CRANE

School of Music at SUNY Potsdam

Faculty/Staff Handbook

Spring 2025

Revised February 2025

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.

Many resources are available online the webpage called information for Crane Faculty in The Quad: https://www.potsdam.edu/the-quad.

Corrections or questions should be sent to the Crane School of Music 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: https://www.potsdam.edu/sites/default/files/documents/academics/Crane/faculty/COC.pdf .

II. Responsibilities/Who to See

The main Crane School of Music office is in Bishop Hall C133, 315-267-2812, crane@potsdam.edu.

For specific faculty/staff/administrative offices, phone numbers, and emails, see the online Crane Directory at https://bit.ly/2W4fbgG.

Crane School of Music Administration

Dr. David Heuser, Interim Dean of The Crane School of Music

Dean's office matters include the following.
- Crane School of Music personnel
- Crane School of Music budget and purchasing
- Approval for off-campus appearances of college-sponsored performing groups
- Graduate Program Coordinator
- Development activities
- Community College articulation agreements
- Curriculum development
- Alumni relations
- Facilities
- NASM accreditation
- Liaison with Crane Student Association
- Advertising/marketing/website oversight
- Curriculum management
- Crane handbooks, and related publications

Dr. Charles Guy, Interim Assistant Dean of The Crane School of Music

- Advising, BearDEN waivers, degree audits, and graduation clearances
- Student records
- Crane School of Music policy

Crane School of Music Administrative Assistant Staff

Karen Miller
Specific areas include travel, budget/purchasing, personnel processes, academic schedule build, Strand instrument loan program, and scheduling meetings with the Dean.

Sarah Burgess
Specific areas include academic related matters (records, degree changes, levels).

Jamie Niles
> Specific areas include any matters related to auditions, admissions, and orientation.

Sandra Larock
> Specific areas include printing, facilities usage (EMS room requests), and digital concert programs

Crane School of Music Department Chairs

Dr. Casey Grev and Dr. Carol Lowe, Co-Chairs of the Instrumental Performance Department
> See for matters related to instrumental performance degrees, instrumental studio instruction, instrumental ensembles, and the like.

Dr. Kathleen Miller, Chair of the Vocal Performance Department
> See for matters related to vocal performance degrees, vocal studio instruction, vocal ensembles, the musical theatre minor, and the like.

Dr. Tracy Lipke-Perry, Chair of the Music Education Department
> See for matters related to music education degrees, music technology concentration, student teaching, music teacher certification, pre-registration of music education courses, and the like.

Dr. Michael Vitalino, Chair of the Theory, History, & Composition Department
> See for matters related to the musical studies degrees (composition, music theory, music history), the B.A. in Music degree, the composition minor, pre-registration of music theory and history courses, and the like.

Other Program Coordinators

Dr. Timothy Yip, Coordinator, Music Business
Dr. Jonathan Schaller, Graduate Program Coordinator
Dr. SeungYoung Hong, Coordinator, Jazz Studies
Dr. Kathryn Sherman, Coordinator, Piano Pedagogy
Heather Wheeler, Keyboard Coordinator
Tracy Wanamaker, Coordinator, Special Education Music

Crane School of Music Professional Staff

Dr. Matthew Gatti, Facilities Manager

See for matters related to the Crane Complex physical space (including third party usage), Crane performance halls, arrangements for staging recitals, concerts and other events, and the like.

Joshua Barkley, Assistant Facilities Manager

See for matters related to the Performance Arts Center physical space (including third party usage and PAC performance spaces).

Douglas McKinnie, Audio/Video Engineer

See for matters related to audio/visual equipment, concert/recital recording and video web-streaming, and the like.

Donald Cannamela, Assistant Audio Engineer

Miles DeCastro, Instrument Technician

See for matters related to instrument repair of Crane-owned instruments, techniques course and other Crane instrument sign-out, Crane lockers, and the like.

Ryan Mix, Piano Technician

See for matters related to piano tuning, repair, relocation of pianos, or matters related to harpsichords.

Other Administrative Personnel

Dr. Kathryn Sherman, Dean's Fellow for Assessment
Dr. Julianne Kirk Doyle, Auditions/Admissions Coordinator
Dr. Charles Guy, Faculty Development Coordinator
Dr. Luke Spence, Social Media Coordinator
Brianne Sterling, Coordinator of Music Education Field Experience
Michael Struzik Director, Director, Crane Youth Music
Edward Komara, Associate Librarian, Crane Music Library
Vanessa Vaverchak, Executive Director, Community Performance Series (CPS)

Crane Performance Area Coordinators

Brass: Christopher Hernacki

Guitar/Harp: Jessica Suchy-Pilalis
Piano: Young-Ah Tak
Percussion: Emma Gierszal
Strings: Marie- Élaine Gagnon
Voice: Margaret Chalker
Woodwinds: Anne Hendrickson

Area Coordinator duties include:

- Facilitating area auditions (including assigning faculty to go to off campus auditions)
- Facilitating juries and levels, area recitals, other performances (scheduling dates, locations, personnel where appropriate)
- Facilitating area guest artists, lectures, and master classes (in conjunction with the appropriate Department Chair)
- Scheduling and leading area meetings

Performance Ensemble Coordinators

Coordinator of Choral Ensembles: Meghan Dissinger
Director of Bands: Brian Doyle
Director of Orchestras: Michael Colburn

III.   General Information

Building Hours

Public building hours are as follows.

- Monday through Friday when classes are in sessions (fall and spring semesters): 7:00 a.m. to 10:00 p.m.
- Monday through Friday during breaks, including summer recess: 7:00 a.m. to 5:00 p.m.
- Saturday and Sunday: closed unless there is a scheduled event.

Students and faculty can access the Crane School of Music complex through ID card swipe when the facilities are closed to the public. Students should not be in the facility between 11:30 p.m. and 6:00 a.m.

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 through email to the facilities manager. Requests should include a detailed list of the equipment being requested. "Equipment" includes things such as instruments, including percussion instruments, music stands, and chairs. If assistance is required in moving equipment, and as physical plant typically requires two weeks' notice, requests which require this assistance should email the facilities manager at least four 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 C133.

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 directory (https://www.potsdam.edu/about/directory).

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 receives a summary of each person's phone usage on a monthly basis. Contact the TelCom Office in Bowman Hall x3000 for additional information or visit their website at https://www.potsdam.edu/about/administrative-offices/computing-technology-services/telcom-office.

Office Voicemail

Voicemail can be accessed by dialing x4000 and following the voice prompt. Contact TelCom at x3000 or visit their website at https://www.potsdam.edu/about/administrative-offices/computing-technology-services/telcom-office for more information.

Faculty/Staff Mailroom

The mailroom (Crane Music Center 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 C133, 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 B143 (the Crane Green 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/. 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). 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 Virtual EMS to schedule concerts. Please direct questions to the Crane Facilities Manager.

- Most rooms in the Crane Complex are approved through Virtual EMS by Crane staff. Not all rooms are available at all times.

- Snell Theatre and Hosmer Hall reservations are approved by the Crane Facilities Manager through email, not Virtual EMS.

- Requests for the Crane MIDI Lab (Schuette Hall A227) are approved by Dr. Peter McCoy.

- Requests for the Crane Library Seminar room (Schuette Hall A223) are approved by the Crane Library staff.

- Requests for rooms in the Performing Arts Center are approved by PAC Facilities Manager.

Room Policies

Do not make any changes in scheduled class meeting times or rooms without prior consultation with the Assistant Dean and your Department Chair. 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 its 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 Manager.

Key requests may be made to the Facilities Manager through email. Keys should not be loaned to students. Custodial and clerical staff members are not authorized to provide students with studio access.

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 Complete Calendar, which is maintained by the Facilities Manager and is housed in Outlook. It is published online at http://bit.ly/2ix8amk and contains CFA as well as Crane Department Meeting days and times, and other information.

You can also add this calendar to Outlook on your computer. For how to access a shared Outlook calendar, see:

- Mac: http://www.potsdam.edu/cts/services/office365/calendarsmac
- Windows: http://www.potsdam.edu/cts/services/office365/calendarswin

The calendar is called cranecalendar, and it will appear in you outlook as shown below:

SUNY Potsdam's Faculty Governance Hour is Thursdays, 4:00-5:00pm, with a secondary governance time of Fridays 3:00-4:00pm. 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.

Admissions

Refer all inquiries or information regarding prospective students to the Crane Office of Admissions (Bishop C133, 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 Auditions/Admissions website (linked from the main Crane page),
- the Crane Brochures[1], which should be checked annually for accuracy and updates (available from the Jamie Niles), and
- for applied faculty, audition requirements, found in the Auditions/Admissions area of the Crane website.

Note that students may apply to SUNY Potsdam (academically) and Crane in any order 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 make exceptions to this policy if circumstances warrant. Individual faculty may bring requests for exceptions to the Auditions/Admission Coordinator; 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 Auditions/Admission Coordinator, who may reach out to faculty for input.

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[1] Currently there are Crane Brochures for each instrument area (Woodwinds, Brass, Percussion, Guitar/Harp, Piano, Voice, Strings), majors (Music Business, Music Education, Composition, Music Theory/Music History, and the Jazz minor.

- All audition sites and dates and formats are treated equally in terms of opportunity to be accepted and for music scholarships.
- Students will receive their audition results 2 to 3 weeks after the audition. Faculty should return audition results by midday Wednesday following Saturday audition days.
- Students should have all information by April 1 (assuming they do not delay in applying to the college). This includes final decisions for those initially wait listed after auditioning, as well as all 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), in order to ensure that information about other awards does not influence music scholarship decisions.
- 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 Auditions/Admission Coordinator.

The Dean's Office 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 scaler 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 Team

There is a MS Team, "Auditions, Crane School of Music," which is maintained by the Crane office staff and overseen by the Auditions/Admission Coordinator. At this site will be:

- "Recruitment – Potential Student Information" channel: here there are lists of interested high school seniors and juniors (typically, made of those who have visited campus),
- "Audition Results" channel: 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; instructions of navigating and sorting the results spreadsheet are provided in the Team;
- Blank Audition Evaluation forms

Acceptd

All information about auditioning students in is Acceptd. Studio faculty can see all students who are auditioning on their instrument as soon as they register, in the Submissions table. Each student's full application can be accessed by clicking on their name. Faculty are not able to see partial applications, but the auditions staff can see names and instruments of those who are partially registered, if faculty want that information.

Acceptd is also where faculty can see their audition day schedule, which will be finalized about a week before each audition day.

Details about Acceptd and how we use it can be found in the document "Acceptd Cheat Sheet.pdf," which is in the Auditions MS Team, under the General Channel (files). Direct link: https://bit.ly/3AxLzOy.

Evaluation Methods

Students will fill out the blue or cream audition sheets when they arrive for an in-person audition. Faculty should take these from the students, and either complete their evaluation on the audition sheet, or complete the evaluation in Acceptd. In either case, the physical audition sheet still needs to be handed in to the office.

Video auditions can be evaluated in Acceptd or on paper. If using paper, the faculty should fill out the top part of the paper form themselves, and, when the evaluation has been completed, return the audition sheet to the office. While video evaluations can be done any time, we recommend that you group video audition evaluations with on-campus audition days. We recommend you have short Zoom or MS Teams virtual meetings with those who audition by video.

To use Acceptd for audition evaluation (what Acceptd calls "ratings"), click on the student's name in the Submissions area. On the right, you have a slider for overall rating (0-9). If you move this slider, it will record your score. If you make a mistake, you can change the value or delete it. To delete, click on the appropriate words on the right side, under the "Average number." For transfer students, select a Transfer Studio Placement number. Otherwise, leave this slider alone. Voice auditions have a few more option (voice type & sightreading score).

The Faculty Recommendation is equivalent to the final decision on our audition paper forms. This is what we will look at for final audition decisions, so it vital this is accurate. (At the top, on the right, is the "Round 1 Decision." This is Accetpd's 'thing' and the way it is set up is not something we can alter. Selecting a Yes/Maybe/No under in this Decision area is optional but will tag the student as having a decision made for them. When you have registrations for your instrument, you will see notes like "5 submitted, 4 need review." Areas with multiple faculty can use this feature to "vote," but we will still look at Faculty Recommendation so please make sure it is clear whose evaluation is the official one for the area.)

When you have completed an evaluation in Acceptd, let the Auditions/Admission office assistant know, either by handing in a physical audition sheet for the student, or sending an email.

Note that we only have 1 "Round" in our audition process, and that the auditioning student will NOT see any of the ratings or comments you put into Acceptd.

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 Auditions/Admission Coordinator. 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 https://bit.ly/3OqrFyW.

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 Crane Office Staff will reserve this van and communicate about travel arrangements. Faculty who plan to drive on their own will not be reimbursed for milage. Faculty who plan to drive on their own should communicate that to the Auditions/Admission Coordinator.

- Faculty who have plans that impact hotel reservations, such as staying an extra night or departing early, need to communicate that to the Auditions/Admission Coordinator as early as possible.
- The Auditions/Admission Coordinator or Crane Office Staff 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 related equipment (memory cards, etc.) 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 to assist in set-up. Students begin arriving 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

The video audition option is provided primarily for those who live far from New York, but anyone may opt for a video audition. Students auditioning by video will upload their audition videos to Acceptd as part of their audition registration.

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. Faculty are encouraged to arrange for virtual interviews (Teams, Skype, Zoom) with these students during audition days or at other times. Students auditioning by video no longer pay any fee.

Audition Results

Following each on campus audition day, faculty are asked to hand in audition results to the Crane 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 no later than the following Friday at noon.

Audition results can be:
- Accept for any degree program
- Accept for a non-performance degree, but not accept for performance (for those checking off two majors, one of which is performance).
    - Composition applicants may also receive a split decision based on the composition area's decision.
    - Note that all "Accept" letters include a paragraph saying their Crane acceptance is contingent on acceptance to SUNY Potsdam.

- Wait List
    - <u>This means that a student is acceptable</u> but faculty need to see the rest of their auditioning students before making a final decision.
    - Use only when space in your area is limited and/or applicant pool is large.
    - Use as little as possible.
    - Do not use for students auditioning on the last audition day.
    - *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.
    - 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 wait listed student's status from "not accept" to "accept," they should communicate directly with the Auditions/Admission Coordinator.
- Not Accept
    - The "not accept" letter still encourages students to consider SUNY Potsdam, pointing to musical opportunities for non-music majors as well as the possibility of reauditioning for a music degree.

Music Scholarships

The Scholarship Committee will assist the Auditions/Admission Coordinator in determining allocations for music scholarships. The Auditions/Admission Coordinator will communicate those allocations to the areas, as well as a deadline to supply scholarship decisions to the Auditions/Admission Coordinator. Typically, the deadline is a couple of weeks after the last audition date. 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. Recruitment Music Scholarships are four-year awards, as long as students remain music majors in good standing.

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 Auditions/Admission Coordinator regarding:

- Additional scholarship funds. If faculty feel we are close to having a student deposit, but money appears to be the issue, the Auditions/Admission Coordinator 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 Auditions/Admission Coordinator or appropriate Crane Office Staff.
- If a student wishes to come to campus for a lesson and to sit in on classes, coordinate that with the Auditions/Admission Coordinator. 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 will need the date, and the time they are available on campus. The Crane Office Staff 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. Generally, 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 (https://www.potsdam.edu/academics/crane-school-music/crane-admissions/crane-non-music-majors-music-classes-everyone). 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 Auditions/Admission Coordinator 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 or Withdrawal from the College may apply for readmission by submitting the Application for Readmission form available on the Registrar's Webpage https://www.potsdam.edu/about/offices/registrar. (This site also includes deadlines for requesting readmission.) The Registrar's Office provide their academic standing and other information and forward the application to Crane.

The Assistant Dean will review the student's general progress towards completing degree requirements and consult with the appropriate Department Chair and/or faculty before approving readmission. If readmission is approved, any appropriate language necessary 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.

Advising

For detailed information advising, see the Crane Advising Handbook, found on the Information for Crane Faculty webpage at https://www.potsdam.edu/sites/default/files/documents/academics/Crane/faculty/AdvisingHandbook.pdf.

Full-time faculty members with one-year contracts, visiting faculty, and adjunct faculty members are not assigned advisees. In their first year of full-time service, permanent 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, permanent 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 Assistant Dean's office in June/July for the following academic year. The process is coordinated by the Assistant Dean.

All academic advisors are expected to be available to their advisees via office hours, by appointment and during the scheduled Crane Advising Day (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.

Guest Artists and Hosting of Visitors by Faculty Members

A formal invitation to a potential guest arts may not be extended until the Guest Artist Request Form (online at https://www.potsdam.edu/the-quad/crane-faculty-travel-information) has been completed and the invitation approved by the Dean. Use the Guest Artist Form regardless of the modality or cost of the guest visit; therefore, use the form even for free and/or virtual guests. This form will be reviewed by the Crane Leadership Team at the next (weekly) meeting after submission.

After securing permission from the Dean, any faculty member who issues an invitation to a guest or clinician should assume complete responsibility as host. Note that on-campus temporary guest housing should not be assumed as it is often not available.

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 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 (approximately 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

Every employee's office has at least a desk, desk chair, bookcase, and phone. Contact the Crane Facilities Manager to request additional furniture, such as filing cabinets, tables, and additional chairs.

Contact the Audio/Visual Engineer for stereo equipment requests.

Phones are provided by TelCom; computers are provided by Computer & Technology Services.

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 main Crane Office, Bishop Hall, C133, and are available for faculty use during regular office hours. Student folders may <u>not</u>, **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 Assistant 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 Crane Office Staff 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 Forms and Records

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.

Family Rights and Privacy Act (FERPA)

Release of information

Under the provisions of the Family Education Rights and Privacy Act of l974, 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 https://www.potsdam.edu/about/offices/registrar/ferpa-family-educational-privacy-act. Information that <u>cannot be disclosed</u> 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 simply 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. Links to the appropriate form as a PDF and Word document is available at https://www.potsdam.edu/about/offices/hr/forms.

Updates to faculty listings on the SUNY Potsdam website (biographies, photos, etc.) should be sent to the Dean.

Faculty Absences

Faculty should always inform their Department Chair as early as possible if they will be absent at a time when they are teaching or have other obligations.

Illness

Contact the main Crane Office to request that notices be posted on office and classroom doors to notify students. In any situation, make sure that you have someone verify that students will be notified of your absence, and make sure you inform the appropriate Department Chair.

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 a description of any professional activity, dates they will be away from campus, and arrangements for assigned classes.

Emergency Situations

If an absence is due to an emergency, email or call the Crane office.

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.

Other Obligations

In the case where an absence will impact other obligations, such as auditions, work associated with positions for which the faculty is receiving load release and/or a stipend, important committee work (for example, being on a search committee for which an in-person interview is occuring), or the like, make a point of alerting those affected as soon as possible. Where appropriate, alert your immediate 'supervisor' for that particular role (a Search Committee Chair, the Auditions/Admissions Coordinator, etc.) so they are informed and can make necessary adjustments or coverage.

New Faculty Mentorship

For each new Assistant Professor, the Dean, consulting with the appropriate Department Chair and the Dean, 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.

Detailed information about off-campus student travel is online at https://www.potsdam.edu/the-quad/crane-faculty-travel-information, Crane Student Travel FAQs. Note that the submission of travel forms should begin no later than 30 days in advance of the event. 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. Travel arrangements involving students must comply with current College policy (see the SUNY Potsdam

Faculty Handbook). 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 the Chair of the appropriate performance department for permission to hold the additional rehearsal. Any such request should be made far in advance of the anticipated additional rehearsal.

If the appropriate performance department chair endorses 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.

The same policies and procedures should be followed in the unlikely situation that a professor wishes to schedule additional class meetings for any course.

Crane Faculty Workload System: Carnegie Units

The full-time faculty teaching load is 24 Carnegie Units (CU) per school year (or 12 CU/semester).

Carnegie Units Table

Teaching Assignment	Description	CU as described
Lecture Classes and Lab courses	Per 50 minute class meeting	1
Studio Lessons. Note: Overload credit will not be granted for Secondary Studio lessons (MUCS 210)	0.5 CU for each student enrolled, regardless of degree program	See description
Student Teaching (Off-Campus Supervision); Music Business Internship supervision	Each student = 0.66 CUs 18 students supervised = full-time; 9 students = half-time	See description
Music Education Practica	Note: Practica with two sections so that students can opt or different amounts of credits (such as NSP) are considered one section for purposes of load.	3 CUs
Practicum (Music Business)	NAMM Practicum: 2 CUs Other Music Business Practica: 1 CU per each 6 students (1 CU minimum)	See description
Courses by enrollees (MUCP 499 Senior Recital, MUCR 468, MUCR 488, MUCT 490 Composition Capstone, etc.)	0.5 CU per student	See description
Instrumental Rep & Pedagogy (MUCP 322/323)	1 student = .5 CU; 2 or more = 1 CU; maximum 1 CU	.5 to 1
Vocal Coaching	0.5cu per student enrolled + .25cu for each student that the coach accompanies on an hour recital	See description
Art of Accompanying	1-6 students = 1 CU; 7-10 = 1.5 CU; 11 or more = 2 CU	1 to 2
Accompanying load	1 CU per 20 hours accompanying duties	See description

Tutorials, Independent Study	Per College policy these receive no load credit.	0
Other courses such as non-required electives	Typically, categories not listed above receive no load credit.	0
Ensembles		
Concert Band, Symphonic Band, Wind Ensemble, Symphony Orchestra, Chamber Orchestra, Jazz Ensemble	220 minute rehearsal per week	1 per 50 minutes of rehearsal: 4 total
String Orchestra, Concert Choir, Hosmer Choir, Eclectic Ensemble, Phoenix Club, Jazz Band, Campus Community Chorus	150 minute rehearsal per week	1 per 50 minutes of rehearsal: 3 total
Crane Chorus	Under review; had been 80 min/rehearsal, 3 CUs	
Opera Ensemble	440 minute rehearsal per week	6
Brass Quintets, Chamber Music, Chamber Music with Piano, Guitar Quartets, Saxophone Chamber Ensembles, String Quartets, Woodwind Quintets, Voice with Instruments, Marimba Ensemble, Small Jazz Groups	50 minute of coached rehearsal per week	0.5 per assigned ensemble; no faculty overload awarded for 2nd chamber ensemble
Endowed honors chamber groups: Giroux Honors Jazz Combo, Frackenpohl Honors Brass Quintet	50 minute of coached rehearsal per week	1
Like Ensembles* (Flute Ensemble, Clarinet Choir, Tuba/Euph. Ensemble, Trombone Ensemble, Horn Choir, Sax Choirs, Trumpet Ensemble, Repertoire Percussion Ensemble, Viola Ensemble, Cello Ensemble)	80 minute rehearsal per week.	1
Brass Ensemble, Contemporary Music Ensemble, Irish Ensemble, Mariachi Ensemble, Early Music Ensemble, Percussion Ensemble, Latin Ensemble, Guitar Ensemble, Opera Orchestra, Opera Workshop, West African Drumming and Dance Ensemble, Laptop Ensemble, Campus Community Band	Rehearsal time varies by ensemble	2

*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.

Some faculty will also have release time due to appointments as Department Chair or for other duties. Long standing examples are Coordinator for the Music Business program (3 CUs) and the Keyboard Coordinator (2 CUs), but there are many examples. These are kept track of during the course scheduling process, and MOUs are shared between the Dean and appropriate faculty and then collected by the Provost. MOUs include information about releases and compensation.

Crane Faculty Overload Payment Policy

Teaching responsibilities, as assigned by the department chair, may occasionally result in a faculty member's teaching load exceeding 12 CUs for the academic semester or 24 CUs for the academic year (due to some loads being "unbalanced" between the two semesters). In these cases, the faculty member will be eligible for extra service payment for every CU taught above 12 for the semester, or 24 for the academic year where appropriate.

SUNY auditors require that we notify HR 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 HR 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 https://www.potsdam.edu/about/offices/hr/policies-and-procedures/faculty-handbook/chapter-viii-attendance-and-leave.

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)
- 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. Please make assignment requests to the Instrument Technician.
- 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

PHASES	Start/Completion Dates
I. Preparation of the Crane Template	September 15/October 1
II. Distribution of Template to Assistant Dean and Event Coordinators; scheduling Audition Days, Advising Days, All-Crane Events/Multiple Day Events/Competitions	October 15/November 1
III. Distribution of Updated Template to CPS Director; scheduling HOLDS for CPS Guest Artist Events	November 1/November 15
IV. Distribution of Updated Template to Crane Major Ensemble Directors; Scheduling of Crane Major Ensembles, ONNY and NSW	November 15/December 1
V. Scheduling of Student Recitals by Facilities Manager	December 1/December 15
VI. Distribution of Updated Template to CPS Director and CPS Meets the Arts Director; Confirming CPS Guest Artists and Scheduling CPS Meets the Arts Events	December 15/February 15
VII. Distribute the Updated Template to the all faculty listing the next three phases. Scheduling Crane Like, Special and Chamber Music Ensembles	February 15/March 15
VIII. Scheduling of Faculty Chamber and Solo Recitals and Class Related Performing Groups	March 15/April 1
IX. Scheduling of Guests and Outside Groups	April 1/May 1
X. Scheduling of Student organizations	May 1

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 Department Chairs working with the Assistant Dean. Communication from the faculty should be to the Department Chairs who then meet with the Assistant Dean and the Scheduling Secretary. 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 Registrar's Office, coordinated by the Assistant Dean for Crane.

Class Rosters

Class rosters are available via BearPAWS [https://bearpaws.potsdam.edu/]   It is the faculty member's responsibility to check class rosters for accuracy. <u>Students not properly enrolled in a course should not be allowed to attend class until they have done so.</u> The word "attend" includes participating in an ensemble or receive lessons, as well as simply being in a classroom, even if passively.

Faculty should use class rosters as the source for student names when creating concert programs as class rosters use the student's preferred name. See https://www.potsdam.edu/sites/default/files/inline-files/StudentName_Preferred.pdf for more about the preferred name policy.

Course Syllabi Policy

A syllabus for every course taught in the school must be submitted as a PDF to the Dean's office every semester. Send these to Crane@potsdam.edu. Do not send a shared link; please send your PDF as an attachment to your email. Please be sure to name your file with a good identifier prior to sending, with the preferred format being along the lines of

- MUCS420.Harmonica Studio.Doe.fall2024 or
- MUCT103.Theory I.Doe.fall2024 or
- MUCX395.Hisotry of the Kazoo.Doe.fall2024

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 as noted above.

For elements a syllabus must include, as well as recommendations, see the "Syllabus Guidelines (PDF)" link at https://www.potsdam.edu/about/leadership/provost-academic-affairs/faculty-resources.

Additionally, syllabi should include:

- Required materials (such as textbooks) and course fees when applicable. See the College's Policies on Textbook Access and Affordability at https://www.potsdam.edu/sites/default/files/documents/about/administration/provost/Textbook-Access-and-Affordability-Policy.pdf
- Requirements related to internet access, use of Brightspace or other software/apps, if applicable
- Course schedule, even if tentative, including important dates such as dates of exams, concerts and the like. The course schedule should also include the date and time of the final exam, which can be found at https://www.potsdam.edu/about/offices/registrar/final-exam-schedule.
- Attendance policy (you may wish to read the Catalog policy on attendance [https://catalog.potsdam.edu/content.php?catoid=6&navoid=316#class-attendance] as well as the Student Health Services' Class Excuse Policy [https://www.potsdam.edu/studentlife/wellness/healthservices/policies-procedures]

It is recommended syllabi also include

- Information about accommodative services
- Provide a link to the Bear Care website [https://www.potsdam.edu/studentlife/wellness/bear-care-resources], which contains information about a variety of resources. Here is a sample explanatory text for this from Student Care Advisory Group to include: *Every student in this class is a valued individual. If you are struggling with issues outside of the classroom, please know that there are professionals both on and off campus who can assist you. If you need immediate assistance, please contact our campus **Counseling Center** (with free counseling) at (315) 267-2330 or visit their website at https://www.potsdam.edu/studentlife/wellness/counseling-center*

Links to other resources can be found on the [Bear Care](#) website. Some quick links are also below:

- Student Health Services [https://www.potsdam.edu/shs]
- Title IX Coordinator [https://www.potsdam.edu/about/safety/title-ix]
- [Bias Incident Reporting](#) [https://www.potsdam.edu/about/administrative-offices/division-diversity-equity-and-inclusion/bias-response/bias-incident]
- University Police [https://www.potsdam.edu/about/safety/police/incident-reporting] (315) 267-2222 (number for non-emergencies; for an emergency, please dial 911)
- Student Conduct and Community Standards [https://www.potsdam.edu/current/student-conduct-community-standards]

The Diversity and Inclusion Action Coalition (DIAC) has a webpage with resources and advice for creating an inclusive syllabus, including links to tools that will assist in ensuring your syllabus is accessible in line with the ADA. https://www.potsdam.edu/about/administrative-offices/division-diversity-equity-and-inclusion/diversity-and-inclusion-action-coalition-diac/diversify-your-syllabuscourse

There is also a Pathways website syllabus checklist, which recommends you highlight the ways your course engages issues of diversity, equity, and inclusion. https://www.potsdam.edu/academics/programs-study/potsdam-general-education/information-faculty/course-approval-processes

Creation of Courses Not Listed In the Schedule

Courses that are offered infrequently or for a small number of students such as project courses for the musical studies degree, and the like are created by filling out the form Request for Course, [https://www.potsdam.edu/sites/default/files/documents/academics/Crane/current/forms/Request-for-Course.pdf] available on the online Crane Forms webpage in The Quad. This form should be submitted as early as possible but MUST be submitted by the end of the second week of classes (by 4:00pm Friday).

Tutorial Forms, used for tutorial or independent study (X97 and X98 courses), are due prior to the semester before the course will be offered. Late proposals (submitted after the end of the preceding semester) must be accompanied by a written appeal explaining the need for the tutorial. The form is at https://www.potsdam.edu/sites/default/files/inline-files/Tutorial%20Form.pdf.

Accompanists for Courses

Requests for a piano accompanist for a course should be made well before the start of the semester, preferably during the time the schedule is being built. This is a personnel matter, so requests to hire or assign a staff accompanist to a course must be approved by the faculty's Department Chair and then the Dean. Faculty must include specifics about hours in their request.

Printing and Photocopying

Please use discretion in requesting duplicated materials and work to make changes in your processes to reduce paper use. 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 Brightspace to reduce duplicating costs.

Photocopy/printer machines for faculty members' use are located in

- the Faculty/Staff Mailroom (Crane B138),
- Bishop Hall between C321 and C323, and
- Schuette Hall A318
- There is also a machine in the Crane Office C133

These machines are for **small** copying jobs. Your College ID card includes your copy privileges. Details are online at https://www.potsdam.edu/about/administrative-offices/computing-technology-services/services/printing-services.

Jobs of more than 25 single-page copies **must** be sent to Central Duplicating. Requests must be submitted as a PDF, to the appropriate Crane Office staff person (see above).
- All other requests for publications must be made to and approved by the 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.

Materials which students generate as part of a course can be used for pedagogical purposes in that class, with appropriate credit given. However, faculty wishing to more widely use student-generated material should not do so without first getting consent from the student. This includes the use of materials in other iterations of the class (other sections or future semesters) or in other classes.

Progress Surveys

At the end of the sixth week of each semester, faculty members will receive an email directing them to Starfish to provide progress surveys for students, but these 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. Faculty can also raise flags for student concerns, refer students to other campus resources, and offer kudos to students who are improving. These notes do not appear on the student's permanent record. They can be seen by the student, as well as their advisor(s).

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/P/U Policy for Music Students

Crane students may only elect S/P/U for music courses that are **not** being used to fulfill degree requirements. Students may S/P/U non-music courses as per the college policies. These can be found in the Catalog and on the Registrar's webpage.

Grades of Incomplete ("INC")

A Crane faculty member may assign the grade of "Incomplete" (INC) 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.

The college requires the submission of an online Microsoft Flow form specifying the course requirements remaining to be fulfilled and the timeline for completion (https://www.potsdam.edu/about/offices/registrar/online-forms/incompletes).

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/P/U option has been selected. Faculty should email the Registrar's Office and c.c. the Assistant Dean. If the course is part of a pre-registered course sequence or is a prerequisite for a pre-registered course, the Crane staff should also be copied on the email using crane@potsdam.edu.

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 Assistant 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. Final exam times can be found on the Registrar's website at https://www.potsdam.edu/about/offices/registrar/final-exam-schedule. Note that 50-minute Tuesday/Thursday combination classes are "out of template," and faculty teaching those courses should follow the directive that "Examinations in undergraduate and graduate classes which begin within the hour will fall in the same period as the examinations for those classes that begin on the hour." For purposes of Tuesday/Thursday classes, the "hour" is the in-template schedule: 8am-9:15am, 9:30am-10:45am; and so on. Tuesday/Thursday classes that meet 9am-9:50am, therefore, will have the same final exam time as Tuesday/Thursday classes that meet 10am-10:50am. The same will occur with 11am-11:50am and noon-12:50pm classes. See below, "Courses with Conflicting Final Exam Times."

Faculty are responsible for booking their classroom for their final exam through the VEMS system. Similarly, if a class does not have a regular meeting time, and faculty need a room for a final exam, they should book a space through VEMS.

Provision can also be made for the scheduling of examinations for combined sections of courses. The request for such scheduling must be made to the Registrar's Office at the time the semester class schedule is submitted by the department.

Courses with Conflicting Final Exam Times

Because of the limited number of final exam slots, and fewer final exam slots than course-meeting times, some courses will have final exams at the same time.

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, if 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.

For other conflicts, students and faculty should work together to come to a fair resolution. One common conflict can occur with Tuesday/Thursdays 50-minute courses, which are out-of-template. So, Tuesday/Thursday 12-12:50pm and 1-1:50pm classes may have the same final exam time (the 12:30-1:45pm final exam time). In these situations, faculty will need to work together on possible final-exam room conflicts and/or students who have final-exam conflicts.

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.

Assessment in Crane Courses

Various courses in Crane are utilized for degree program assessment (PSLOs) or to fulfill General Education requirements. Faculty teaching courses with PSLOs or General Education designators should ensure they include all content and assessment necessary. A list of courses with assessment components can be found in the CFA Team—Crane Assessment Channel. Contact the Crane Dean's Fellow for Assessment for further information.

For more on assessment, see the college's assessment website at https://www.potsdam.edu/about/administrative-offices/office-institutional-effectiveness/academic-assessment.

Use of Audio-Visual Equipment for Instructional Purposes

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. A key to the classroom equipment cabinets is provided to most teaching faculty (2001 key). If a key is needed or your key does not work properly, contact the Facilities Manager. Classroom equipment cabinets should be locked after use.

Classrooms and rehearsal rooms with projection also have the ability to play DVDs and to play audio from CD, computer, HDMI, and 1/8" (6.35mm) headphone jack sources, selectable via the touch-screen panel.

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 Crane Music Center B113.

- DVD Playback Equipment
- VHS Playback Equipment
- USB Optical drive for use in Wakefield

A large-screen television system is permanently installed in Wakefield Recital Hall (C-224). To play optical media such as DVD and CD through this system you may borrow a USB optical drive and use it with the classroom computer (or your own). 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.

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.   Course and Program Approval Processes

Questions about any of these processes should be directed to the Dean's Office.

Course Approval Process

The process below is for <u>permanent</u> additions/deletions/changes to course offerings. One-time and temporary offerings only require approval of a syllabus from the appropriate department chair and acknowledgement from the dean. Temporary courses are numbered X95 and may be offered twice with that number; after that, they must receive permanent numbering via this process. For information about Tutorial and Independent Study courses, see "Creation of Courses Not Listed in the Schedule" (p 33).

1. Faculty wishing to initiate a new course should submit a syllabus for the proposed course to the appropriate Department Chair.
2. The Department Chair should inform the Department of the proposal and <u>may</u> elect to have the Department discuss the proposal. The Department does not vote on course proposals.
3. The Chair of the of the initiating Department submits an approved syllabus to the Dean who will assist in completing the Course Registration Form. The Form and the syllabus are then given to the appropriate curriculum committee. The course registration form is online at
   https://www.potsdam.edu//sites/default/files/CraneCourseRegistrationForm.docx
4. The Chair of the curriculum committee shares the course syllabus electronically with the entire Crane faculty for feedback. (Typically, with a one-week deadline.) The curriculum committee then discusses and votes on the proposal. The Chair of the curriculum committee forwards the proposal to the Dean with the committee's recommendation.
5. The dean notifies the Chair of the department and curriculum committee of their decision.
6. If the course is approved by the dean: The appropriate secretary in the Dean's Office submits the course add form to the Registrar's office. When appropriate, the Dean's Office will also inform other Deans and other appropriate offices of the new course.

Course proposals should be submitted as early as possible to ensure time for adequate consideration, scheduling, and paperwork. Proposals should ideally be submitted two semesters before being offered. In order for courses to be listed in the Schedule of Courses, all information/approval must be received by the Dean by the fourth week of the previous semester and by the Registrar by the sixth week.

New Program Approval Process

"Program" may include degree, major, minor, emphasis, track, concentration, certificate, or microcredential. In some cases, new concentrations within majors may not require approval beyond the Dean (step 8).

1. Departments considering a new program should meet with the academic program liaison to discuss the review/ approval processes and timeline and to determine if SUNY/NYSED and/or NASM review is required.
2. The academic department(s) must approve the proposed program.
3. After departmental approval, the department Chair (or designee) meets with the Dean to develop a business plan for the new program. This business plan becomes part of the program proposal. The Dean will discuss with the Provost regarding Provost approval, and, if necessary, any other approvals that are required by the President.
4. The program proposal is submitted to the appropriate curriculum committee.[2]
5. The curriculum committee solicits impact statements from the other Crane Departments. Impact statements must be returned to the committee Chair within two weeks.
6. After reviewing the proposal, the curriculum committee forwards the program proposal and their recommendation to the Crane Faculty Association for review. The CFA President or Secretary shares the proposal with all faculty members at least a week before the CFA meeting at which it will be discussed.
7. The all-school committee forwards the program proposal and their recommendation to the Dean.
8. After Dean approval, the Dean's office solicits impact statements from campus stakeholders[3]. Impact statements must be returned to the dean within two weeks.
9. If SUNY/NYSED review is required, concurrent with soliciting impact statements, the academic program liaison initiates SUNY comment and external review processes. These procedures include:
    a. Submission of a formal Program Announcement / Letter of Intent to SUNY Provost and to other SUNY campuses for review and the 30 day waiting period in which they may submit comments and/or concerns about the proposed program
    b. Proposal review by SUNY approved external reviewers
    c. Proposal revisions to address comments/concerns of other campuses and/or the external reviewers
10. Dean's office forwards program proposal and impact statements as one pdf document to faculty senate chair.
11. Faculty senate chair charges Academic Programs and Curriculum Committee (for undergraduate programs) or Graduate Affairs Committee (for graduate programs) and Business Affairs Committee to review proposal. Senate committees must review proposals within 30 days unless there are extenuating circumstances.

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[2] Program changes must be submitted using SUNY forms. Departments proposing changes should work with the Academic Program liaison to identify the forms and sections that need to be completed.
[3] These could include the other Deans, Director of Graduate & Continuing Education, Director of College Libraries, Computing & Technology Services, Director of General Education (for undergraduate programs), Director of Admissions, Registrar, Director of Financial Aid, Chief Financial Officer, Distance Learning Coordinator

   a. Questions or requests for revisions must be submitted to the department chair within the 30-day comment period.
   b. Department chairs must respond to questions or requests for revisions within two weeks.
12. Program Proposals are added to faculty senate meeting agenda. The faculty senate must act on proposals no later than the second faculty senate meeting following the 30-day review period.
13. After faculty senate action, faculty senate secretary submits proposal to President's office with the recommendation of the faculty.
14. President's office notifies academic program liaison of approval/denial. President's office also notifies Provost's office; AVP for Communications; VP for Enrollment Management; Directors of Admissions, Financial Aid, Student Accounts; One Stop; College Registrar; Deans; Director of Graduate & Continuing Education.
15. If SUNY/NYSED review is required:
   a. Academic program liaison revises the program proposal, as needed, and submits to SUNY/NYSED within 30 days.
   b. After SUNY/NYSED approval, academic program liaison notifies Provost's office; AVP for Communications; VP for Enrollment Management; Directors of Admissions, Financial Aid, Student Accounts; One Stop; College Registrar; Deans; Director of l & Continuing Education; department chair.
16. If NASM approval is required, the Dean prepares materials to submit the proposal for NASM Plan Approval.
17. The Dean's office completes and submits the [Bear Den Program Change Form](https://www.potsdam.edu/sites/default/files/documents/offices/registrar/faculty/BearDen_Change_Form-2.pdf). (https://www.potsdam.edu/sites/default/files/documents/offices/registrar/faculty/BearDen_Change_Form-2.pdf)

Revisions to Existing Programs

As above, "Program" may include degree, major, minor, emphasis, track, concentration, certificate, or microcredential. A change of modality to a program is also considered a program revision.

1. Departments considering revisions to an existing program should meet with the academic program liaison to discuss the review/ approval processes and timeline and to determine if SUNY/NYSED review is required. (In nearly all cases except *possibly* modality changes, NASM review is not required. If it is required, the Dean's office will follow step 16, above.)
2. The academic department(s) must approve the proposed program changes.
3. After departmental approval, the Department Chair forwards the proposal to the school curriculum committee[4] for review and comment. The Dean's Office is also given a copy of the proposal.
4. The curriculum committee solicits impact statements from the other Crane Departments. Impact statements must be returned to the committee Chair within two weeks.

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[4] The school curriculum committee and dean will determine the format in which programs changes will be submitted unless SUNY/NYSED review is required, in which case the program changes must be submitted using SUNY forms.

5. After reviewing the proposal, the curriculum committee forwards the program proposal and their recommendation to the dean. The curriculum committee Chair shares the approved proposal with the Crane Faculty Association at their next meeting as part of a committee report.
6. If SUNY/NYSED approval is needed, after Dean approval,
    a. the dean's office solicits impact statements from campus stakeholders. Impact statements must be returned to the dean within two weeks.
        i.   Required: Deans, Director of Graduate & Continuing Education
        ii. Optional: Director of College Libraries, Computing & Technology Services, Director of General Education, Director of Admissions, Registrar, Director of Financial Aid, Chief Financial Officer, Distance Learning Coordinator
    b. Steps 10 through 15 above (under New Program Approval Process) are then followed.
7. The dean's office submits the [Bear Den Program Change Form](https://www.potsdam.edu/sites/default/files/documents/offices/registrar/faculty/BearDen_Change_Form-2.pdf) (https://www.potsdam.edu/sites/default/files/documents/offices/registrar/faculty/BearDen_Change_Form-2.pdf) and notifies the Academic Program liaison, Registrar, and Admissions, as appropriate.

VIII.   Performance Information

Concert/Recital Programs and Publicity Materials

As of Fall 2023, concert programs are also no longer printed, instead they are distributed on "Live in Concert" webpage (https://www.potsdam.edu/academics/crane-school-music/crane-school-music-live-concert).

Event coordinators are responsible for constructing their concert programs using templates provided on the Quad at https://www.potsdam.edu/the-quad/resources/information-crane-faculty. Completed programs are emailed as docx word documents to craneevents@potsdam.edu and must be received **no later than two weeks before the scheduled event**.

For publicity through the College Office of Public Relations, who will distribute information to the media as appropriate, see the Event PR Request Form at https://www.potsdam.edu/communications-toolbox/publicity-media-resources/event-pr-request-form. Faculty are encouraged to send images (or PDFs) of posters for events to the Crane Social Media Coordinator so they can be used on Crane's social media.

Posters can be printed by the school on behalf of faculty for ensemble concerts, faculty recitals, guest artist events, and other events. 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. Note the poster printing process is specific to events. Other notices, posters, advertisements (such as to advertise a course) should be printed in accordance with normal printing/copying policies. In these cases, it is recommended that faculty use 8 ½ X 11 paper and make a small number (no more than 10) of black-and-white copies using the school's copy machine.

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 backstage 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 Performance Recitals

A CD of each 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.

No Events Week and Academic Preparation Days

No Events Week is set aside by the Crane School to allow for scheduling of levels and juries, and to provide students with uninterrupted time for examination, level, and jury preparation. Therefore, the School does not schedule public performance during this week. This is typically the last full week of classes (prior to final exam week) each semester.

In addition to public performances, faculty should not schedule any event outside of class time, such as rehearsals, guest events (such as masterclasses or talks), etc. Any activity involving student outside of scheduled class meeting times (other than schedule levels and juries) occurring during this week needs to be brought to the attention of the Dean and the appropriate Department Chair as early as possible using the **No Events Week Activity Notification form** available in the Dean's Office.

If approved, events and activities will be placed, for information purposes only, on the Crane Outlook calendar, but will generally not be publicized.

Academic Preparation Days are typically the Saturday and Sunday between the last day of the classes and the first day of final exam week. Campus policy does not allow any activity requiring student participation or attendance to be scheduled during these two

days without the permission of the Provost (which would only be obtained on recommendation of the Dean). The scheduling of any activity involving students on these two days, whether on- or off-campus, and even if attendance is not required, is strongly discouraged, out of respect for our students' needs to have appropriate exam preparation time. Students and faculty will not be able to book space in the Crane Complex for any purposes during Academic Preparation Days.

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 distributed through email a week before the start of each semester.

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. Due to the infrequency of 10-minute recitals, they are not part of the formal recital scheduling process. Students should email the Crane Facilities Manager if they want to perform a 10-minute recital. 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. There is to be 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. There is to be 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.

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

These choirs require an audition. Contact the Coordinator of Choral Ensembles for more information.

Crane Hosmer Choir, Eclectic Ensemble, and Campus 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 the Coordinator of Choral Ensembles for more information.

Opera Ensemble and Musical Theatre

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

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 the Coordinator of Jazz Studies for more information.

Crane Opera Orchestra

Crane Opera Orchestra (fall only) is rostered by the conductor following auditions at the start of the spring semester. In some semesters, another orchestra (CSO or Chamber Orchestra) will serve as the Opera Orchestra. Consult the appropriate studio teacher for specific audition information.

String Quartets, Chamber Wind Groups, Woodwind Quintets, Brass Quintets and Other "Like Instrument" Ensembles

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.

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.

Percussion Ensemble

All students with a percussion performance concentration are invited to participate in the Percussion Ensemble. Contact the Percussion Area Head.

Latin Ensemble

An audition is required. Contact Peter McCoy.

Early Music Ensemble

Contact: Erica Levenson.

Contemporary Music Ensemble

Contact: Timothy Sullivan.

Laptop Ensemble

Contact: Jerod Sommerfeldt.

West African Drumming & Dance Ensemble

Contact: Julie Hunter.

Irish Ensemble

Contact: Shelly Tramposh. The Irish Ensemble is held during the Spring Semester only.

Mariachi Ensemble

Contact: Shelly Tramposh. The Mariachi Ensemble is held during the Fall Semester only.

IX.   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 https://www.potsdam.edu/about/offices/hr/student-employment. 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 Handshake (https://potsdam.joinhandshake.com/login), logging in under the Employers & Career Centers login. When posting a job, use the Crane School of Music under "Company/Division."

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 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. Raises should not be given to returning workers. Students in a supervisorial role, as approved by the Dean, can be given $0.25/hour more in pay. (For questions or more details on this, please see the Dean.)

Student workers are not allowed to work more than 29 hours per week. This is a SUNY policy. 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/Auditions
- Ensemble Librarians (choral, orchestra, bands)
- MIDI Lab
- Music Education Curriculum Lab
- National String Project
- Recording
- Facilities and Stage Managers
- Instrument Technician

X. 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. See also p 23, Faculty Absences.

General Travel Questions

There is detailed information about travel available via the "Crane Travel & Guest Event Information and Documents" [https://www.potsdam.edu/the-quad/crane-faculty-travel-information]   link on the Information for Crane Faculty webpage in The Quad. The page includes a number of documents, including ones 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 not infrequent 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).

XI. Crane Social Media Recommendations

There are many social media pages associated with the Crane School of Music in some way or another. 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, Instragram, and X; at YouTube, we are "TheCraneSchool Live."

1. <u>Before creating a new social media site</u> 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 regard 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. <u>Studio/Area/Major/Ensemble-related sites</u>: 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 Brightspace, 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 <u>closed</u> 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](#). 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.
   https://www.potsdam.edu/about/offices/registrar/ferpa-family-educational-privacy-act

3. <u>All social media sites associated with Crane should include links to the main Crane and SUNY Potsdam sites</u> 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. <u>Plan to hand the site off on leaving the institution</u>. 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 Assistant Dean, who will ensure the information gets to the appropriate person(s).