

Rutgers University
Mason Gross School of the Arts
Department of Music



Faculty Handbook
2026-2027

Department of Music Faculty Handbook

Department of Music Faculty Handbook

Part 1: Introduction

Part 2: Department of Music Structure, Programs, and Governance

Section 2.1. Mission Statement and Vision Statement

Section 2.2. Department of Music Administration, Governance, and Service

Section 2.3. Staff of the Department of Music and the Mason Gross Dean's Office

Section 2.4. Quick List of Links and Contacts for Common Departmental Procedures

Part 3: Faculty Personnel Policies and Resources

Section 3.1. Rights and Responsibilities

Section 3.2. Discrimination and Harassment

Section 3.3. Safety

Section 3.4. Policy on Alcohol and Other Drugs

Section 3.5. Resources for Reappointment, Tenure, and Promotion

Section 3.6. Lecturer Appointments, Evaluation, and Advancement

Section 3.7. Human Resources

Section 3.8. Employee Assistance Program

Section 3.9. Rutgers AAUP-AFT

Section 3.10. Opportunity for All

Section 3.11. Leaves of Absence

Section 3.12. Outside Employment and Other Potential Conflicts of Interest

Section 3.13. Office Hours

Section 3.14. X-hour

Section 3.15. Faculty Parking Passes

Part 4: Teaching Assignments, Responsibilities, and Policies

Section 4.1. Introduction

Section 4.2. Accessing University Information and Websites

Section 4.3. Rosters and Grading

Section 4.4. Teaching Loads

Section 4.5. Byrne Seminars and Additional Teaching Opportunities

Section 4.6. Summer Teaching Opportunities

Section 4.7. Enhancement and Evaluation of Teaching

Section 4.8. Mentorship in Teaching

Section 4.9. Textbooks

Section 4.10. Emergencies/Cancellations

Section 4.11. Policies Governing Applied Major Lessons

Section 4.12. Teaching Non-Rutgers Lessons on Campus

Section 4.13. Policies Governing Credit-based Chamber Music

Section 4.14. Policies Governing Academic Courses

Section 4.15. Policies Governing Large Instrumental Ensembles

Section 4.16. Large Instrumental Ensemble Audition Procedures and Placement

Section 4.17. Policies Governing Large Vocal Ensembles and Opera

Section 4.18. Large Vocal Ensemble and Opera Audition Procedures and Placement

Section 4.19. Reading Days

Section 4.20. Final Examinations

Section 4.21. Students and Faculty with Disabilities

Section 4.22. Academic Integrity

Section 4.23. Turn-It-In

Section 4.24. Faculty Members' Role in the Admissions Process

Section 4.25. Evaluation of Student Progress, Juries, Recitals, and Examinations

Section 4.26. Student Privacy Rights

Part 5: Resources for Faculty Professional Development and Assistance

Section 5.1. Sabbaticals

Section 5.2. Sources of Funding for Faculty Professional Development

Section 5.3. Institutional Review Board

Part 6: Facilities

Section 6.1. Facilities, Access, and Procedures for Usage

6.1.1. Marryott Music Building

6.1.2. Mortensen Hall

6.1.3. Nicholas Music Center

6.1.4. Rehearsal Hall

6.1.5. Music Annex

6.1.6. Art History Building and Walters Hall

6.1.7. Performing Arts Library

6.1.8. Graduate Music House

6.1.9. Voorhees Chapel

6.1.10. Kirkpatrick Chapel

6.1.11. Ticket Office and Complimentary Ticket Policy

6.1.12. Rutgers Community Arts

6.1.13. Christ Church

6.1.14. New Brunswick Performing Arts Center

6.1.15. 44 Road 3 (storage for Marching Band)

Section 6.2. Reporting Problems with Facilities

Section 6.3. Administrative Offices of the Department of Music

Section 6.4. Building Access and Keys

Section 6.5. Maintenance and Custodial Services

Section 6.6. Scheduling Policy

Section 6.7. Piano Maintenance and Tuning

Section 6.8. Historical Keyboard Instruments

Section 6.9. Non-keyboard Instrument Loans and Repair

Section 6.10. Department of Music Photocopy Machines

Part 7: Concerts and Events

Section 7.1. Scheduling Concerts and Events

Section 7.2. Student Recitals: Panels and Scheduling

Section 7.3. DMA lecture-recitals: Panels and Scheduling

Section 7.4. Accompanist Services

Section 7.5. Concert Programs

Section 7.6. Concert Recording

Part 8: Publicity, Marketing, and Outreach

Section 8.1 University Policies and Resources on Publicity and Marketing

Section 8.2 Mason Gross Policies on Publicity and Marketing

Section 8.3 Department of Music Policies on Publicity and Marketing

Section 8.4. Mason Gross Website

Section 8.5. Personal Websites

Section 8.6. Social Media

Section 8.7. Conduct on Personal Social Media Accounts

Appendix

Part 1: Introduction

The purpose of this handbook is to present faculty in the Department of Music at the Mason Gross School of the Arts, Rutgers University, with guidelines and resources that will help them fulfill their professional roles and contribute to the department community in productive and meaningful ways. Rutgers is a large place, with infrastructure that is constantly changing, and it is difficult for even the most seasoned faculty to stay informed of all the latest developments in teaching, grading, evaluation, funding, promotion procedures, and more. By assembling information on these topics with links/references to other administrative units in the university, this handbook should serve as a useful guide in these areas. In addition, the handbook serves as a repository for departmental policies on the roles and expectations of faculty in teaching and service to the department. Consistent application of these policies, as well as those laid out in the Graduate and Undergraduate handbooks, provides a baseline for equitable treatment of all members of our department, ensuring that we are all able to flourish in our chosen areas of creative work, research, teaching, service, and study.

Part 2: Department of Music Structure, Programs, and Governance

Section 2.1. Mission Statement and Vision Statement

In October of 2018, the Department of Music adopted the following Mission and Vision Statements:

Department of Music Mission Statement

In keeping with the [threefold mission of Rutgers University](#) as a whole, the mission of the Department of Music at the Mason Gross School of the Arts is:

- to prepare students for fulfilling lives in music, inspiring them to achieve excellence and professional success as creative artists, teachers, and scholars;
- to promote exceptional creative work and cutting-edge research in order to advance the field of music nationally and internationally; and
- to contribute to the artistic and scholarly life of the local and broader communities through teaching and public programs.

Department of Music Vision Statement

To be recognized globally as a top-ranked music program that achieves excellence in traditional and cutting-edge performance, research, teaching, and other creative endeavors.

Section 2.2. Department of Music Administration, Governance, and Service

The administration and governance of the Department of Music, as well as descriptions of each position, are laid out in the Department of Music Bylaws, which can be found in the appendices of this handbook. The Director of the Department of Music, who reports to the Dean, is a resource for all department faculty, staff, and students, and is responsible for facilitating educational goals through administration, oversight of committees, and the establishment of the department budget. The Associate Director (of which there may be more than one) assists with these duties. The directors of the graduate and undergraduate programs should be included in discussions of particular students, issues that arise in courses, artistic standing, academic standing, curricular requirements, etc. The department's Executive Committee, Artistic Standing Committee, Graduate Oversight Committee, Curriculum Committee, and other committees outlined in the bylaws as well as those convened on an ad-hoc basis, work together to ensure that the department's educational mission is being fulfilled and that students are being held to consistent and appropriate standards.

All faculty should familiarize themselves with the department's bylaws to understand the functioning of the administration, divisions, areas, and committees.

Faculty members' participation in departmental committees is essential to shared governance, and faculty should expect to participate actively in them.

Section 2.3. Staff of the Department of Music and the Mason Gross Dean's Office

Not found in the department's bylaws are descriptions of the roles that staff members, both at the departmental level and at the school level, play in the workings of the department. The staff support every aspect of the department's functioning to ensure the smoothest possible operations. Staff members serve the department in admissions and recruiting, allocation of scholarship funds, allocation of student financial working awards and oversight of work assignments, approval procedures related to professional expenses and reimbursements, coordination of large ensembles, recital scheduling, technology assistance, and much more.

A full listing of Department of Music staff is at

<https://www.masongross.rutgers.edu/degrees-programs/music/faculty-staff/>

A full listing of the Mason Gross Dean's Office staff may be found here: [By Department | at Mason Gross School of the Arts \(rutgers.edu\)](#)

Section 2.4. Quick List of Links and Contacts for Common Departmental Procedures

The following topical list of contacts may guide faculty through a variety of procedures:

- **Emergencies: dial 911; then, to reach the Rutgers Police, call (848) 932-8407.**
- Non-emergency number: 732-932-7211
- Admissions queries: General: admissions@mgsa.rutgers.edu. Graduate: Peg Barbarite, pegbarb@mgsa.rutgers.edu. Undergraduate: Olivia Orlando, oo260@mgsa.rutgers.edu.
- Scholarship queries: scholarships@mgsa.rutgers.edu
- Budgets for individual areas: Budgets are allocated by the Director of the Department of Music each year. Faculty expenses approved in advance can be processed through Ximena Dilizia (xdilizia@mgsa.rutgers.edu). Chris Delgado (cdelgado@mgsa.rutgers.edu) can process pre-approved expenses for guest artists. Paperwork such as W-9 forms, ICED forms, and invoices must be supplied by outside contractors.
- Purchasing: requests for all purchases and guest artist payments should be submitted through the business office site located here: <https://sites.rutgers.edu/mgsa-music-faculty/>
- Contracts: Senior Department Administrator, TBD, Lisa Passalacqua (lpassa@mgsa.rutgers.edu)
- Disability and religious accommodations: <https://academiclaborrelations.rutgers.edu/>
- Fundraising and grants: Denyse Reed (denyse.reed@rutgersfoundation.org)
- I-9 forms: Lisa Passalacqua (lpassa@mgsa.rutgers.edu)
- Instruments owned by the department: mgsainstruments@gmail.com
- Keys: Jennifer Guarino (jen.guarino@rutgers.edu)
- Large ensemble administration: Chris Delgado (cdelgado@mgsa.rutgers.edu)
- Mason Gross website: All updates must be sent to music-web@mgsa.rutgers.edu, NOT to the Mason Gross Dean's Office
- Nicholas Music Center: Adam Klein (ak2035@mgsa.rutgers.edu)
- Office of Academic Integrity: <http://academicintegrity.rutgers.edu/>
- Office of Disability Services: <https://ods.rutgers.edu/home>
- Guest Parking: Jennifer Guarino (jen.guarino@rutgers.edu)
- Photocopier: Jennifer Guarino (jen.guarino@rutgers.edu)
- Piano tuning and maintenance: Glen Bingham (gbingham@mgsa.rutgers.edu)
- Applications for support for professional expenses such as conference

travel must be submitted during a call for proposals. All travel spending must be approved in advance by the Director of the Department of Music, Amanda Eubanks Winkler (amanda.eubankswinkler@rutgers.edu) via e-mail, copying Roma Balkarran (rbalkarran@mgsa.rutgers.edu). Once approved via e-mail, the travel request must be pre-approved and then booked through the Concur travel and expense portal at <https://my.rutgers.edu>. Expense reports can be submitted after the travel has occurred via the same portal. Receipts and credit card statements must be saved and used for this purpose. The procedures are a bit complicated and faculty are encouraged to speak to Ximena Dilizia (xdilizia@mgsa.rutgers.edu) for assistance.

- Practice rooms or facilities: Maritza McGraw (mbaez@mgsa.rutgers.edu)
- Publicity: music-web@mgsa.rutgers.edu
- Scheduling and space reservation for classes, rehearsals, faculty recitals, etc.: Check for space availability at <https://artspace.rutgers.edu> and then email scheduling@mgsa.rutgers.edu to reserve the space.
- Student Affairs: Assistant Dean for Advising and Student Success, Lisa Brockenbrough Sanon-Jules (lsanonjules@mgsa.rutgers.edu)
- Student recital scheduling (a process in which faculty must be involved): Front Office Manager Jennifer Guarino (jen.guarino@rutgers.edu). Forms and more information can be found here: <https://sites.rutgers.edu/mgsa-music-resources/recital-information/> See the procedures for scheduling of student recitals below, in section 7.2.
- Teaching loads: Area heads and Director Amanda Eubanks Winkler (amanda.eubankswinkler@rutgers.edu)
- Technology for classrooms or offices on an immediate basis: musictech@mgsa.rutgers.edu. For help with larger/long-term issues contact Eugene Jun (houdini@mgsa.rutgers.edu) or Brian Ur (bur@mgsa.rutgers.edu).

Part 3: Faculty Personnel Policies and Resources

Section 3.1. Rights and Responsibilities

Rutgers University's policy on academic freedom states:

“Since the very nature of a university and its value to society depend upon the free pursuit and dissemination of knowledge and free artistic expression, all members of the faculty and teaching staff of the University, whether tenured or nontenured, full-time or part-time, are expected, whenever and wherever they engage in teaching, research, service, professional practice or clinical practice, as well as in their research and

professional publication, freely to discuss subjects with which they are competent to deal, to pursue inquiry therein, and to present and endeavor to maintain their opinions and conclusions relevant thereto. In expressing those ideas which seem to them justified by the facts, they are expected to maintain standards of sound scholarship and competent teaching.”

This policy goes on to enumerate key responsibilities that faculty are required and expected to uphold in the course of their work in teaching, research, service, and any other aspect of their professional lives. The ethical aspects of these responsibilities are heavy, encompassing obligations to the profession and the pursuit of knowledge; obligations to students; injunctions against discrimination and harassment, etc. Faculty must adhere to this policy, in all of its aspects, as the official university statement on these matters. The full policy can be read at <https://policies.rutgers.edu/B.aspx?BookId=12137&PageId=459505&Search=academic%20freedom>

In addition, the Office of Human Resources, the University’s Policy Library, the Office of Ethics and Compliance, and other offices in the central administration provide faculty, staff, and administrators with information about rights, responsibilities, and potential problems and conflicts of interest. Faculty members should familiarize themselves with all relevant material; the following are some of the important links:

- Rutgers University Policy Library: <https://policies.rutgers.edu/>
- Office of Human Resources: <http://uhr.rutgers.edu>
- Rutgers University Ethics: <http://ethics.rutgers.edu>
- Rutgers Employees First Initiative: <https://uhr.rutgers.edu/covid-19-telecommuting/home>
- Employee Rights and Responsibilities: <https://uhr.rutgers.edu/hr-professional/employee-rights-and-responsibilities>
- The Rutgers Code of Conduct: <https://uec.rutgers.edu/policies/ethics-code-of-conduct/>

Section 3.2. Discrimination and Harassment

Rutgers University prohibits discrimination and harassment. Resources for victims of discrimination and harassment may be found in Section 60 of the Policy Library:

<https://policies.rutgers.edu/B.aspx?BookId=12087&PageId=459442>

Procedures for filing grievances related to Title IX may be found in Section 60.1.33 of the Policy Library:

<https://policies.rutgers.edu/B.aspx?BookId=12105&PageId=459473>, together with explanations of confidential resources for reporting and counseling.

As indicated by the Office for Violence Prevention and Victim Assistance,

“There are a few requirements of faculty and staff regarding reporting crimes to law enforcement or other authorities. Title IX of the Educational Amendments of 1972 bans sex discrimination, including sexual harassment and sexual assault, for any school receiving federal funds. **The University indicates that compliance is everyone’s responsibility.** This means that faculty and staff may be required to provide notification of a disclosure of sexual harassment or sexual assault to a Title IX Coordinator on campus. For more information about mandated reporting please visit [Title IX Compliance.](#)”

More information is at <https://vpva.rutgers.edu/need-help/i-am-facultystaff>

Section 3.3. Safety

The Rutgers CAPS (Counseling, Alcohol and Drugs Assistance, and Psychiatric Services) program is a valuable resource for the Rutgers community. The community-based counselor for Mason Gross is Reyna Dowling (reynad@njms.rutgers.edu). Reyna will have scheduled hours in Voorhees Chapel Room 004C on Tuesdays from 8:30 am to 4:30 pm and in MMB 104 on Fridays from 8:30 am to 4:30 pm. CAPS advises the community of the following resources:

IN CRISIS?

During regular business hours (Mon-Fri, 8:30 am - 5:00 pm), call CAPS at 848-932-7884 and ask to speak to the on-call counselor. Outside of business hours use one of the following services:

- ProtoCall, a phone-based service for students in crisis when CAPS is closed. Call the main CAPS number, 848-932-7884, and follow the prompts.
- Acute Psychiatric Service (APS): 855-515-5700, a 24-hour emergency service for local residents. If you live outside of Middlesex County you should contact the nearest hospital emergency department.
- National Suicide Prevention Lifeline: 800-273-TALK (8255)
- NJ Hope Line (Suicide Prevention): 855-654-6735
- National Crisis Text Line: Text HELLO to 741741.

The following guidelines were prepared by the Mason Gross Dean’s Office:

If you think there is imminent danger or threat at any time in any location, call 911. RU Police dispatcher is (848) 932-8407.	
Fire	Do not try to put out a fire, just pull the fire alarm and shout to others to evacuate the building. Leave the building using the stairs, not the elevator. If there is fire between you and the exit, use the fire extinguisher to clear a path out. After evacuation, call 911.
Workplace injury	Call 911 if needed. Notify your supervisor immediately. Your supervisor should complete an online Accident Reporting Form in the REHS Accident Reporting Database and then contact Rutgers Occupational Health at 848-932-8254. If you feel you must be seen immediately, you should call Occupational Health first (848-932-8254).
Suicide threat and severe psychological distress	<u><i>If danger is imminent:</i></u> Call 911. Try to provide a safe, quiet, secure place for the person. Maintain a straightforward, supportive attitude. Remind them they are not alone. Do not minimize their concerns. <u><i>If the threat is severe but not imminent:</i></u> If student, call CAPS at 848-932-7884 or walk student to CAPS at 17 Senior Street on the College Ave Campus to be seen as soon as possible. When CAPS is closed, Acute Psychiatric Service provides 24-hour emergency service for local residents: 855-515-5700. Once student is connected to help, contact the Assistant Dean for Advising and Student Success to report what happened so they can follow up and provide additional support.

Active shooter	If the shooter is in your room, do what you have to in order to survive. <u><i>If you are indoors but not in the room with the shooter:</i></u> Lock and barricade your doors and windows. Keep lights off and keep everyone quiet, including cell phones. Get behind a solid structure if possible. <u><i>If you are outside:</i></u> Run away from gunfire in a zigzag pattern. Take cover if possible.
Suspicious person or activity	Do not confront suspicious people yourself. If activity appears dangerous, evacuate the area and call 911. If you have questions about someone, contact the Dean's office or Rutgers police at (848) 932-8407.

Armed intruder or dangerous person	If you see a suspicious intruder, leave the building immediately and run and hide if you can. Call 911 if you can. If you are not able to run, stay out of open areas and remain quiet. You can try to play dead – lie as still as possible. If you have few options, do what you have to in order to survive.
Other classroom or workplace violence	Call 911. Keep yourself and other people who are not involved away from the action and out of harm's way.
Suspected gas leak	Evacuate the area. Call 911 or (848) 932-8407. Do not touch any electrical devices. Notify the Dean's office; if not available, contact Facilities (daytime) at 732-445-1234 or RU Police (nighttime) at (848) 932-8407.

Riot or civil disturbance	Keep at a safe distance and avoid confrontation. If you are inside, lock your doors and windows.
Suspicious mail	Call 911. Do not touch or handle the package or letter. Do not activate the fire alarm unless a first responder tells you to.
Hostage situation	Escape if possible. Stay calm and comply with requests from the perpetrators.
Severe weather	Check http://campusstatus.rutgers.edu to see if the campus is open for classes and/or for office employees. If closed, do not come to campus. Even if the campus is open, use your best judgment about whether it is safe to travel to and from campus. Do not ask students to meet you on campus if the campus is closed.

When calling 911 for an emergency, be prepared to state:

- Location
- Nature of the emergency, including any immediate threat(s) to life, dangers to responders
- If there is need for medical or other help
- Description, location, or direction of travel of suspects, motor vehicles involved, and weapons

Section 3.4. Policy on Alcohol and Other Drugs

Faculty are obligated to abide by all university policies, including the university's policy on alcohol and other drugs found in Section 60.1.11 of the Policy Library:
<https://policies.rutgers.edu/B.aspx?BookId=12086&PageId=459441>

Section 3.5. Resources for Reappointment, Tenure, and Promotion

Faculty appointments are governed by the university's collective bargaining agreement as well as the policies found here:
<https://laborrelations.rutgers.edu/faculty/resources>.

Full-time faculty, whether on the tenure track or the professional practice track, normally meet with the Associate Dean for Academic Affairs of Mason Gross annually as a group and individually by appointment. In addition, they should meet with the Director and Associate Director of the Department of Music on an annual basis, at least, to discuss their progress toward reappointment, tenure, and promotion, as applicable. Faculty are responsible for understanding the expectations for reappointment, promotion, and tenure, as well as deadlines relating to the submission of materials.

- Contractual procedures for tenure-track faculty seeking reappointment, tenure, and promotion are at <https://laborrelations.rutgers.edu/faculty/tenured-and-tenure-track-faculty>
- Contractual procedures for non-tenure track teaching and professional practice faculty seeking reappointment or promotion are at <https://laborrelations.rutgers.edu/faculty/non-tenure-track-faculty-non-libraries>

Please read the instructions before completing the forms.

Section 3.6. Lecturer Appointments, Evaluation, and Advancement

Area Heads should work to determine where gaps in teaching may exist—for example, in required academic courses that cannot be covered by full-time faculty in a given semester, or instrument areas that exceed private instruction space of full-time faculty members. In such cases, if possible, Area Heads should recommend lecturers who may be appointed to fill these gaps. The decision about such appointments ultimately rests with the Director of the Department of Music.

Appointment of lecturers is governed by the university's collective bargaining agreement as well as the policies found here:

<https://laborrelations.rutgers.edu/faculty/resources>

Lecturers become eligible for advancement to the rank of Lecturer 2 and Lecturer 3 after set numbers of semesters teaching at the university. Lecturers are evaluated in every semester; all lecturers receive a classroom observation in addition to SIRS or other student evaluations. For more information see <https://laborrelations.rutgers.edu/faculty/resources>

Section 3.7. Human Resources

Rutgers University Human Resources provides resources for faculty and staff regarding benefits, work/life balance, Rutgers employment, personal &

professional development, etc. Additional resources, faculty development workshops, and other materials are also available online. University Human Resources offers annual orientation workshops for all new faculty.

The University Human Resources online portal for faculty is available at: <https://uhr.rutgers.edu/faculty>

University Human Resources can be contacted at: 848-932-3020.

The physical location is ASB II, 57 US Highway 1, New Brunswick NJ 08901-8554

Section 3.8. Employee Assistance Program

The Rutgers Employee Assistance Program provides counseling and other support services for faculty and staff experiencing challenges in their work or personal lives. More information about the Employee Assistance Program is at <https://ubhc.rutgers.edu/eap/overview.xml> For more information, phone 1-800-327-3678.

Section 3.9. Rutgers AAUP-AFT

The Rutgers AAUP-AFT Union represents full- and part-time faculty, graduate student employees, and post-doctoral students in all contract negotiations with the University. Information is at <http://www.rutgersaaup.org/>

Section 3.10. Opportunity for All

The university is committed to providing “opportunity for all” For more information, visit: <https://www.rutgers.edu/social-mobility>

.

Section 3.11. Leaves of Absence

As an R1 research university, Rutgers encourages its faculty to be active in their disciplines, which sometimes necessitates absences from teaching. However, faculty must balance these professional opportunities with their obligations to teach their students.

Short-term leaves of absence for professional development must be requested in writing from the Director of the Department of Music through the [Short-Term Leave of Absence Form](#). Approval will be communicated in writing to the applicant. The policy on Short Term Leaves of Absence is available here: <https://www.masongross.rutgers.edu/wp-content/uploads/2023/09/short-term-LOA-policy-updated-9-23.pdf>.

Procedures for application for sabbaticals and competitive fellowship leaves are available at <https://laborrelations.rutgers.edu/faculty/resources>.

Leaves of absence due to family or medical issues or other emergencies are governed by relevant laws and university policies. See <http://uhr.rutgers.edu/worklife-balance/leave-absence/leaves-absence> or [Faculty Resources | Office of Labor Relations | Rutgers University](#). Faculty may also consult with the university's Office of Human Resources. Guidelines regarding student absences can be found in the university's policy 10.2.7, "Course Attendance," at <https://policies.rutgers.edu/B.aspx?BookId=11908&PageId=459225>.

Section 3.12. Outside Employment and Other Potential Conflicts of Interest

The university requires all full-time faculty to complete a Scholarly Capacity Annual Disclosure (SCAD) to report income and benefits (including hospitality) received from any employment or professional activities outside Rutgers. The relevant form is available by logging in to the "eCOI+" system via <http://ethics.rutgers.edu>. IMPORTANT: Faculty are responsible for ensuring that they fill out this form at least once a year.

The SCAD is part of a larger "Ethics Armor" program at Rutgers, which is designed to preempt conflicts of interest: <https://uec.rutgers.edu/programs-2/ethics/ecoi/>. Additional information on the university's policies concerning outside employment and conflicts of interest can be found in this document from the Office of the General Counsel (<https://generalcounsel.rutgers.edu/resources/conflicts>) as well as this "Plain Language Guide" from the Office of Ethics and Compliance (<https://uec.rutgers.edu/wp-content/uploads/PlainLanguageGuide.pdf>).

Faculty are responsible for understanding and complying with all of these policies. <http://ethics.rutgers.edu/>

Section 3.13. Office Hours

In keeping with Mason Gross policy, full-time faculty members must hold two office hours per week in person throughout the semester. Office hours should be posted on the faculty member's office door, included on all syllabi, and submitted to the Director of the Department of Music.

Section 3.14. X-hour

In keeping with Mason Gross policy, full-time faculty are required to be available for meetings on Wednesdays from 12:10-1:30 p.m. Classes, lessons, and other obligations may not be scheduled during this time.

Section 3.15. Faculty Parking Passes

Faculty members are eligible to purchase parking passes at rates determined by the Office of Transportation Services. The form for faculty is at <https://ipo.rutgers.edu/parking>. As with all university policies, policies about parking must be strictly followed. Students' cars may not be registered through faculty accounts, nor may department funds be used to pay for student parking permits.

Part 4: Teaching Assignments, Responsibilities, and Policies

Section 4.1. Introduction

Teaching in the Department of Music is about more than imparting information. Faculty members aspire to prepare students for successful careers in music, fostering expertise in core skills, critical thinking, and curiosity. In addition, faculty members are role models for ethical behavior and mutual respect. As such, our faculty seek to create respectful, collaborative, safe environments in which students can learn and grow. Our faculty are expected to set an example as role models for students both during hours of instruction and outside of them.

Section 4.2. Accessing University Information and Websites

- Faculty are required:
 - To have a NetID and Password so they can access their Rutgers email account, class rosters and various university sites. (For information about, or to obtain, a NetID and password, see <https://netid.rutgers.edu/index.htm>)
 - To check their Rutgers e-mail regularly.
- In keeping with university policy, e-mails related to Rutgers business should be sent and received through the Rutgers e-mail account.
- New faculty normally do not receive a NetID until September 1 of their first academic year, so logistical arrangements need to be made through the department administration and University Human Resources to receive e-mail prior to that date.
- The Mason Gross undergraduate catalog can be found at <https://newbrunswick-undergrad-25-26.catalogs.rutgers.edu/>
- The Mason Gross graduate catalog can be found at <https://newbrunswick-grad-25-26.catalogs.rutgers.edu/>

Section 4.3. Rosters and Grading

The most important information about course rosters and grading is provided below, but faculty should be alert to periodic email communications from the Director of Undergraduate Studies and Director of Graduate Studies, as well as from the University Registrar, for reminders and updates concerning grading policies and procedures. Faculty are responsible for managing their rosters and entering grades in keeping with departmental and university policies. Faculty are required:

- To check all class rosters at the beginning of each semester, and again after the “drop-add period,” which generally takes place during the first 10 days of the semester. If you don’t have roster access, contact Lisa Passalacqua (lpassa@mgsa.rutgers.edu).
- To notify the relevant students and the Director of Music Undergraduate Studies and/or Director of Graduate Studies of any discrepancies on any rosters (e.g.: students who are on a roster who should not be, or any students attending a class who are not on the roster). Student e-mail addresses, as well as student photos, can be accessed from the roster.
- To make sure that Applied Major Lesson students are on the correct roster as follows:
 - Undergraduate 1st year: 07:701:175 or 07:701:176
 - Undergraduate 2nd year: 07:701:275 or 07:701:276
 - Undergraduate 3rd year: 07:701:375 or 07:701:376
 - Undergraduate 4th year: 07:701:475 or 07:701:476.
 - MM 1st year: 08:703:575 or 08:703:576. 3 credits each
 - MM 2nd year: 08:703:675 or 08:703:676. 3 credits each
 - DMA and AD Performance Study: 08:703:701 or 08:703:702. Credits by arrangement.
- To enter Warning Grades as appropriate during the Warning Grade Period.
- To enter Final Grades as appropriate during the Final Grade Period. (<https://sims.rutgers.edu/rosters/>)
- Grade appeals follow the Mason Gross policy described here: <https://www.masongross.rutgers.edu/wp-content/uploads/2024/07/MGSA-Grade-Appeal-24-1.pdf>
- Faculty responsible for overseeing graduate students who are teaching can and should request roster access to monitor class size and drop/add procedures, and to ensure that warning grades and final grades are being assigned as appropriate.
- The use of personal emails for communicating with students is prohibited. The Family Educational Rights and Privacy Act (FERPA) requires that both sender and receiver emails be institutional if a grade is sent. All official correspondence must happen through institutional e-mail.
- For any access problems, see <http://oit-nb.rutgers.edu/service/help-desk> or e-

mail helpdesk@nbcs.rutgers.edu

- General information about grades and their significance can be found at <http://nbregistrar.rutgers.edu/facstaff/regis.htm>. In addition, please take note of the following policies:
 - Rutgers does not use “minus” letter grades, only “plus” grades, e.g. the only available letter grade between A and B is B+.
 - If you use numerical scores or percentages in determining your course grade, Mason Gross has a schoolwide policy governing the determination of letter grades based on such numbers: A: 90–100%; B+: 86–89.9%; B: 80–85.9%; C+: 76–79.9%; C: 70–75.9%; D: 60–69.9%; F: below 60%. (D grades are not awarded for graduate courses, so in such courses any score below 70% would be an F.)
 - Students who, because of certain extenuating circumstances (e.g. illness or family emergency), must finish the semester without completing all the requirements for a course should be awarded a Temporary (T) grade in the case of undergraduates, or Incomplete (IN) grade in the case of graduate students. Please consult with the Director of Undergraduate Studies or Director of Graduate Studies for more information regarding when and how such grades should be awarded. (You will also receive periodic emails about this issue.)
 - Available course grades are as follows:
 - Undergraduate: A, B+, B, C+, C, D, F, NG, TZ, TF. (TZ and TF are Temporary grades.) For a full explanation of the NG, TZ, and TF grades, please see <https://scarlethub.rutgers.edu/registrar/faculty-staff/regis-login/>.
 - Graduate: A, B+, B, C+, C, F, IN (Incomplete). (There are other grades used in more unusual circumstances: information on such grades is available in the Graduate Handbook, or will be provided as needed by the Director of Graduate Studies)
- Around the middle of each semester, faculty will receive a request from the Director of Undergraduate Studies or Director of Graduate Studies (and also the University Registrar) to submit “warning grades” for students who are performing poorly in a course and/or not attending class regularly. Such warning grades are purely advisory and will not appear on student transcripts at the end of the semester.

Section 4.4. Teaching Loads

- Area Heads are asked to provide a listing of the courses that need to be taught and the proposed faculty to teach them.
- Final teaching loads and teaching assignments are established by the Director of

- the Department of Music in consultation with the area heads.
- It is current MGSA practice that teaching loads vary according to the level of scholarly and creative output of individual faculty members.
- Assignment of studio instructors is determined largely by the Area Head in coordination with the area faculty. The department makes every effort to honor students' requests for studio teachers when possible. Appeals may be made to the Director of the Department of Music. (See below for information about changing studio instructors.)

Section 4.5. Byrne Seminars and Additional Teaching Opportunities

The Byrne Seminar program offers full-time faculty the opportunity to teach a small section of first-year undergraduate students from across the university. The seminar format allows faculty to craft a course around a specialized, yet often “light” topic. The Byrne seminars meet once per week for the first ten weeks of the semester, and class meetings are 1 hour and 20 minutes each. Applications to teach a Byrne seminar may be submitted at <https://newbrunswick.rutgers.edu/byrne-seminars#tab=panel-3>. Payment by the Byrne Seminar program is made in the form of research funds at a standard pay scale. Byrne seminars do not replace normal teaching loads assigned by the department.

Additionally, faculty may apply to teach an interdisciplinary honors seminar for the Rutgers Honors College. See <https://honorscollege.rutgers.edu/teaching-interdisciplinary-honors-seminars> for details.

The Aresty Undergraduate Research Center allows faculty to work closely with undergraduate students on a research project over the course of an academic year. See <https://aresty.rutgers.edu/> for details.

Section 4.6. Summer Teaching Opportunities

Most courses in the Department of Music are not offered during the summer. At the discretion of the Director of the Department of Music, summer courses may be offered, normally in musicology and music theory. Faculty on 10-month contracts are not obligated to teach during the summer. Faculty contracted to teach summer courses are paid in addition to their normal salary. Pay rates are determined by the administration of the Summer Session.

Section 4.7. Enhancement and Evaluation of Teaching

The Office of Teaching Evaluation and Assessment Research (OTEAR) provides resources for faculty to improve and augment their teaching. The center offers regular workshops on a variety of topics, and its expert staff members are often

willing to meet one-on-one with faculty members to work through challenges and discuss opportunities for improvement of teaching. Visit <https://otear.rutgers.edu> for information.

OTEAR also oversees Student Instructional Rating Surveys (SIRS), a student evaluation instrument. Information is at <https://otear.rutgers.edu/sirs/>.

Section 4.8. Mentorship in Teaching

All new full-time faculty will be assigned a mentor by the Director in consultation with the proposed mentor and mentee. Mentors and mentees should meet at least once a semester. All mentors will do an informal teaching observation of their mentee sometime during the first year of the mentee's appointment. For more details about mentoring in Mason Gross, see <https://www.masongross.rutgers.edu/resources/faculty-staff/>

Section 4.9. Textbooks

- Should faculty wish to order their course textbooks through the Rutgers Barnes & Noble bookstore, the following information may be helpful:
 - The Rutgers Barnes & Noble website is: <https://rutgers.bncollege.com>
 - To submit course adoptions or research new materials, please contact your Bookstore Manager. This information is emailed to all faculty before each semester.
- Faculty may also give students the option of ordering textbooks on their own, since they may be able to find the materials less expensively.
- Faculty are encouraged to bear textbook costs in mind when creating courses. Note especially the university's effort to increase the use of open-access textbooks through its OAT (Open and Affordable Textbook) program. Faculty who wish to create open-access materials for their courses are encouraged to apply for an OAT grant from the Rutgers University Libraries, which provides \$1,000 in research funds to the award recipients. More information can be found here: <https://www.libraries.rutgers.edu/textbook-affordability-for-students>. Additionally, in many cases, Barnes & Noble allows students to rent their textbooks, which reduces costs to students.

Section 4.10. Emergencies/Cancellations

In the event of a university-wide closure or cancellation of classes, whether for adverse weather or any other reasons, all department classes and events are cancelled. The status of the university may be seen at <https://www.rutgers.edu/status>.

Decisions about concerts in adverse weather conditions are governed by the policies of the Mason Gross Box Office in accordance with a policy that is updated annually and provided to the Director of the Department of Music at the start of the academic year.

Section 4.11. Policies Governing Applied Major Lessons

- Each student registered for applied major lessons is to receive twelve (12) hour-long lessons (720 minutes total) spread evenly over the course of the semester. At the graduate level, if both the teacher and the student agree, these may be condensed into 90-minute lessons, as long as the total number of minutes of lessons in the semester is 720. Faculty must log their lessons via the online lesson log. A link to the log is provided at the commencement of each semester.
- Lessons must be given on campus. Faculty who will be traveling due to professional obligations and need to give an occasional lesson remotely (for example, through Zoom) may apply to the Director of the Department of Music for permission using the [Short-Term Leave of Absence Form](#).
- Lessons are private—that is, they involve one teacher and one student. At the student's request, the lesson may involve a chamber group preparing for performance, as long as the focus is on the individual student's work. Group lessons, if any, should be in addition to the required number of private lessons per semester and announced ahead of time on the syllabus. Lessons may be observed by another student or prospective student, with the permission of both the instructor and the student enrolled in lessons.
- Students are not permitted to take lessons with anyone other than their regular studio instructor without the knowledge and permission of their regular studio instructor. Faculty are not permitted to pressure students to join a studio other than the one to which they were assigned.
- In the course of studio instruction, physical contact with students is sometimes warranted, for example, to demonstrate proper technique or comportment. Instructors should ensure that students are aware of this in advance and should make every effort to ascertain students' comfort level and obtain consent before physical contact occurs. A statement on the syllabus is strongly encouraged; for example:

“In the course of studio instruction, physical contact with students is sometimes warranted, for example to demonstrate proper technique or comportment. Students who have concerns about this aspect of instruction are encouraged to speak to their professor, if possible. Failing that, the student should contact the Dean of Students for guidance.”

- The Department of Music does not allow registration for applied major lessons

beyond the requirements for the degree.

- The Department of Music does not allow registration for two applied major lessons simultaneously unless such registration is approved in exceptional circumstances by the Director of the Department of Music.
- Applied major lessons for undergraduate and graduate music majors must be given by faculty. Applied major lessons may not be given by graduate students.
- A Canvas page is required for all courses, including applied major lessons. Canvas pages should be automatically generated for each course number. You can access Canvas here: <https://canvas.rutgers.edu/> For questions about Canvas Access please contact Lisa Passalacqua: lpassa@mgsa.rutgers.edu
- A syllabus is required for all courses, including applied major lessons. A copy of the syllabus must be made available to students and posted on the Canvas course page in the first week of the semester, and also submitted to the Departmental Administrator for Academic Affairs of the Department of Music in the first week of the semester. The syllabus should clearly outline the learning goals and expectations of the course, as well as clear criteria for grading. Issues such as the role of attendance in the final course grade and the use of technology in the classroom (for example, use of phones, recording devices, etc.) are at the discretion of the instructor, as long as they adhere to university policies. (Sample materials are available at <https://www.masongross.rutgers.edu/resources/faculty-staff/> and at <https://otear.rutgers.edu/assessment/assessment-resources/>)
- If there is a problem with scheduling, grading, or any other issue regarding lessons, the student should first attempt to address the issue with the teacher if possible. Failing that, the student should approach the following individuals for help, in this order: the Area Head, the Coordinator of Graduate Studies or the Undergraduate Advisor, the Associate Director for Creative Activities and Operations, the Director, and then the Assistant Dean for Advising and Student Success until the problem is resolved.
- Students who have reason to change studio instructors should speak to the Area Head first, if possible. Final determinations about changes to a student's studio instructor are made by the Director.

Attendance policies

Each set of three (3) cumulative late arrivals to lessons becomes one (1) unexcused absence. This includes not being set up to play/sing in time for the start of lessons.

With the exception of the tardiness policy stated above, faculty set their own policies regarding the definition of excused and unexcused absences as long as they accord with the University's attendance policy. The definition of excused and unexcused absences must be clearly spelled out in all applied lessons syllabi. Faculty may not ask for health-related documentation (e.g., doctor's notes, etc.) to determine whether an absence is excused, as that is a violation of HIPAA.

More than one unexcused absence will result in a failing grade for the semester of applied lessons. If a student exceeds 3 absences, excused or unexcused, the

semester's work in applied lessons may be considered incomplete and will be graded according to the grading policy in the faculty member's syllabus.

Make-up Lessons

- If a faculty member needs to cancel a lesson due to illness or other emergency, the lesson time must be made up later in the same semester.
- If the university closes due to weather or other emergency, the teacher and student should make every effort to make up the missed time later the same semester.
- If a student cancels a lesson and the absence is excused, the teacher will make a minimum of one attempt to make up the missed time later the same semester. If the student cancels a lesson and the absence is unexcused, the student agrees to assume the loss of lesson instruction time, which may affect their final grade. As noted above, two unexcused absences will result in failure of applied lessons.

Make-up Juries

Students will have one opportunity to make up their jury if they have an excused absence. If the student misses the initial jury, then they will have to pay for their own accompanist. Students may apply to the MGSA Emergency Fund if they are financially unable to absorb the cost.

Section 4.12. Teaching Non-Rutgers Lessons on Campus

In keeping with university policy, Department of Music faculty cannot profit from use of state facilities. This means that lessons may not be given for profit on the Rutgers premises. (See policies below regarding scheduling and fees for lessons for prospective students).

Section 4.13. Policies Governing Credit-based Chamber Music

- In order to register for chamber music ensembles, students must fill out the form provided by the Coordinator of Chamber Music at the beginning of each semester. Faculty assigned to chamber coaching as part of their teaching loads are then assigned to particular ensembles by the Coordinator of Chamber Music.
- Each chamber group meets 10 hours per semester, and each is required to perform publicly once per semester. At least three chamber coachings must be completed by the midpoint of the semester.
- Faculty are required to log their coaching hours and time and location of the public performance(s) in the online form established by the Coordinator of Chamber Music at the beginning of each semester. A link to the coaching log is distributed at the beginning of each semester by e-mail.

- A syllabus is required for all courses, including chamber groups. Normally, the Coordinator of Chamber Music supplies a model syllabus for all sections, and that model should be adapted by the individual coach. A copy of the syllabus must be made available to students in the first week of the semester, and also submitted to the Departmental Administrator for Academic Affairs of the Department of Music in the first week of the semester. The syllabus should clearly outline the learning goals and expectations of the course, as well as clear criteria for grading. Issues such as the role of attendance in the final course grade and the use of technology in the classroom (for example, use of phones, recording devices, etc.) are at the discretion of the instructor, as long as they adhere to university policies. (Sample materials are available at <https://www.masongross.rutgers.edu/resources/faculty-staff/> and at <https://otear.rutgers.edu/assessment/assessment-resources/>).

Section 4.14. Policies Governing Academic Courses

1. Classroom-based courses (i.e. courses other than lessons, chamber groups, and large ensembles) meet for the full 14 weeks of the semester.
2. Classes must meet at the time and place appointed by the department and listed in the university scheduling system.
3. Field trips and off-campus events must be reported to the Director of the Department of Music, and the liability waiver forms provided by the Mason Gross Dean's Office must be completed and filed with the Departmental Administrator for Academic Affairs of the Department of Music.
4. A faculty member who will miss class due to a professional obligation must complete the [Short-Term Leave of Absence Form](#) and follow the procedure outlined in it (see section 3.11).
5. A syllabus is required for all courses. A copy of the syllabus must be made available to students and posted on the Canvas course page in the first week of the semester and also submitted to the Departmental Administrator for Academic Affairs of the Department of Music in the first week of the semester. The syllabus should clearly outline the learning goals and expectations of the course, as well as clear criteria for grading. Issues such as the role of attendance in the final course grade and the use of technology in the classroom (for example, use of phones, recording devices, etc.) are at the discretion of the instructor, as long as they adhere to university policies. (Sample materials are available at <https://www.masongross.rutgers.edu/resources/faculty-staff/> and at <https://otear.rutgers.edu/assessment/assessment-resources/>).
6. Feedback on tests and other written work must be given in a timely manner. Normally, short homework assignments, tests, and quizzes should be returned within one week, and longer papers and exams within two weeks.
7. Administration of final exams is governed by the university Final Exam Policy:

<https://scheduling.rutgers.edu/exam-scheduling/final-exams/>. Faculty can find the day and time of their scheduled final exam through the “My Teaching Schedule” widget in the myRutgers portal.

8. The university has strict rules on the type of assessments that can be given and the type of assignments that can be due during the last two weeks of the semester (before the formal examination period). These regulations are to ensure that students’ workloads do not become unreasonably heavy during this period. Please see the section 4.20 below for further details.
9. Guidelines regarding absences can be found in the university’s policy 10.2.7, “Course Attendance,” at <https://policies.rutgers.edu/B.aspx?BookId=11908&PageId=459225>.
10. Absences due to religious holidays are governed by the university Religious Holiday Policy: <https://scheduling.rutgers.edu/scheduling/religious-holiday-policy>.
11. If there is a problem with scheduling, grading, or any other issue related to classroom-based courses, the student should first attempt to address the issue with the teacher, if possible. Failing that, the student should approach the following individuals for help, in this order: the Area Head, the Coordinator of Graduate Studies or the Undergraduate Advisor, the Associate Director for Academic Affairs and Curriculum, the Director, and then the Assistant Dean for Advising and Student Success until the problem is resolved.

Section 4.15. Policies Governing Large Instrumental Ensembles

- In keeping with Mason Gross policy, a syllabus is required for all courses, including ensembles. A copy of the syllabus must be made available to students and posted on the Canvas course page in the first week of the semester, and also submitted to the Departmental Administrator for Academic Affairs of the Department of Music, Lisa Passalacqua (lpassa@mgsa.rutgers.edu), in the first week of the semester. The syllabus should clearly outline the learning goals and expectations of the course, as well as clear criteria for grading. Issues such as the role of attendance in the final course grade and the use of technology in the classroom (for example, use of phones, recording devices, etc.) are at the discretion of the instructor, as long as they adhere to university policies. (Sample materials are available at <https://www.masongross.rutgers.edu/resources/faculty-staff/> and at <https://otear.rutgers.edu/assessment/assessment-resources/>).
- Scheduled meeting times are noted in the syllabus as reflected in the university’s Schedule of Classes. Extra rehearsals may not be added beyond those listed on the syllabus at the beginning of the semester.
- Under most circumstances, rehearsals take place during regular class times. During the week just prior to a concert, one dress rehearsal (up to three hours) or extensions on two regularly-scheduled rehearsals may take place outside class

time; they must be listed on the syllabus at the beginning of the semester and may not conflict with regularly scheduled classes. Rehearsals for operas or for special collaborations may take place outside regular class time; these also must be listed on the syllabus and may not conflict with regularly scheduled classes. Normal rehearsals may not extend beyond the time allotted in the university's Schedule of Classes.

- Each ensemble director determines the schedule of breaks for that ensemble. Breaks are determined by educational needs as well as the health and welfare of the students. Directors will remain cognizant of the need to help students avoid injury from over-playing.
- Students who experience a medical emergency or other emergency situation will be excused from rehearsal/performance as mandated by the situation, but may be required to make up the missed work in a subsequent semester. Students with a medical condition that prevents them from playing but who are able to attend rehearsals are required to do so. In the absence of an emergency, students are required to participate in all rehearsals and concerts.
- Students seeking an excused absence on the basis of exceptional professional opportunity should consult the ensemble's leave policy and complete the required form accessed through the Mason Gross website, link here: <https://airtable.com/shrtuoleyiFwtOUe3>.
- Students who obtain permission to take a leave for an exceptional professional opportunity are required to arrange an acceptable substitute approved by the director. Students who experience a medical emergency should inform the ensemble director and arrange an acceptable substitute if possible. Students may ask one another to substitute for them; this practice is especially common in Symphony Band, Symphonic Winds, and Sinfonia. In any case, students may not be required to pay for substitutes. Under normal circumstances, if a paid substitute is needed, that payment will come from the ensemble's regular operating budget.
- Students may only be required to perform in the ensembles designated for their curriculum. They may play in extra ensembles if they wish and if they audition successfully, but they may not be pressured to do so.
- Requests for exceptions to these policies may be approved at the discretion of the Director of the Department of Music.

Section 4.16. Large Instrumental Ensemble Audition Procedures and Placement

The audition and ensemble-placement processes serve two purposes:

1. to simulate a professional audition experience akin to what students might encounter in their future careers as performers; and
2. to ensure appropriate educational opportunities for students in ensembles across the department.

Every effort is made to maintain a blind and objective audition process (see the

steps outlined below). Ensemble placement is based primarily on this blind process, with adjustments made as needed based on the educational needs of individual students and the overall needs of the ensembles.

The following guidelines ensure that the audition process will be as objective as possible:

- The Coordinator of Large Ensembles of the Music Department is tasked with setting and implementing organizational aspects of auditions, including scheduling, room reservations, finding proctors, and checking studio lists to ensure that all students are signed up for an audition.
- In general, string, woodwind, and brass auditions take place twice per year, at the start of the fall and spring semesters. In keeping with department policy, all students majoring in music, including DMA, AD, MM, BM, and Bachelor of Arts (BA) students enrolled in lessons must also participate in a large ensemble. String, brass, and wind students must participate in the ensemble audition process outlined below. The percussion area runs an independent audition process and works with ensemble directors on placement. (Students enrolled in voice lessons participate in choral and opera auditions as required by their program.)
- Non-majors audition for large ensembles through a separate process which is explained on the Mason Gross website.
- A rotational system of audition excerpts constructed by ensemble conductors, Area Heads, and applied faculty and administered by the Coordinator of Large Ensembles is being used.
- The audition repertoire consists of approximately 4 excerpts which are a combination of standard orchestra, band, or wind ensemble excerpts (i.e. excerpts that are frequently included in professional auditions) and/or excerpts of music to be performed in the upcoming cycles.
- String auditions are made up of a selection of general excerpts with the addition of one excerpt that will give students the opportunity to be considered for higher level ensembles and leadership roles. The students will be told which excerpt this is, and performing the excerpt at the audition will be optional. Note: This will be facilitated by the student nonverbally communicating with the proctor that they will perform the last excerpt. The proctor will inform the panel.
- Woodwind and brass auditions may include a second callback round if necessary.
- The audition panel consists of at least three people, representing a combination of ensemble directors, the Area Head of the performance area in question, and additional faculty in that area.
- For both preliminary and callback auditions, the members of the audition panel complete a rubric evaluating each student. The scores are averaged by the Coordinator of Large Ensembles; for students who play a callback audition, the scores for both rounds may be taken into account in final

placement decisions. Scores are kept confidential, but comments will be made available upon request.

The ensemble directors and Area Heads meet to review the audition rubrics and scores, and to assign parts for the upcoming cycle. The results of the blind auditions are weighed most heavily in this process, but adjustments may be made based on the educational needs of individual students and the needs of the ensembles as a whole. Area Heads are responsible for representing the opinions and advice of studio instructors in this process.

The Department of Music reserves the right to place students in ensembles to meet the needs of the Department of Music.

Section 4.17. Policies Governing Large Vocal Ensembles and Opera

- In keeping with Mason Gross policy, a syllabus is required for all courses, including ensembles. A copy of the syllabus must be made available to students and posted on the Canvas course page in the first week of the semester, and also submitted to the Departmental Administrator for Academic Affairs of the Department of Music, Lisa Passalacqua (lpassa@mgsa.rutgers.edu), in the first week of the semester. The syllabus should clearly outline the learning goals and expectations of the course, as well as clear criteria for grading. Issues such as the role of attendance in the final course grade and the use of technology in the classroom (for example, use of phones, recording devices, etc.) are at the discretion of the instructor, as long as they adhere to university policies. (Sample materials are available at <https://www.masongross.rutgers.edu/resources/faculty-staff/> and at <https://otear.rutgers.edu/assessment/assessment-resources/>).
- Scheduled meeting times are noted in the syllabus as reflected in the university's Schedule of Classes. Normally, extra rehearsals may not be added beyond those listed on the syllabus at the beginning of the semester. In instances in which ensemble directors are asked to add a concert (e.g. for a university event) after the syllabus has been distributed, students are asked to check their schedules immediately and confirm with the director whether or not they will be able to participate. In such instances, extra rehearsals may be added.
- Under most circumstances, rehearsals take place during regular class times. During the week just prior to a concert, a reasonable number of extra rehearsals may take place outside class time; they must be listed on the syllabus at the beginning of the semester and every effort should be made to avoid conflicts with regularly scheduled classes. Normal rehearsals may not extend beyond the time allotted in the university's Schedule of Classes.
- Rehearsals for the mainstage opera and for special projects may take place outside regular class time; these also must be listed on the syllabus and may not conflict with regularly scheduled classes in the Department of Music. In keeping

with long-standing practice in the Department of Music, as well as professional standards in the field, the mainstage opera normally requires daily extra rehearsals in the week before the performances. Those extra rehearsals do not run longer than six hours per day.

- In the event that a special project or extra rehearsal conflicts with a student's regular class, students should follow the procedure for reporting the conflict to both the ensemble director and the instructor of the class in question. The Director of the Department of Music should also be notified. If the student's work in the class will be negatively affected, the student and/or the instructor of the class may refuse the excused absence.
- Each ensemble director determines the schedule of breaks for that ensemble. Breaks are determined by educational needs as well as the health and welfare of the students. Directors will remain cognizant of the need to help students avoid injury from over-rehearsal.
- Students who experience a medical emergency or other emergency situation will be excused from rehearsal/performance as mandated by the situation but may be required to make up the missed work on a schedule arranged with the ensemble director. Students with a medical condition that prevents them from singing but who are able to attend rehearsals are required to do so. In the absence of an emergency, students are required to participate in all rehearsals and concerts.
- Students who anticipate scheduling conflicts must follow the procedure outlined in the course syllabus to notify the ensemble director. Absences are excused at the discretion of the ensemble director.
- Students may only be required to perform in the ensembles designated for their curriculum. They may sing in extra ensembles if they wish and if they audition successfully, but they may not be pressured to do so.
- Requests for exceptions to these policies may be approved at the discretion of the Director of the Department of Music.

Section 4.18. Large Vocal Ensemble and Opera Audition Procedures and Placement

- Opera auditions: Opera repertoire for each year will be announced during the summer. Auditions for solo roles will be held during the second week of the semester, usually on a Tuesday evening during or just adjacent to the Opera Workshop class time. Ideally students should prepare an aria or section of an aria from the operas announced. If this is not possible, they should prepare an aria or art song that reflects the style and language of the operas selected. An accompanist is provided, but auditioning students may bring their own accompanists if they wish. The results are announced as soon as possible after the auditions.
- Choral auditions: All choral ensembles are open to all students at Rutgers University. Auditions take place during the first week of classes; students sign up

for an audition time through the department's online audition platform. Students auditioning are considered for the choral program as a whole. Students will be placed in a choir based on their performance in the audition. The audition itself usually takes about 6 or 7 minutes. Students are not required to bring prepared material to the choral auditions. They will be asked to sing a few easy exercises to help the directors determine their voice part. A brief pitch-matching exercise will be given and they will be asked to sing "Happy Birthday." Directors of all four vocal ensembles at Mason Gross attend the auditions, so students only need to sing once.

Section 4.19. Reading Days

One or two Reading Days are designated on the [University Calendar](#) each semester. Reading Days immediately follow the final day of class and precede the first day of exams. Faculty may not schedule classes, exams, recitals, or presentations during Reading Days. Papers cannot be due on Reading Days. Faculty may hold optional review sessions.

Section 4.20. Final Examinations

Administration of final exams (including restrictions on exams given in the last two weeks of the semester) is governed by the university Final Exam Policy: <https://scheduling.rutgers.edu/exam-scheduling/final-exams/>. Faculty can find the day and time of their scheduled final exam through the "My Teaching Schedule" widget in the myRutgers portal. The university also has strict rules on the type of assessments that can be given and the type of assignments that can be due during the last two weeks of the semester (before the formal examination period):

- Quizzes and lower-stakes tests worth less than 20% of the final grade are allowed during the last two weeks of the semester.
- Faculty may also assign papers and projects that are due during the last two weeks of the semester. Faculty should be sensitive to students' workloads. Faculty must provide instructions and materials needed for the assignments, papers, and projects worth 20% or more of the final grade at least three weeks before their due dates.
- However, final exams, papers, and projects cannot be disguised as hourly exams or weekly assignments. Cumulative final exams, papers, and projects must be given or due during the official final exam period.
- Due dates for substantial final papers or take home exams assigned during the 13 and 14th week of the semester should be set no earlier than the

scheduled exam time for the course.

- The scheduled “Reading Days” must be respected. Faculty may not schedule exams for those days or have papers or projects due on those days.
- Recitals and other performances and events may not be held during the Final Examination period.

Section 4.21. Students and Faculty with Disabilities

As noted on the website of the Office of Disability Services, “Federal legislation mandates that the University provide reasonable accommodations that afford equal opportunity for all students. Achieving reasonable accommodations for students with disabilities involves shared responsibility among the students, faculty, and staff.” Students who have a documented disability are entitled by law to reasonable accommodations. Faculty should visit <https://ods.rutgers.edu/faculty/faculty-support> to learn how to support students with disabilities. Problems or concerns should be discussed with the Director of the Department of Music and with the Office of Disability Services.

The Office of Academic and Labor Relations notes that “The Americans with Disabilities Act and the New Jersey Law Against Discrimination prohibit discrimination on the basis of disability in employment and require that employers provide reasonable accommodations to qualified employees with disabilities, unless doing so would cause undue hardship.” Procedures for requesting accommodations for disabilities are at: <https://uhr.rutgers.edu/oe/disability-accommodations>

Section 4.22. Academic Integrity

Faculty are required to uphold the academic standards of Rutgers University. Major violations of academic integrity must be reported to the Office of Academic Integrity. More information about the academic integrity policy, how to report an academic integrity issue, and other resources can be found here: <http://nbacademicintegrity.rutgers.edu>

Faculty are encouraged to include a statement about academic integrity on their syllabus. The statement below is provided as an example:

Our class will adhere to the [Rutgers University Academic Integrity Policy](#). Please read these policies as you are responsible for understanding your rights and responsibilities. Cheating will not be tolerated in this course. For all examinations and assignments, you will be required to sign the RU Honor Pledge, which states, “On my honor, I have neither received nor

given any unauthorized assistance on this examination or assignment.” For all written assignments, I will screen your work through an automated plagiarism detection service that compares your work against a large database of past work. It is your responsibility to seek explanations concerning issues of academic honesty, including the proper attribution and quotation of source material from journals and the Internet. Plagiarism (using another person’s words and ideas, whether verbatim or in paraphrased form, without proper citation) may result in a failing grade on an assignment and for the course. This applies to material gathered on the Internet as well as print material and class discussion. All work must be appropriately cited. In addition, using the same work for two or more courses is a violation of the university policies. You may not use work turned in or being prepared for another course for credit in this course. It is possible to work on a project jointly between classes or to extend a project started in a past semester. However, you must first discuss the project with the instructor of all classes involved, provide copies of the past work, share your plan for your joint project, and obtain permission. The only acceptable approach is to inform and ask beforehand.

Section 4.23. Turn-It-In

Canvas, the Rutgers learning management system, is integrated with Turnitin, a software application that screens for plagiarism. See <https://canvas.rutgers.edu/documentation/external-apps/canvas-plagiarism-framework/> for information on this software and its uses.

Faculty who use Turnitin are advised to include a statement to that effect in their syllabus. See <https://canvas.rutgers.edu/documentation/external-apps/turnitin-recommended-syllabus-statement/> for a sample statement and procedures for students who do not consent to the use of this software.

Section 4.24. Faculty Members’ Role in the Admissions Process

- Performance faculty are expected to recruit actively for their studios. In addition to offering master classes or clinics at local high schools, such faculty are encouraged to attend area recruitment days and provide sample lessons to prospective students. Full-time faculty, who are expected to provide service to the department as part of their regular employment, are not paid for sample lessons. Part-time faculty who offer sample lessons must complete a form to receive payment from the Dean’s office at a fixed rate. Part-time faculty may only receive compensation for one lesson per prospective student. The form may be obtained by contacting Ximena Dilizia (xdilizia@mgsa.rutgers.edu).
- Full- and part-time faculty in performance are expected to attend graduate and undergraduate audition days and participate in evaluating and ranking

applicants.

- Area Heads must attend the Admissions Committee meeting devoted to their particular area, and they must represent the opinions of their colleagues in that area regarding admissions and scholarships.
- Faculty in the music education area must participate in audition days to conduct interviews to determine eligibility for the undergraduate music education program.
- Full- and part-time composition faculty are expected to attend graduate and undergraduate admission days to conduct interviews and evaluate samples of applicants' work.
- All faculty are strongly encouraged to attend the information sessions on Saturday audition days.
- Faculty should bear in mind that they are not allowed to make direct offers of admission, financial aid, or scholarship to students. The Admissions Committee makes a formal decision and conveys it to the Admissions Offices of the Mason Gross School of the Arts and the Admissions Office of Rutgers University. Students must await formal notification from the department or from the university admissions office.

Section 4.25. Evaluation of Student Progress, Juries, Recitals, and Examinations

At various points in the undergraduate and graduate programs, assessments of progress and achievement are required. These include, but are not limited to:

- Performance juries
- Degree recitals
- MEAR (Music Education Advisory Review) evaluations
- MM and DMA written comprehensive exams
- DMA oral exams
- MA comprehensive exams and portfolios
- PhD qualifying exams

Faculty are expected to create these assessments as necessary, and to participate in the evaluation of these assessments as required by their area and at the request of the relevant Area Head

Section 4.26. Student Privacy Rights

Student privacy rights are guaranteed under the federal law known as FERPA (Family Educational Rights and Privacy Act). The university's Office of Ethics and Compliance oversees adherence to this law. The university's statement on this law is at <https://uec.rutgers.edu/programs-2/ferpa-student-privacy/>. Faculty are responsible for familiarizing themselves with this law in order to ensure compliance.

Part 5: Resources for Faculty Professional Development and Assistance

Section 5.1. Sabbaticals

Faculty wishing to apply for sabbatical must contact the Director of the Department of Music directly for the annual application. Sabbatical applications are then reviewed and approved by the Dean. Semester sabbaticals typically come with 100% pay, while year-long sabbaticals are at 80% pay. Although faculty are entitled to sabbaticals at certain milestones in their career, applications must be completed and approved, typically in the previous school year. Current-year application forms and policy documents are available here:

[https://laborrelations.rutgers.edu/sites/default/files/document/Sabbatical%20Leave%20Program 2026-2027.pdf](https://laborrelations.rutgers.edu/sites/default/files/document/Sabbatical%20Leave%20Program%202026-2027.pdf)

Section 5.2. Sources of Funding for Faculty Professional Development

The Office of Research (<https://research.rutgers.edu/research-sponsored-programs>) manages grants and other research-focused funding for faculty and graduate students. Faculty can choose to register for funding-related e-newsletters. Internal and external grants are managed through this office and a list of funding opportunities is available here:

<https://research.rutgers.edu/faculty-staff/find-funding>. Some grants may also be processed through the Mason Gross Dean's Office; the Director of Research, Stephanie Cronenberg (ssc142@mgsa.rutgers.edu) can provide more information.

The Rutgers Research Council provides small research grants and book publishing subventions for faculty through spring and fall application cycles each year. More information can be found here:

<https://academicaffairs.rutgers.edu/rutgers-research-council-awards>.

More information on Rutgers support for research can be found here:

<https://research.rutgers.edu/get-research-help>

The MGSA Dean's Office provides support for Full Time Faculty Professional Funding for travel and related professional expenses through the Research and Professional Activity Fund. Applications for funding can be submitted here:

<https://www.masongross.rutgers.edu/about-us/research-innovation/research-professional-activity-fund/>. A link to the MGSA Research

page can also be found here: <https://sites.rutgers.edu/mgsa-music-faculty/>. Use the drop-down menu under "Business Office" to find "Full Time Faculty Professional Funding Request" to apply.

Section 5.3. Institutional Review Board

The Rutgers IRB is managed by the Office of Research Compliance: <https://research.rutgers.edu/researcher-support/research-compliance>. All Human Subjects Research must be cleared through the Human Subjects Protection Program (HSPP) which supports the IRB office. More information can be found here: <https://research.rutgers.edu/researcher-support/research-compliance/human-subjects-protection-program-irbs>.

Part 6: Facilities

Section 6.1. Facilities, Access, and Procedures for Usage

6.1.1. Marryott Music Building

Marryott Music Building (MMB) is the principal building of the Department of Music. Facilities within Marryott include:

- Schare Recital Hall: One of the department's primary recital venues on campus. The intimate space is on the second floor of the Marryott Music Building and seats approximately 100.
- Classrooms on the first and second floors
- Practice Rooms on the basement floor, including four rooms reserved for piano majors
- Department Front Office: Primary site to obtain keys, forms, concert programs, lost and found, etc.
- Faculty Mailboxes across the hall from the Front Office
- Student Mailboxes on the basement level of the building
- Director of Graduate Studies Office: MMB 117
- Director of Undergraduate Studies Office: MMB 114
- Offices of the Director (Rooms 105) and the Associate Director for Creative Activities and Operations (Room 104)
- Admissions: VC 001

6.1.2. Mortensen Hall

Completed in 2013, Mortensen Hall is the newest Department of Music building. Located between Marryott and Nicholas Music Center, it features:

- Shindell Choral Hall: This 3,100-square-foot choral hall opening upward over two stories provides a modern rehearsal facility for vocal ensembles of Mason Gross and serves as an additional recital venue.
- Production and Engineering Studios: Located in the basement of Mortensen to facilitate faculty and student recording projects.
- Practice rooms in the basement floor.

6.1.3. Nicholas Music Center

The largest concert hall of the Department of Music is a 704-seat open-stage theater. It is used for large-ensemble performances and rehearsals as well as guest artists, competitions, lectures, and multidisciplinary performances.

6.1.4. Rehearsal Hall

Additional rehearsal and classroom facility connected to Nicholas. Room 104 is used regularly for large ensemble rehearsals.

6.1.5. Music Annex

Located between Nicholas and Marryott, the Music Annex has more than 20 additional practice rooms, including jazz combo rooms on the lower level.

6.1.6. Art History Building and Walters Hall

These two connected buildings contain several music faculty studios and classrooms that are used for music courses. A renovated ensemble library is in Walters Hall in Fall 2026.

6.1.7. Performing Arts Library

The Blanche and Irving Laurie Music Library, located in the Mabel Smith Douglass Library and within easy walking distance of all Department of Music buildings, is a fully-integrated unit of the Rutgers University Libraries. It contains over 31,000 books, 46,000 scores, and 40,000 recordings, as well as an extensive spoken-word collection. The Performing Arts Seminar Room provides a modern teaching environment for seminars and classes with up to 22 students and contains quality playback equipment as well a piano. Also in the Douglass Library is the Fordham Multimedia Lab Classroom, equipped with computers with hardware and software for music production.

The library's holdings and resources can be accessed and searched through the Rutgers University Libraries website:

<https://www.libraries.rutgers.edu/>

6.1.8. Graduate Music House

Primarily used for faculty offices, this building also contains the early keyboard instrument room. Access to this room is by permission only. The office of the Associate Director of Academic Affairs and Curriculum is also in this building, GMH 200D.

6.1.9. Voorhees Chapel

A Georgian Colonial chapel in the Christopher Wren tradition founded in 1925 and made possible by a gift from Elizabeth Rodman Voorhees, this building is used for college ceremonies, student assemblies, weddings and religious services, musical concerts, and other programs by artists, scholars, and speakers. It features one of the few German Schuke pipe organs in the country, installed in 1976 and recently renovated.

6.1.10. Kirkpatrick Chapel

Located on the College Avenue campus near downtown New Brunswick, Kirkpatrick Chapel is an additional performance venue and is especially used for organ and choral events.

6.1.11. Ticket Office and Complimentary Ticket Policy

Located on Bettenbender Plaza, this is where students can obtain free or reduced-cost tickets.

Complimentary tickets are tickets distributed to authorized faculty per departmental policy. Complimentary tickets are not **transferable**. Complimentary tickets are not available for State Theatre events, *Christmas in Carol and Song*, or *Rutgers in New York* events. **Other exclusions may apply.**

Procedure for Faculty complimentary tickets requests:

1. Send an email from **your netID@mgsa.rutgers.edu** account to boxoffice@mgsa.rutgers.edu including:

- a. The date and time of the performance you wish to attend.
- b. If you are requesting 1 or 2 comp tickets.

If requesting complimentary tickets in excess of ten (10) , a detailed list of users will need to be submitted when requesting tickets. Rutgers is now requiring the Ticket Office to track this for comp tickets not used directly by the requestor.

2. You'll receive your print-at-home tickets to your Rutgers email shortly thereafter.

- a. Print-at-home tickets will be emailed in bulk to the requestor, regardless of who is listed as using them.
- b. We cannot send individual print-at-home tickets to different users.
- c. You can forward the print-at-home tickets to the user, but each ticket can only be scanned once to enter the venue.
- d. Print-at-home tickets must be printed or downloaded on your phone prior to arriving at the venue.
- e. If you don't receive your print-at-home tickets, check your Junk/Spam folder and search by "YourMGPAC." If you still can't find them, email boxoffice@mgsa.rutgers.edu.

Conductors/Directors/etc. cannot request student tickets to distribute in rehearsals.

Authorized Mason Gross faculty can come in **person** to the Ticket Office during **daytime ticket office hours of Monday through Friday 10am-5:30pm**, present their RU ID, and fill out the Complimentary Ticket Request form. The person **requesting the comp** must **be present and present their valid RU ID to complete the** transaction. Tickets can be taken with them, held in Will Call for pick-up at the venue within 1-hour prior to the scheduled performance time, or emailed as print-at-home tickets.

Prices for Additional Tickets

Complimentary tickets are not **combinable**. We cannot **exceed the authorized amount** of tickets per performance per person. All additional tickets must be purchased at the normal ticket price. Faculty can get two (2) additional tickets at the employee rate. ID is required. Faculty are encouraged to purchase additional tickets via the website. (Fees will apply.)

Recruitment (Unlimited–Faculty/Staff Only)

An unlimited amount of Complimentary Tickets for recruitment purposes is available upon authorization by ensemble directors or the departmental representative for their department only. If requesting complimentary tickets in excess of ten (10) a detailed list of users will need to be submitted when requesting tickets. Rutgers is now requiring the Ticket Office to track this for comp tickets not used directly by the requestor.

6.1.12. Rutgers Community Arts

The office of Rutgers Community Arts is located in Rehearsal Hall 101, adjacent to the Ticket Office.

6.1.13. New Brunswick Performing Arts Center

Opened in downtown New Brunswick in fall 2019, the NBPAC features spaces for opera, large-ensemble concerts, and recitals.

6.1.14. 44 Road 3 (storage for Marching Band)

Section 6.2. Reporting Problems with Facilities

To report problems with a classroom, contact Maritza McGraw,
mbaez@mgsa.rutgers.edu or go to <https://ipo.rutgers.edu/university-facilities>

Section 6.3. Administrative Offices of the Department of Music

The administrative offices of the Department of Music are as follows:

- Front Office: MMB 102
- Office of the Director: MMB 105
- Office of the Associate Director for Creative Activities and Operations: MMB 104
- Office of the Associate Director for Academic Affairs and Curriculum: [insert Nicholas's office number] GMH 200D
- Office of the Senior Department Administrator: TBD
- Office of the Business Assistant: MMB 205
- Office of the Director of Undergraduate Studies: MMB 114
- Office of the Director of Graduate Studies: MMB 217
- Office of the Director of Operations and Events: WLT 257
- Admissions Office: VC 001
- Office of the Departmental Administrator for Academic Affairs: MMB 110
- Piano Shop: NMC 030
- Marching Band Office: Lucy Stone Hall, Livingston Campus (oversight is the responsibility of the Athletic Department)

The Production and Engineering Studios, housed in Mortensen Hall 025a and 025b, is overseen by Gregg Rossetti. Use of the recording studio should be arranged through him via email at grossetti@mgsa.rutgers.edu.

Section 6.4. Building Access and Keys

- The buildings of the Department of Music have the following hours:
 - Marryott 7:30am – 10pm every day (swipe card access: 10pm- 1am, 6am-7:30am)
 - Mortensen Hall, NMC/Rehearsal Hall, Music Annex, Walters Hall, Art History Hall – M-F 7:30am -10pm, Sat & Sun 8am – 8pm (swipe card access: M-F 10pm- 1am, 6am-7:30am; Sat & Sun 8pm-1am, 6am-8am)
- Building hours for school breaks and holidays will be announced via email.
- Keys may be obtained by current music department personnel through the Front Office manager. For long-term access (maximum one semester), a signature on a contract is required, and keys must be returned by the due date stipulated in the contract. Short-term access may be granted through the following steps:
 - Reserve the room via <https://artspace.rutgers.edu/>
 - Check out the key in the Front Office
 - Return the key to the Front Office or in the drop-box immediately outside the front office.

Studio and office keys open Schare Recital Hall.

Keys to a recital venue (Schare Recital Hall, Shindell Choral Hall, Rehearsal Hall

104) will be issued to primary instructors, not students, for recitals. Once the recital is complete, and the venue is locked, the faculty member must return the key immediately, or as soon as the office is open. It is each faculty member's responsibility with their student to check room set-up at least a half-hour before the recital and to return the room to its original state upon completion of the recital. No items should be placed on the piano before, during, or after a recital. The faculty member and the student must leave the room in usable condition; this includes returning borrowed instruments or stands, clearing the stage, picking up extra programs, and removing any posted signs. A custodial fee may be imposed if the room is not left in appropriate condition.

Students wishing to reserve Schare and Shindell for recording sessions may do so during business hours (Monday–Friday, 8 AM– 4:30 PM) by emailing scheduling@mgsa.rutgers.edu with their request details. Reservations for student use of these spaces on evenings and weekends will not be approved.

Section 6.5. Maintenance and Custodial Services

In general, custodians are on site from 5:00 a.m.–1:00 p.m., Monday–Friday. For special events, custodial services must be arranged in advance for a fee by submitting a request at <https://ipo.rutgers.edu/facilities/operations-special-event>

Section 6.6. Scheduling Policy

Space may be reserved through Art Space (<https://artspace.rutgers.edu>) or through J.J. Cooper, scheduling@mgsa.rutgers.edu. Please see below for information about scheduling of concerts, student recitals, and other events.

Section 6.7. Piano Maintenance and Tuning

Pianos and other keyboard instruments are maintained on a regular schedule. Piano tunings are scheduled on the day of concerts whenever possible. Questions or requests for piano maintenance may be directed to Keyboard Technician Glen Bingham (gbingham@mgsa.rutgers.edu).

Section 6.8. Historical Keyboard Instruments

The Department of Music holds a number of historical keyboard instruments that may be used by faculty and students with permission from Leah Nelson (ln213@mgsa.rutgers.edu) and Glen Bingham (gbingham@mgsa.rutgers.edu). Use of the instruments is contingent on scheduling of curricular activities and on the availability of experienced or paid instrument movers and tuners. Fees for

moving and tuning apply.

The historical keyboard instruments held by the Department are:

- 1 Fortepiano built by R. J. Regier (Viennese Action), housed in Graduate Music House
- 1 French Double-manual Harpsichord built by Robert Wilson, housed in Graduate Music House
- 1 Mersenne Harpsichord built by Willard Martin, housed in Bauer Room, Mortensen Hall
- 1 Portative Organ built by Taylor and Boody, housed in the Piano Shop
- 1 Clavichord built by John Challis, housed in Graduate Music House, on loan from the Department of Physics

Section 6.9. Non-keyboard Instrument Loans and Repair

Department-owned, non-keyboard instruments may be checked out to students through the Coordinator of Large Ensembles Christopher Delgado by writing to cdelgado@mgsa.rutgers.edu. A memo about procedures is distributed at the start of each semester.

Repair of non-keyboard instruments is also arranged through the Ensemble Manager.

Section 6.10. Department of Music Photocopy Machines

The main departmental photocopy machine is located on the first floor of Marryott Music Building. You will need your Rutgers ID card to operate the machine. This machine should be used only for work-related purposes. In an effort to be fiscally and environmentally responsible, faculty are asked to consider scanning rather than photocopying whenever possible. A second photocopy machine, used primarily for ensembles, is located on the second floor of Walters Hall.

Part 7: Concerts and Events

Section 7.1. Scheduling Concerts and Events

Concerts and other public events must be scheduled according to the deadline set by the Director of the Department of Music (to comply with the deadline set by the Mason Gross Dean's Office). Public events may not be scheduled after the established deadline.

Large-ensemble concerts and select special events are the first to be set in the schedule. Smaller concerts and recitals may be scheduled after the larger concerts

have been set. Student recitals may be scheduled next; non-degree recitals are the last events placed in the calendar (see the recital scheduling procedures in Section 7.2, below). Faculty who want to schedule an event should work with Associate Director Maureen Hurd (mlhurd@mgsa.rutgers.edu) to schedule, copying Jen Guarino (jen.guarino@rutgers.edu). Please include a title and description of your proposed event for inclusion in publicity materials. Do **not** contact MGSA Scheduling until the event has been approved by departmental leadership.

Section 7.2. Student Recitals: Panels and Scheduling

Faculty members are responsible for assembling the panel for their students' recitals and for scheduling those recitals. Solo and chamber degree recitals require the attendance of two music faculty members: the primary applied lesson teacher and a member of the performance faculty (full or part-time/adjunct; preferably from the same discipline) appointed by the primary teacher in consultation with the Area Head. There is one exception to the above, which is that solo undergraduate recitals performed by music education concentration students who are not also performance concentration students require the attendance of only one faculty member: the primary applied lesson teacher. Part time/adjunct academic (history, theory, composition) faculty may not serve on the evaluating committee.

Recital procedure:

1. The faculty member reserves the desired venue via email to scheduling@mgsa.rutgers.edu or through <https://artspace.rutgers.edu/>.
 - For solo, chamber, joint, or composition recitals – the primary lesson instructor completes this step.
 - For lecture-recitals, the lecture-recital advisor completes this step.
2. The student fills out the online form using the appropriate link below:

Application for solo, chamber, joint, or composition recitals:
<https://airtable.com/appP62nIPA5M2K8Oc/pag6eUQIRNRct8jMr/form>

Lecture-recital application forms:
<https://airtable.com/appP62nIPA5M2K8Oc/pagURGbxfMgHHKlJ9/form>

Or
<https://airtable.com/appP62nIPA5M2K8Oc/pagZp9Sekkecxrt9/form>
3. Front Office Manager Jennifer Guarino (jen.guarino@rutgers.edu) will email the professors listed in the form. The evaluating faculty members must reply with a confirmation of attendance. The Area Head and primary applied

lesson teacher must reply with a confirmation of program approval.

4. Jennifer Guarino will create programs and will send the completed program and parking information to the student.

The primary lesson instructor must arrange to pick up a key to the recital hall during regular business hours prior to the recital.

Departmental restrictions on the scheduling of recitals apply. An undergraduate student must schedule their degree recital no later than one week before the last day of classes. All graduate students may schedule a recital until the last day of classes. Recitals may not be scheduled prior to the 3rd week of the fall semester or the 2nd week of the spring semester; after the last day of classes in either semester; or during reading days, final exams, or when school is not in session for breaks.

More information about recital procedures can be found here:

<https://sites.rutgers.edu/mgsa-music-resources/recital-information/>.

Section 7.3. DMA lecture-recitals: Panels and Scheduling

As outlined in the Graduate Handbook, the committee for the lecture-recital is composed of the lecture-recital advisor, the applied lesson teacher, and an additional reader, usually a member of the academic faculty. This panel serves to evaluate both the written component of the project as well as the public presentation of the lecture-recital itself. In consultation with the student, the lecture-recital advisor seeks the third faculty member to serve on the committee. The Director of Graduate Studies may serve as a consultant in the process of forming the committee. At least one member of the committee must be a faculty member in School 16 (musicology, music theory, composition, or music education).

Lecture-recital advisors are responsible for scheduling their advisees' lecture-recital presentations. As noted in the Graduate Handbook, the procedures are as follows:

1. The student works with the lecture-recital advisor (LRA) on the written document.
2. During the writing process or upon completion of a draft of the lecture-recital paper, the candidate (in consultation with the advisor) should seek out one other member of the faculty to serve as a "third reader," usually a member of the academic faculty.
3. When the paper is completed, the student, LRA, applied teacher, and third reader agree on a time/date for the recital at least 4 weeks in advance.
4. The LRA reserves the hall with J. J. Cooper (scheduling@mgsa.rutgers.edu), either through email or through Artspace

- (<https://artspace.rutgers.edu/>) .
5. The student completes the online application. This must be done at least 4 weeks prior to the date of the lecture-recital.
 6. The student delivers the paper to the applied teacher and the third reader immediately after submitting the application.
 7. The applied teacher and third reader may require changes made to the paper, to be communicated to the student at any point between the application submission and the date of the lecture-recital.
 8. Student presents the lecture-recital.
 9. If one or both of the evaluators other than the LRA (i.e. the applied teacher and/or third reader) requires changes to the paper (see no. 7 above), the student must submit a revised version of the paper to the relevant evaluator(s) within two weeks of the date of the lecture-recital. A later deadline may be approved by the Director of Graduate Studies, in consultation with the evaluator(s) concerned.
 10. After approval of the requested revisions, student submits the final version of the paper to the Director of Graduate Studies.

The student's oral examination may not take place until after the final version of the paper is submitted.

Departmental restrictions on the scheduling of lecture-recitals apply. Recitals may not be scheduled prior to the 3rd week of the fall semester or the 2nd week of the spring semester; after the last day of classes in either semester; or during reading days, final exams, or when school is not in session for breaks.

More information on the lecture-recital is available in the Graduate Handbook.

Section 7.4. Accompanist Services

Accompanists are provided for all students each semester. Studio instructors are responsible for making arrangements for accompanists at the start of each semester. Karina Bruk (bruk@mgsa.rutgers.edu) manages the accompaniment system. More information about this process can be found here: <https://sites.rutgers.edu/mgsa-music-faculty/studio-accompaniment-requests-and-information/>. Faculty are responsible for requesting accompanist services.

Section 7.5. Concert Programs

Faculty must submit program information for the concerts that they oversee according to a schedule of deadlines established by Jennifer Guarino (jen.guarino@rutgers.edu) at the start of each semester; these deadlines normally precede the concert by two weeks, but these dates may be moved up to account for semester breaks, holidays, etc. The information submitted by faculty must be

complete, including all titles, composers with birth and death dates, performing personnel, program notes, biographies (no more than 150 words for Rutgers personnel and 200 words for guests), acknowledgments, etc. The programs are reset and copy edited, then printed by the department. Faculty who wish to see a proof of their concert programs prior to printing should request that at the time of submission of program information. Faculty who fail to meet the required deadlines forfeit their right to have a program produced by the Department. No additional materials may be distributed at concerts without the express permission of the Mason Gross Dean's Office.

Section 7.6. Concert Recording

All music department concerts are recorded and archived. Copies of recordings may be obtained through a request to Front Office Manager Jennifer Guarino (jen.guarino@rutgers.edu). These recordings are primarily for archival purposes and may not be of professional quality.

What is recorded: (*Curriculum-Based Performances*)

Undergraduate Degree Recitals
Graduate Degree Recitals
Music Department Ensemble Performances

What is NOT recorded:

Non-Degree Student Recitals (Undergrad or Graduate)
Faculty Recitals
Instrumental Studio Recitals
Guest Artist Recitals
Guest/Touring Ensemble Performances

Livestreaming is available only in NMC for RU Music Department Ensemble Performances

Part 8: Publicity, Marketing, and Outreach

Section 8.1 University Policies and Resources on Publicity and Marketing

- Links to university wide communications such as Rutgers Today and Rutgers Magazine can be found at <https://communications.rutgers.edu/>
- When planning communications, marketing, or a promotional piece or product, faculty should refer to the Rutgers Visual Identity System in order to maintain a consistent and coherent style. <https://communications.rutgers.edu/brand-policies/visual-identity/guidelines-using-rutgers-visual-identity-system>

Section 8.2 Mason Gross Policies on Publicity and Marketing

Faculty developing marketing strategies for Mason Gross events should consult

with Director of Communications Laurie Granieri (lgranieri@mgsa.rutgers.edu).

Section 8.3 Department of Music Policies on Publicity and Marketing

Publicity for Department of Music events and initiatives will be overseen by public relations personnel in the Mason Gross Dean's Office. Faculty seeking to establish a presence for their programs on social media should use the News Submission Form located here:

https://rutgers.ca1.qualtrics.com/jfe/form/SV_8cBF8Q1FOk9MBLY

Section 8.4. Mason Gross Website

The website for Mason Gross includes descriptions of degree programs and events in the Department of Music, as well as web pages for all faculty. Changes to existing pages must be sent to music-web@mgsa.rutgers.edu.

Section 8.5. Personal Websites

The university website policy is in place to help ensure that communications are in alignment with the university's missions and goals. However, personal pages and pages that are intended primarily for restricted, internal audiences are excluded from these requirements. More information can be found here:

<https://communications.rutgers.edu/brand-policies-university-website-policy>.

Faculty who maintain professional websites may link to those from the Mason Gross website.

Section 8.6. Social Media

Accounts currently managed by Mason Gross:

- Mason Gross Facebook: <https://www.facebook.com/MasonGrossSchool>
- Mason Gross X: <https://twitter.com/masongross>
- Mason Gross Instagram: <https://www.instagram.com/mgsarutgers/>
- Mason Gross YouTube Channel:
<https://www.youtube.com/user/masongrossschool>

Accounts currently managed by the Department of Music:

- Music at Mason Gross Facebook: <https://www.facebook.com/rutgersmusic>
- Music at Mason Gross Instagram: https://www.instagram.com/rutgers_music/

Accounts run by faculty on behalf of the Department of Music:

- Rutgers Strings https://www.facebook.com/rutgersstrings/?ref=br_rs

- Rutgers University Percussion https://www.facebook.com/RutgersUniversityPercussion/?ref=br_rs
- Rutgers Woodwinds https://www.facebook.com/RUWoodwinds/?ref=br_rs
- Rutgers Music Technology at Mason Gross- MTMG https://www.facebook.com/MusicTechMasonGross/?ref=br_rs
- Mason Gross Brass <https://www.facebook.com/mgsabrass>
- Early Music at Rutgers <https://www.facebook.com/rutgersearlymusic/>

Ensembles

- Rutgers University Voorhees Choir https://www.facebook.com/voorheeschoir/?ref=br_rs
- Rutgers University Choir https://www.facebook.com/runiversitychoir/?ref=br_rs
- Rutgers University Kirkpatrick Choir https://www.facebook.com/KirkpatrickChoir/?ref=br_rs
- Rutgers University Glee Club https://www.facebook.com/RutgersUniversityGleeClub/?ref=br_rs
- Rutgers University Brass Band https://www.facebook.com/Rutgers-University-Brass-Band-240456499344068/?eid=ARAVtXF7Ip-oxkw5H_JXeydSjHFpPzeWRudVvJlFMBPaSVPLKAlA7W3F6otIk-Pa3uF4yx9c9MaZOIsc

Section 8.7. Conduct on Personal Social Media Accounts

- Faculty, staff, and students should always be aware of how they identify and present themselves to the public via their own accounts as they may be seen as de facto Rutgers representatives.
- Faculty and staff should also be sure to follow all applicable university policies, including but not limited to those addressing student privacy, when conducting their own activities on social media.

Appendix

- Please see this link for more general faculty resources: <https://www.masongross.rutgers.edu/resources/faculty-staff/>
- Please see this link for additional student and faculty resources, including the Undergraduate and Graduate Handbook, curricular requirements, etc.: <https://www.masongross.rutgers.edu/degrees-programs/music/resources/>
- Please see this link for more faculty resources including information on purchasing equipment and music, hiring guest artists, classroom technology guides, and more: <https://sites.rutgers.edu/mgsa-music->

- [faculty/](#)
- [Department of Music Bylaws](#)
- For other faculty resources including how to propose a new course, see this link:
<https://www.masongross.rutgers.edu/resources/faculty-staff/>