try another triad or, if issues persist, a scalar passage (do-re-mi-re-do). Likewise, if a student repeats the triad back accurately, play an augmented or diminished triad (with a different root) and ask them to repeat it back. Students who struggle with the major triad and/or the scalar passage may find parts of the music curriculum excessively challenging, and faculty may take that into consideration as part of their evaluation of the student.

Crane Auditions Moodle Page
There is a Crane Auditions Moodle page maintained by the Associate Dean’s office. At this site will be:
• lists of interested high school seniors and juniors,
• the Auditions Results spreadsheet for the current audition season. This includes contact information and, as the season goes on, a notation if a student has deposited,
• folders, by instrument, with information which should read by the auditioning faculty prior to each audition day:
  o each auditions day’s schedule (posted about a week before the audition)
  o information on each auditioning student which the students provide as part of the registration process (the “Supplemental Information Form,” which is basically a brief musical resume),
  o each student’s (optional) music recommendation letters (1 or 2)

Please do not request staff to provide separately created lists of auditioning students, accepted students, etc. when this information is already available on the Moodle.
Instructions on navigating and sorting the spreadsheets in Moodle are provided immediately above or below the spreadsheet in Moodle.

On Campus Auditions
On campus auditions typically begin at 10am; occasionally the first audition for an instrument will be at 9:30am or 9:40am if there are a large number of students auditioning. Students begin arriving around 8am, and the first event (a group welcome in Hosmer Hall) is at 8:30am. Current Crane students perform a short work (5 minutes) at this welcome session; faculty who have a chamber group or students who wish to perform, please contact the Associate Dean. Some faculty will be involved with information sessions; these faculty will be informed of this ahead of time. The general schedule for audition day is always posted in the auditions area of the website at http://www.potsdam.edu/academics/Crane/admissions/upload/ADS.pdf.

Off Campus Auditions
• Off-campus auditions are in February on Thursday through Saturday following President’s Day.
• Off-campus audition assignments are made by the Area Heads in October.
• Most faculty take a group van to the off-campus auditions; the Associate Dean will reserve this van, and communicate about travel arrangements. Faculty who plan to drive on your own should communicate that to the Associate Dean. (Reimbursement is by the mile.)
• Faculty who have plans that impact hotel reservations, such as staying an extra night or departing early, need to communicate that to the Associate Dean’s secretary as early as possible, preferably prior to the new year.
• The Associate Dean will send all faculty involved with off-campus auditions detailed information re: schedule, hotel, etc. about a month in advance.
• Areas are expected to supply faculty their own digital video camera and memory cards for off-campus auditions. Area heads should check with faculty well ahead of time on these.
• Auditions off-campus begin at 9am and end at 4pm (at the latest). Faculty, including those traveling on their own, need to arrive at the site at about 7:30am on the first audition day to assist in set-up. Students begin arrive by 8am.
• While on campus auditions are free to auditioning student, off campus auditioning students are charged $50. This fee can be waived via the same process students request a waiver of the college admission fee.

**Video Auditions**

Video auditions must be approved by the Associate Dean and are typically reserved for those who live far from New York. DVDs or emailed video links will be sent to the appropriate applied faculty for review. Typically, faculty should group video auditions with the nearest upcoming on campus audition day, and hand in audition results for the video(s) at the same time you are handing in the on campus audition day’s results. Students auditioning by video are charged $30.

**Audition Results**

Following each on campus audition day, faculty are asked to hand in audition results to the Associate Dean’s office by the following Wednesday at noon. This is to ensure letters go out in a timely fashion. Off campus audition results should be submitted by the follow Friday at noon.

Audition results can be:

• Accept
• Accept for a non-performance degree, but not accept for performance (for those checking off two majors, one of which is performance).
  o Composition applicants may also receive a split decision based on the composition area’s decision.
  o Note that all “Accept” letters include a paragraph saying their Crane acceptance is contingent on acceptance to SUNY Potsdam.

• Wait List
  o This means that a student is acceptable but faculty need to see rest of auditioning students before making a final decision.
  o Use only when space in your area is limited and/or applicant pool is large.
  o Use as little as possible.
  o Do not use for students auditioning on the last audition day.
  o *All Wait Listed students should be converted to accept/not-accept following the last audition day and no later than the end of the third week of March.* The letter which Wait List students receive says the student will have a final audition result by April 1st.
  o If a Wait Listed student is not accepted, their second letter does state that we may change that decision if we end up having room for them (for example if deposits are lower than expected). If faculty wish to change a
wail listed student’s status from “not accept” to “accept,” they should communicate directly with the Associate Dean.

- Not Accept

**Music Scholarships**

The Scholarship Committee will communicate to the areas regarding scholarship funds, as well as a deadline to supply scholarship decisions to the Associate Dean. Typically, the deadline is a couple of weeks after the last audition date. (Note that the Bailey Scholarship is currently done through the Dean as a separate process.) All auditioning students should be considered for music scholarships. Final decisions on awarding music scholarships, therefore, should typically wait until after the final audition day.

Music scholarship letters come from the Office of Financial Aid. Students will often receive these awards as an update to their financial aid package, or, in some cases, the music scholarship will be followed by an academic award which is then sent as an update. In either case, the point is that students are potentially receiving multiple updates to their scholarship and aid package. In most cases, this process should be completed by April 1. Students are informed about this possibly “messy” process in an insert we include in their acceptance letter.

**Post-Audition Recruitment**

Note that Crane will not send a student’s result letter to them if their SUNY Potsdam application is incomplete. Also, students cannot come to Crane unless they are also accepted to SUNY Potsdam. Crane will cancel the audition of any student who is not accepted by the college prior to their audition, but some students will not have a final decision from SUNY Potsdam until after their audition.

Therefore, faculty need to be careful when communicating with students after auditions. Auditioning faculty are encouraged to contact applicants they have accepted by audition. Your students can also make calls (or email or text message). When speaking to applicants you have accepted, however, use language such as “I have recommended you for acceptance based on your audition,” so students do not misunderstand and think that your communication means the college has accepted them. *The overwhelming majority of music students are accepted to SUNY Potsdam prior to their audition, but there are always a few who do not complete the application until after the audition and are ultimately not accepted to SUNY Potsdam.*

During the post-audition recruitment phase, faculty should communicate with the Associate Dean regarding:

- Additional scholarship funds. If faculty feel we are close to having a student deposit, but money appears to be the issue, the Associate Dean can work with the Office of Financial Aid to possible increase our offer to the student (music or academic scholarships).
• If a student informs you they are not coming, including (if known) the school they have decided to attend, please pass this information to the Associate Dean.

• If a student wishes to come to campus for a lesson and to sit in on classes, coordinate that with the Associate Dean. Typically, the applicant will be paired with a student of the same instrument/major to attend a few classes, a rehearsal, and have a lesson. We’ll need the date, and the time they are available on campus. The Associate Dean can check with professors for approval to bring a guest to class (and to ensure there is not an exam, etc. on the day in question). If this is the student’s first visit to campus, they should start with the SUNY Potsdam Admissions Office to arrange a tour of the campus and Crane. (Any student visiting the campus for the first time should start by contacting the Admissions Office.)

• Currently the school does not have a uniform policy for sample lessons and fees. Many faculty offer one free sample lesson to any interested student. The voice area provides lessons for a fee prior to a student’s audition, but free lessons for accepted students.

Students who are not accepted, but still interested in attending SUNY Potsdam, with the possibility of re-auditioning in their first year, can be directed to our “Crane for non-music majors” webpage (Crane -> Current Crane Student -> Crane for non-music majors). Our official policy is that we cannot provide feedback on individual auditions, but if faculty wish to do so, they may. You may also forward these inquiries to the Associate Dean to respond to.

**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.
  o Applied music (studio)
Students who are readmitted to the Crane School who had not previously completed the Theory I-IV, Aural Skills I-IV, and Keyboarding sequence (as appropriate for their degree) shall be required to take the Placement Exams in these areas. The results of these exams are advisory and will assist 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**

For detailed information advising, see the Crane Advising Handbook.

Full-time faculty members with one-year contracts and adjunct faculty members are not assigned advisees. All studio faculty are listed as studio advisors (MUSC advisors); this allows studio faculty to have access to student records for students in their studio. Studio advisors cannot lift advising holds; this is the duty of the student regular advisor.

In their first year of full-time service, Crane faculty members are not required to serve as Academic Advisors to students. They are assigned a faculty mentor to, among other things, 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.

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 Policies

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, and 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.

**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.

New Faculty Mentorship
For each new Assistant Professor, the Associate Dean and Dean, consulting with the appropriate Department Chair, select a faculty mentor. Mentors and their mentees should meet early in the first semester, and follow up as appropriate. The mentor acts as a resource for new faculty, answering questions, orientating to various aspects of Crane such as recruitment for performance/studio faculty, and providing general guidance regarding the promotion and retention process.

In particular, in their first year, the new faculty member should shadow their mentor as they advise their students so to learn about how that process works.

Informal mentors may also be assigned to new adjunct faculty as well.

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**

Each ensemble is assigned a rehearsal time slot and location in the academic schedule. *Ensemble directors should consider this the definitive allotment of time for the ensemble’s rehearsal needs; with this allotment comes an expectation that the director will calibrate programming and performance plans to that template.*

Should extraordinary circumstances suggest the need for an extra rehearsal outside the established schedule, the ensemble director must first appeal to both Co-Chairs of the Performance Department for permission to hold the additional rehearsal. Any such request should be made far in advance of the anticipated additional rehearsal.

If both Performance Department Co-Chairs endorse the request, it will be considered by the Dean, whose final approval is required.

Issues to be considered in making a request and in approving such a request include, but are not limited to:

• Direct conflicts with other scheduled classes, rehearsals, and/or performances, with the understanding that the first obligation of any student is to any item in her or his academic schedule, whether in Crane or outside of Crane: students cannot be expected to be released from academic obligations to any other SUNY Potsdam faculty member to accommodate extra rehearsals.
• Impact on students involved in relation to the context of their total workload
• Facility and support issues, including availability of appropriate space and setup/tear down time and effort. Consultation with the Facilities Manager will be expected as part of this issue.
• Equipment needs, if any (including both instruments and technology)

While it is recognized that occasionally there are performances that may necessitate very limited additional rehearsal time, the School needs to honor the way in which time is assigned to each ensemble for rehearsal, and to take into account all the potential impacts that an additional rehearsal may have. Above all, rehearsal needs should be factored far in advance of each ensemble’s plans for the semester and/or year ahead.
**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>Director of Crane Institute for Music Business</td>
<td>Release time and no stipend (typically given in the spring semester)</td>
<td>3 per year</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>Degree Program</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. Note: Overload credit will not be granted for Secondary Studio lessons (MUCS 210, 610)</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>Practicum (Music Business)</td>
<td>NAMM Practicum: 2 CUs Proposed for other Practica: 1 CU per each 6 students (1 CU minimum)</td>
</tr>
<tr>
<td>Music Bus. Internship supervision</td>
<td>0.58 CU per student enrolled</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>Art of Accompanying</td>
<td>1-6 students = 1 CU; 7-10 = 1.5 CU; 11-14 = 2 CU</td>
</tr>
<tr>
<td>Vocal Coaching</td>
<td>.5 cu per student enrolled + .25 cu for each student that the coach accompanies on an hour recital</td>
</tr>
<tr>
<td>Tutorials, Independent Study,</td>
<td>Per College policy, tutorials, independent</td>
</tr>
</tbody>
</table>
The Crane School of Music: Faculty/Staff Handbook

<table>
<thead>
<tr>
<th>Create-a-Course</th>
<th>study and “create-a-course” categories not listed above receive no load credit.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ensembles</strong></td>
<td></td>
</tr>
<tr>
<td>Concert Band, Symphonic Band, Wind Ensemble, Symphony Orchestra, Jazz Ensemble</td>
<td>220 minute rehearsal per week</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>
</tr>
<tr>
<td>Crane Chorus</td>
<td>80 minute rehearsal per week, concert</td>
</tr>
<tr>
<td>Opera Ensemble</td>
<td>440 minute rehearsal per week</td>
</tr>
<tr>
<td>Brass Quintets, Chamber Music, Chamber Music with Piano, Guitar Quartets, Saxophone Chamber Ensembles, String Quartets, Woodwind Quintets, Voice with Instruments</td>
<td>60 minute rehearsal per week</td>
</tr>
<tr>
<td>Small Jazz Groups</td>
<td>50 minute rehearsal per week</td>
</tr>
<tr>
<td>Like Ensembles* (Flute Ensemble, Clarinet Choir, Tuba/Euph. Ensemble, Trombone Ensemble, Horn Choir, Sax Chois, Brass Ensemble</td>
<td>80 minute rehearsal per week</td>
</tr>
<tr>
<td>Campus/Community Band</td>
<td>80 minute rehearsal per week</td>
</tr>
<tr>
<td>Contemporary Music Ensemble, Early Music Ensemble, Percussion Ensemble, Latin Ensemble, Guitar Ensemble, Opera Orchestra, West African Drumming and Dance Ensemble, Laptop Ensemble</td>
<td>Rehearsal time varies by ensemble</td>
</tr>
</tbody>
</table>

*Like Ensembles meet only one semester per school year unless special permission has been granted from the Dean in consultation with the Chair of the Performance Department. Exceptions may be granted in limited situations, such as preparation for special performance opportunities outside of Crane (for example, at a conference). Faculty seeking exceptions should submit their request in writing well before advising day for the semester in question.

**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/fachdkb](http://www.potsdam.edu/hr/fachdkb).

**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 in support of academic offerings of The Crane School (courses, ensembles, studio) which the faculty officially teach and in which students are officially enrolled, and by Crane Youth Music students who have signed formal agreements permitting their use of Crane instruments exclusively within the building during CYM’s official schedule. Any other use of school-owned instruments must be under the auspices of an approved formal agreement consistent with SUNY Potsdam policy related to state-owned property.

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.

Detailed information about student use of school-owned instruments can be found in the Crane Student Handbook.

Professors cannot:
- Store Crane-owned instruments in their office
- Store Crane-owned instruments in any auxiliary storage area the Instrument Technician might not be able to access
- Assign instruments (assignment requests to the Instrument Technician are acceptable, but having the student make the request is preferable)
- Perform repairs or “pre-repairs” on a Crane-owned instrument
- Have students switch instruments within the class (rotation of instruments in Wind Practices, Orchestra Tech, Band Tech, etc.)

**Building the Crane Calendar**

**Annual Schedule**

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<td>III. Distribution Of Updated Template To Crane Major Ensemble Directors And Scheduling Of Crane Major Ensembles</td>
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**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 Policies

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 “Campus Tools” 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 (267-4444) in Stillman 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 Sarah Burgess (burgessj@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 A 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 graduate studio classes, project courses for the musical studies degree, and the like) 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 the Facilities Secretary 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 the Facilities Secretary in B113. Contact her with questions at 267-2418 or via email.
• 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.

Progress Reports
At the end of the sixth week of each semester, faculty members will receive an email linking them directly to the submission page, but Progress Reports can be submitted at any time. Faculty are asked to indicate which students appear to be in academic difficulty in their classes; marking a student “at risk” will alert the student that there are concerns about their academic progress in the course. Progress reports are submitted via SSC Campus, and further information is online at http://www.potsdam.edu/support/ssc/progressreports/faculty. 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.

Faculty may also use the Academic Intervention Request (AIR) for students in academic trouble at any point in the semester. This is done through Bear Paws: Faculty Services - Academic Intervention Request

Grading System at SUNY Potsdam
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
Crane students may only elect S/U for music courses that are not being used to fulfill degree requirements. Students may S/U non-music courses as per the college policies.

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

• 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, must 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.

**Incompletes 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 the Registrar’s Office at registrar@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

College policies on final exams can be found in the Undergraduate Catalog. If a class does not have a regular meeting time, and faculty need a room for a final exam, faculty need to reserve a room through the Facilities Manager’s office. This would also be true for faculty who need a different room from their regular one for a final exam.

Provision can also be made for the scheduling of examinations for combined sections of courses. 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.

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/Video 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/Video 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/Video 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 the Facilities Secretary 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.

Posters can be printed by the school on behalf of faculty for ensemble concerts, faculty recitals, guest artist events, and the like. Materials should be given to the Facilities Secretary well ahead of time, and can be sent electronically. The Facilities Secretary will contact (via email) the appropriate department chair for approval of posters prior to printing. Note that the maximum poster size is 11” X 17,” and the maximum number of copies that can be requested is 12. Exceptions to the size and quantity maximums can be made for major events, with the Dean’s approval.

Recording/Streaming Services
All officially scheduled concerts in the Crane Center are routinely audio-recorded for archival purposes. Many events, including major student ensembles, are also made available via live video-streaming on the Crane website.

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/Video 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/Video 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 Crane Concert Choir
Contact Jeffrey Francom, Coordinator of Choral Ensembles for more information (B136, 267-2399).

Crane Hosmer Choir and Potsdam Community Chorus
These choirs are open to all students except freshman and are rostered by the respective conductors following auditions by the choral faculty. Contact Jeffrey Francom, Coordinator of Choral Ensembles for more information (B136, 267-2399).

Opera Ensemble
Opera Ensemble is open to all students except freshman and is rostered by the Crane Opera Director following auditions. Contact the Director of the Crane Opera Ensemble.

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 Peter McCoy, Schuette A329, 267-3210.

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.) before they begin working. 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 ($10.40/hour until 1/1/2019 when it will rise to $11.10/hour). Because there is a plan to get state employees to a minimum wage of $12.50 by 1/1/2021, raises should not be given to returning workers. Students in a supervisorial role, as approved by the Associate Dean, can be given $0.25/hour more in pay. (For questions or more details on this, please see the Associate Dean.)

Student workers are not allowed to work more than 29 hours per week. This is a SUNY policy (https://www.suny.edu/sunypp/documents.cfm?doc_id=768). Violations of this rule will result in a significant financial fine per episode. College Work Study students are exempt from this rule.

Students must use the SUNY HR Portal (http://www.suny.edu/hrportal) to report their time-in and time-out each time they work. Every two weeks, students should submit a time sheet to their supervisors; the schedule is published on the HR site. At the end of each pay period, students need to certify and submit their time record to their supervisor through the SUNY HR Portal. It is important that these be submitted to you in a timely way - students who delay excessively, or submit many weeks of time sheets all at once, may not be paid.

Once a time sheet has been submitted, the supervisor will receive a notice that they have pending student time record(s) needing review. Review will be through SUNY HR Portal. Check the time record carefully, and then either approve or deny the time record.

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, Student & Guest 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
There is detailed information about travel available via the “Crane Travel & Guest Event Information and Documents” link on the Crane Faculty Information website (http://www.potsdam.edu/academics/Crane/faculty/Travel.cfm), including documents pertaining to Faculty Travel, Student Travel, and Guest Events. Please plan your travel well ahead-of-time.

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

Because of changes to college travel policies, it is extremely important to check this site for information ahead of time.

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., Professional Development, Off-Campus Meeting).
X. Crane Social Media Recommendations

There are many social media pages associated with the Crane School of Music in some way or another. In the summer of 2015, for example, the staff found at least 39 Crane-related Facebook pages. (This survey did not include personal student, faculty, or staff pages, only those that reference or represent the Crane School directly.)

It is not the purpose of this document to set up a system policing these social media sites, but rather to set forth general guiding principles and best practices for social media sites associated with Crane. Below are four main areas of concern, and recommendations regarding them.

The main Crane School of Music social media sites are all “TheCraneSchool,” and include Facebook, Instagram, Twitter, and YouTube.

1. **Before creating a new social media site** associated with Crane, consider using the main Crane social media page or another page that already exists.

   For events it is particularly inadvisable to create a new site. Event specific pages suffer from having to start from scratch in regards to likes/friends/followers. By using existing pages, event planners can take advantage of the connections already present. Additionally, event pages are, by definition, transient, and when the event ends, the page remains available to the public even as it goes further and further out of date. Even annual events will be inactive for much of the year.

2. **Studio/Area/Major/Ensemble-related sites:** Consider what the purpose of the page is. If it is focused on students in a class (including studio and ensembles – keep in mind that these are classes), consider using Moodle, which has password protection. Federal student privacy law (FERPA) can come into play. A social media page where students and faculty are communicating openly about a course may not be legal, as a student’s registration is protected by FERPA. Other areas of concern include communication about registration plans, changing major, grades or general performance in a course, or even noting that a student missed the last class. In addition to what faculty communicate via social media, we also have to be concerned about what students post about other students.

   Therefore it is recommended that course-related social media pages be **closed** pages. This allows faculty to control who can view and participate. If faculty want to include alumni and/or potential students, they can invite them. It does not eliminate the FERPA issues, but at least limits the number of non-students on the site.

   Faculty may also wish to consult the college’s FERPA website (http://www.potsdam.edu/offices/registrar/ferpa/). Information about schedule, academic performance, and attendance is covered by FERPA. If the social media site will reveal this information to anyone not in the class, it could be in violation of FERPA. The site also cannot reveal grade information about students to other students in the class.
3. **All social media sites associated with Crane should include links to the main Crane and SUNY Potsdam sites** in that medium (assuming they exist) via “liking,” “following,” etc. Additionally, if you tag Crane as a location, make sure you are tagging the official Crane site. A link to the Crane website may also be appropriate.

4. **Plan to hand the site off on leaving the institution.** Faculty and staff should consider this a normal activity, like handing in your keys, on separation from the college or a change in position. Faculty who oversee student groups should make sure the same practice occurs within student organizations, and should have access to this information themselves. This information includes site addresses, usernames and passwords. If there is any doubt about who the appropriate person to hand this information to is (for example, if that person has not yet be hired), it can be given to the Crane Associate Dean, who will ensure the information gets to the appropriate person(s).