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## Administration and Staff:

<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Phone*</th>
<th>Email**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Lowell Graham</td>
<td>Chair</td>
<td>301B</td>
<td>7825</td>
<td>legraham</td>
</tr>
<tr>
<td>Dr. William McMillan</td>
<td>Assistant Chair</td>
<td>341</td>
<td>6630</td>
<td>wmcmilla</td>
</tr>
<tr>
<td>Ms. Stella Burns</td>
<td>Administrative Assistant</td>
<td>301A</td>
<td>7795</td>
<td>sburns</td>
</tr>
<tr>
<td>Center Office</td>
<td>Administrative Staff</td>
<td>301</td>
<td>5606</td>
<td>music</td>
</tr>
<tr>
<td>Ms. Marcia Fountain</td>
<td>Music Library Coordinator</td>
<td>431/lib</td>
<td>5967</td>
<td>mfountai</td>
</tr>
</tbody>
</table>

*--All with 747 prefix  
**--All with @utep.edu suffix

## Faculty Area Representatives

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Phone*</th>
<th>Email**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ron Hufstader</td>
<td>Director of Bands and Instrumental Studies; Division Chair, Band and Orchestra</td>
<td>138</td>
<td>7796</td>
<td>rhufstad</td>
</tr>
<tr>
<td>Dr. William McMillan</td>
<td>Director of Choral Activities Choral Division Chair</td>
<td>341</td>
<td>6630</td>
<td>wmcmilla</td>
</tr>
<tr>
<td>Dr. Dena Kay Jones</td>
<td>Keyboard Division Chair</td>
<td>436</td>
<td>6625</td>
<td>dkjones</td>
</tr>
<tr>
<td>Mr. Steve Haddad</td>
<td>Commercial Music Division Chair</td>
<td>433</td>
<td>7813</td>
<td>sahaddad</td>
</tr>
<tr>
<td>Dr. Charles Leinberger</td>
<td>Theory Division Chair</td>
<td>432</td>
<td>7800</td>
<td>charlesl</td>
</tr>
<tr>
<td>Dr. Marcia Fountain</td>
<td>Music History Division Chair</td>
<td>431/lib</td>
<td>5967</td>
<td>mfountai</td>
</tr>
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</table>
# UTEP TELEPHONE HOTLINE

ALL NUMBERS CARRY A 747- PREFIX  
FOR IMMEDIATE INFORMATION ABOUT ANYTHING: 747-5000

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>WHERE</th>
<th>PHONE</th>
<th>WHAT</th>
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<tbody>
<tr>
<td>Academic Advising Center</td>
<td>Academic Advising Center Bldg.</td>
<td>5290</td>
<td>Advising for Gen. Studies, Liberal Arts Majors START, TSI</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Admin. Bldg. Rm. 200</td>
<td>5163</td>
<td>Non-payroll related; travel advances; hot to get things “paid”</td>
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<tr>
<td>Admissions</td>
<td>Academic Services Bldg. (ABS) Rm. 102</td>
<td>5890</td>
<td>Undergrad admissions; transfers; START, tuition adjustments</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>Peter and Margaret de Wetter Center</td>
<td>8600</td>
<td>Alumni data information, Alumni Quarterly Magazine (NOVA), Alumni Board of Directors</td>
</tr>
<tr>
<td>Budget</td>
<td>Admin. Bldg. Rm. 402</td>
<td>5109</td>
<td>Transfer of funds between accts; what can/cannot be done with dept. funds</td>
</tr>
<tr>
<td>Campus POLICE</td>
<td>3118 Sun Bowl Dr.</td>
<td>5611</td>
<td>Emergencies (not traffic issues)</td>
</tr>
<tr>
<td>Cashier’s Office</td>
<td>ASB Rm. 118</td>
<td>5116</td>
<td>Payments; tuition; traffic tickets; transcripts</td>
</tr>
<tr>
<td>Center for Effective Teaching and Learning (CETaL)</td>
<td>124 Undergrad. Learning Center</td>
<td>5654</td>
<td>Faculty Mentoring, workshop for teaching development, publishing groups, tenure packet review</td>
</tr>
<tr>
<td>Contracts/Grants</td>
<td>Admin. Bldg. Rm. 203</td>
<td>5197</td>
<td>Contracts and grant-writing</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Miners Hall Rm. 108</td>
<td>5142</td>
<td>Conference planning</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Union East Rm. 102</td>
<td>5648</td>
<td>Student discipline, activities, services, grievance procedures</td>
</tr>
<tr>
<td>Development Office</td>
<td>Stanton Bldg. Rm. 201</td>
<td>8533</td>
<td>Fund raising, donations, endowments, VIPs</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>Union East/West Rm. 106</td>
<td>5148</td>
<td>Special testing and assistance for disabled students</td>
</tr>
<tr>
<td>Facility Services Key Shop</td>
<td>3120 Sun Bowl Drive</td>
<td>7110</td>
<td>Custodial needs, maintenance Keys made, replaced</td>
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<tr>
<td>Financial Aid</td>
<td>ASB Rm. 204</td>
<td>5204</td>
<td>Grants, loans, work-study information</td>
</tr>
<tr>
<td>Food Services</td>
<td>Union East</td>
<td>7459/ 5278</td>
<td>Union and El Paso Nat. Gas cafeteria services</td>
</tr>
<tr>
<td>HELP DESK</td>
<td>1808 Hawthorn</td>
<td>4357</td>
<td>ALL COMPUTER AND TECHNICAL RELATED ISSUES—passwords, PC support, etc.</td>
</tr>
<tr>
<td>Service</td>
<td>Location</td>
<td>Phone</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------</td>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Graduate School</td>
<td>ASB Rm. 223</td>
<td>5491</td>
<td>Graduate admissions, Master’s, Ph.D., TA stipends</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>2001 Wiggins Rd.</td>
<td>5624</td>
<td>Student medical assistance, immunizations</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Admin. Bldg. Rm. 216</td>
<td>5202</td>
<td>University employment, training programs, benefits, sick leave, faculty visa issues</td>
</tr>
<tr>
<td>Library</td>
<td>Library Office Rm. 316</td>
<td>5683</td>
<td>Faculty studies; reserved books; inter-library loans</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Properties Officer</td>
<td>6635</td>
<td>Turn in or claim lost articles</td>
</tr>
<tr>
<td>Mail Room</td>
<td>Union East</td>
<td>5677</td>
<td>Post Office</td>
</tr>
<tr>
<td>Orientation Office</td>
<td>Academic Advising Center Bldg., Rm. 128</td>
<td>6752</td>
<td>New student orientation</td>
</tr>
<tr>
<td>Payroll</td>
<td>Admin. Bldg. Rm. 303</td>
<td>5806</td>
<td>Getting people paid; payroll processing, W-2 forms, etc.</td>
</tr>
<tr>
<td>Recruitment Office</td>
<td>ASB, Rm. 102</td>
<td>5890</td>
<td>Undergrad recruitment; campus tours</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>ASB Rm. 123</td>
<td>5550/ 5544</td>
<td>Registration, add/drop, grades; enrollment problems</td>
</tr>
<tr>
<td>Scholarship Office</td>
<td>ASB Rm. 202</td>
<td>5478</td>
<td>Undergraduate scholarships</td>
</tr>
<tr>
<td>Student Assessment and Testing</td>
<td>Academic Advising Center Bldg. Rm.127</td>
<td>5009</td>
<td>ACT, TSI, MAT, placement tests</td>
</tr>
<tr>
<td>Ticket Center</td>
<td>2801 N. Mesa</td>
<td>5234</td>
<td>All athletic and event tickets</td>
</tr>
<tr>
<td>Traffic Office</td>
<td>ASB Rm. 116</td>
<td>5724</td>
<td>Parking decals, traffic violations</td>
</tr>
<tr>
<td>VPAA Office</td>
<td>Admin. Bldg.</td>
<td>5171</td>
<td>Vice-President for Academic Affairs—faculty work loads, release time, undergraduate issues</td>
</tr>
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Admissions

The UTEP Department of Music, the Graduate School and the University of Texas at El Paso all have well-developed admissions procedures. Students must apply for admission to the university and audition separately for admission to the Department of Music. Both steps must be completed for a student to matriculate as a music major. The admission process in both the Office of Admissions (undergraduates) and the Graduate School (graduates) includes submission of an application and other documents (transcripts, test scores, etc.). International students have substantial additional documentation requirements and a significant amount of extra time is required to complete the application process. The TOEFL exam is required from both international undergraduate (500) and graduate (550) applicants. The Graduate Record Exam is not required by the UTEP Department of Music.

The Department of Music application includes a performance audition for all undergraduates and graduate students. An interview and/or portfolio review may also be necessary. Diagnostic and placement testing for all students is required as well. The UTEP Admissions Office and the Coordinator of Graduate Studies have complete information on admissions procedures. Prospective students are encouraged to apply well in advance of University and Graduate School deadlines.

Auditions

Acceptance as a Music Major by UTEP Music Department

The faculty of the Department of Music uses the audition and admissions process to assess each prospective student’s potential for success in a music degree program. In order to provide high-quality instruction and performance experiences, acceptance of music majors may be limited and separate from the general University admissions process. Once accepted by the Department of Music, it the expectation of the faculty of the Department of Music that each student will graduate with a music degree from UTEP. To that end, the efforts of the faculty and administration will be to support those students who demonstrate the desire, commitment and talent sufficient to attain that goal.

Formal audition days for admission are usually scheduled at least one year in advance. Personal contact by faculty with prospective students and with those who influence them is very important. In order to operate most effectively we need your cooperation with the following:

Every applied faculty member should be available for all audition days. This is an obligation that cannot be taken lightly. **DO NOT accept engagements that conflict with these important days.** Full-time studio faculty must submit a Request for Authorization to Travel (see more details on page 15) if they have significant professional activities that conflict with an audition date.

Individual auditions on days other than the scheduled audition days should be reported in advance to the appropriate Division Chairs with complete and accurate information, including name, address, telephone, e-mail (if applicable), and instrument/voice. If an audition requires review by multiple faculty members and all cannot be present for a live audition, the audition must be recorded for later review by those who were not present. An appointed member from each division shall be responsible for such recordings. Should a student not have the means to travel to El Paso for these specific dates, a DVD/VHS recording and/or a CD recording may be submitted upon approval from the Division Chair.

Recruiting

It is expected that all faculty will accept roles in the recruitment of students for the school.

Visits by one, two or more faculty members are effective bridge-builders. University vehicles will be provided insomuch as the budget will allow for out-of-area trips (Midland, Odessa, Albuquerque, etc.).
The Division Chairs are available to assist with the scheduling and coordination of visits, both for faculty traveling to schools and for prospective students who wish to visit The University of Texas at El Paso. Ensemble directors should visit high schools and if necessary, the El Paso Community colleges. They can establish relationships with faculty and students there, and should maintain personal contact to cultivate these relationships. And, they can, in cooperation with applied faculty, invite students and others to visit campus.

Applied faculty should invite prospective students to campus to observe or participate in lessons, master classes, or rehearsals (confirmed with the ensemble director, of course), etc.

Classroom faculty are encouraged to visit high schools and community colleges as guest lecturers and/or consultants. Many high schools have music classes offered in theory, history, electronic music, etc.

Faculty are encouraged to keep record of all communication with prospective students. All pertinent information about prospective students gained from visits and other contacts should be shared with the appropriate Division Chairs.

Service Awards

The Department of Music may offer Service Awards for those interested in performing in music ensembles. These groups include: Jazz Lab Ensemble, Marching Miners, Symphonic Band, Pandemonium, Pep Band, Symphony, Wind Symphony, Chorale, Men’s Glee Club, Women’s Glee Club and Music Theatre Company, as well as smaller ensembles (Chorale, Jazz Singers, Flute Choir, Trombone Choir, Marimba Ensemble, Saxophone Quartet, etc…). Service awards are also available for collaborative, student pianists providing service to the Department of Music. For more information, contact Division Chairs.

Scholarships

Commitments of financial assistance to prospective students CANNOT and MUST NOT be made by individual faculty members. Only the Scholarship Office, with input from the Music Department Chair, Division Chairs and the Coordinator of Graduate Studies are authorized to offer scholarships. Please see them if you have questions with regard to the awarding of financial support to students.

How Students (both undergraduate and graduate) are considered for scholarships:

1. Performance at on-campus audition is given
2. High School class rank, GPA, and ACT/SAT scores are evaluated by both the Department of Music and the Scholarship Office.
3. A Department of Music Scholarship Recommendation or letter of support from any other member of the music faculty is optional.

For more information on the top university scholarships, contact the Scholarship Office for further information. UTEP Departmental Scholarships require a minimum of a 3.0 GPA.

Retention of an undergraduate scholarship is based on a published list of criteria that is available in the Scholarship Office. The dominating factors of retaining one’s scholarship are: 1) maintaining both the academic standard (GPA) and 2) continuing progressive musical development and leadership skills within the Department of Music.

Graduate Assistantships

Graduate teaching assistantships are available to qualified graduate students. Teaching assistantships are available according to need: Division Chairs, in conjunction with the Music Department Chair, make and approve decisions on which applicants are awarded these assistantships. To be eligible for a graduate assistantship, students must be admitted to the Graduate School and be in good academic standing. Tuition is reduced to In-
State Tuition, via a tuition-waiver scholarship, for students during the period of their appointment to assistantships.

**Requests for Other/Additional Graduate Assistantships**

Faculty members may submit requests for graduate assistants to their respective Division Chairs. Requests should be as specific as possible as to the proposed duties of the requested TA. The Director of Graduate Studies and Division Chairs may make recommendations, but the Music Department Chair makes final decisions regarding TA offers.

*Offers of Graduate Assistantships to students are NOT to be made by faculty members.* Only the Music Department Chair can verbally commit these offers with subsequent written offers.

**Course Syllabi**

All Department of Music faculty must prepare a syllabus each semester for every course taught, including applied lessons and ensembles, and copies must be placed on file in the Music Office. To see examples of course syllabi within the department, visit [http://www.utep.edu/music/syllabi/](http://www.utep.edu/music/syllabi/). A syllabus outline is included in Appendix A.

Syllabi are required and reviewed as part of the annual merit evaluation process by the Faculty Evaluation Committee and the Music Department Chair. Only syllabi on file in the Music Office will be used for the merit evaluation process, so it is essential that all syllabi are on file and are current.

Syllabi addressing requirements for more than one course in a single document must clearly differentiate between requirements for the different course (MUSA 1290, 1295, 3295, etc.). Except in the case of ensembles, the course requirements cannot be identical for different levels, even if an instructor provides instruction simultaneously to multiple levels. An instructor who provides instruction simultaneously to undergraduate and graduate students must be a member of the graduate faculty, so a graduate student may not serve as an instructor in that situation.

When determining criteria for grading, it is important to remember University policy that requires a course grade be based on evidence of the student's performance, and that the student must have access to that evidence.

For further assistance in course construction and development, contact CETaL (The Center for Effective Teaching and Learning).

**Office Hours**

Full-time Music faculty are required to maintain a minimum of two regular office hours per week for student consultation. During these two hours, faculty will be generally available for students and not otherwise occupied in regular or make-up instruction due to faculty absence or meetings. Full-time faculty members are encouraged to provide for student consultation in addition to the required office hours via arrangements convenient to the students. Part-time faculty members are required to provide students with the opportunity for consultation via office hours or other arrangements convenient to the students.

**Class Rolls**

At the beginning of each term, every faculty member should view up-to-date rosters using the UTEP Goldmine site (click on “faculty services; summary class roll”). Examine these carefully, and inform the Music Department Assistant Chair if there are any discrepancies. Unfortunately, at the end of almost every term the Music Office has to deal with situations where a faculty member has been teaching students who, for some reason, were never enrolled. In addition to being embarrassing for the faculty member (who ought to know who is enrolled for his or her courses), it requires a significant outlay of extra work for him or her since individual change-of-grade forms and late schedule updates have to be completed for each student.
Prerequisites and Co-requisites

The Music Department Faculty has established a set of academic standards, including prerequisites, co-requisites, and minimum grade requirements. These and other academic standards represent the best collective professional judgment of you and your colleagues concerning the optimum preparation of our students for advanced study and musical careers. The faculty and administration are committed to upholding these as consistently as possible.

Ensemble Audition Criteria

Participation in departmental ensembles is open to all UTEP students, regardless of major; however, an audition may be required.

Off-Campus Concerts

All off-campus trips must be approved by the Music Department Chair. A complete protocol regarding off-campus trips—including, but not limited to scheduling, students being excused from class, student work done in advance, insurance and liability issues, travel funding and approved paperwork and forms—can be found in the Department of Music’s Center Office (Room 301 A).

Final Examinations and Grades

The University sets final examination schedules each term and publishes them in the Schedule of Classes. Finals are to be given only during assigned times. Do not give early exams. If you do not give a final examination, the test period may be used as a class period in order to complete required contact hours. Grades are due by the close of the day, with the specific date determined by the Registrar’s Office. You will receive email notification of these deadlines.

Department of Music Applied Requirements

Upon entry to the Department, assessments of student’s initial audition are made. If a student’s performance warrants remedial education, they are placed in the “Pre-Major” category of applied music study. The initial audition is considered the student’s first attempt.

Thereafter, a student will have two semesters to re-audition to pass into the “Major” category of applied music study.

Piano students may have an additional requirement of completing all class piano courses for music majors with no lower than an “A” grade being received. If needed, this requirement would be fulfilled prior to the audition for applied music study.

Admission to Lower-Level Applied Study

Once a student has successfully passed the audition, the applied teacher must complete an Admission to Lower Level Applied Numbers form. A copy of this form must be placed in the student’s file, the applied teacher will keep a copy for his/her records, a copy will be given to the student, and the original form will go to the undergraduate music advisor. Students register for lower level applied instrumental/vocal study during the freshman and sophomore years.

Admission to Upper-Level Applied Study

At the end of the fourth term of lower level study, Division Faculty determine, usually via a “double jury,” whether a student should be admitted to upper-level applied study. The student will have two attempts to successfully pass this requirement. If the student is approved, the applied teacher should complete an Admission to Upper Level Applied Numbers form. A copy of this form must be placed in the student’s file, the applied teacher will keep a copy for his/her records, a copy will be given to the student, and the original form will go to
the undergraduate music advisor. Students register for upper level applied instrumental/vocal study during the junior and senior years. The amount of required upper level applied study depends upon the degree plan.

Junior Recital, Performance Majors

Candidates are required to successfully perform a 30 minute “half recital” after passing a pre-recital hearing three to four weeks before the tentative date offered. If the student can not pass the hearing, the Division Faculty will decide if the student can re-try that same semester with the same material, or defer the second attempt until the following semester, with pre-approved repertoire. If the student is unable to pass the pre-recital hearing a second time, he or she will be dismissed from the program. During this second semester attempt, if the student passes the pre-hearing but fails the actual recital, he or she will also be dismissed from the program.

Senior Recital, Performance Majors

Candidates are required to successfully perform a 60 minute “full recital” after passing a pre-recital hearing three to four weeks before the tentative date offered. If the student can not pass the hearing, the Division Faculty will decide if the student can re-try that same semester with the same material, or defer the second attempt until the following semester, with pre-approved repertoire. If the student is unable to pass the pre-recital hearing a second time, he or she will be dismissed from the program. During this second semester attempt, if the student passes the pre-hearing but fails the actual recital, he or she will also be dismissed from the program.

Senior Recital, Music Education Majors

Candidates are required to successfully perform a 30 minute “half recital” after passing a pre-recital hearing three to four weeks before the tentative date offered. If the student can not pass the hearing, the Division Faculty will decide if the student can re-try that same semester with the same material, or defer the second attempt until the following semester, with pre-approved repertoire. If the student is unable to pass the pre-recital hearing a second time, he or she will be dismissed from the program. During this second semester attempt, if the student passes the pre-hearing but fails the actual recital, he or she will also be dismissed from the program.

Senior Recital, Theory/Composition Majors

Candidates are required to have a 30 minute “half recital” of original compositions performed. If the student can not pass the recital, the Division Faculty will decide if the student can re-try that same semester with the same material, or defer the second attempt until the following semester, with pre-approved repertoire. If the student is unable to pass the recital a second time, he or she will be dismissed from the program. During this second semester attempt, if the student passes the recital a second time, he or she will also be dismissed from the program.

Applied Course Numbers, as of the Spring 2007 semester

1185 = non-major, ½ hour
1195 = music theater ½ hour
1285 = non-major hour
1290 = pre-music major hour
1295 = major hour – requires admission form
3195 = upper level music theater , ½ hour, requires admission form
3295 = upper level music education and theory/comp hour, requires admission form
3391 = upper level performance major hour – requires admission form

Student Privacy and the Posting of Grades

It is not only inappropriate but illegal to post student grades in public places, including electronic ones, with names attached. Use of Social Security numbers or UTEP-ID numbers for posting grades is also improper. In addition, a recent ruling from the U.S. Department of Education prohibits the posting of any portion of a student's Social Security number. Thus, using, for example, the last four digits of the SSN is a violation of the privacy laws.
Applied Faculty Jury Participation

Juries are performances evaluated by area applied faculty and function as a final examination for applied study. The evaluation by a group of faculty is a critical part of the jury process, and thus each faculty member is responsible for the evaluation of not only his/her own applied students, but of others in the area as well. Full-time faculty, even those with only a portion of their responsibilities in applied instruction, should participate in evaluation of all the area's juries. Full-time faculty who teach in more than one applied area should appropriately divide their participation between those areas. Part-time faculty should participate in the area's juries minimally in a proportion equal to the percentage of their appointment. Of course, participation beyond the minimal level benefits students and colleagues alike. As an example, if a faculty member holds a 50% appointment and area juries last two full days, that faculty member should participate in the evaluation of at least one full day of juries.

Dead Day

The last day of class each spring semester is set aside as University Dead Day to allow students to prepare for final examinations. No exams, rehearsals, juries, performances, or other activities may be scheduled on Dead Day.

Incompletes

When considering assigning a grade of Incomplete (I), faculty should consult the applicable undergraduate or graduate catalog for the specific conditions under which such an extension may be granted. For the most part, a grade of “I” may be given only due to catastrophic reasons, such as severe illness or death of a family member. Giving a poor student extra time to complete assigned course work or to prepare jury music is not an option; in such cases a grade that accurately reflects the work completed (or not completed) by the end of the term is appropriate. When a grade of “I” can be justified, an Incomplete Report Form containing a written description of work remaining to be done must be completed in consultation with the student and filed with the Music Department Chair prior to issuing the grade of “I.” You are encouraged to make four copies of the report form; one for yourself, one for the student, one for the Liberal Arts Dean’s Office, and one for the Music Department Chair. The student has two semesters to complete all assigned work or it automatically becomes an F. Petition for Grade of I (Incomplete) Forms are available in the Music Office (see Appendix B for example).

Change of Grade

When a student has satisfied work required to remove a grade of Incomplete (I) or when circumstances warrant the change of a grade given in an earlier term, a University Change of Grade form should be completed. Forms are available in the Music Office (see Appendix C for example).

Commencement

The Music Department and the College of Liberal Arts expect that approximately half of the faculty will participate, wearing appropriate academic garb, in University commencement exercises in May and December. This includes all full-time faculty members. Part-time faculty members are welcome and encouraged to participate.
Faculty Meetings

Student Recitals

Committees

Student Organization Advisors

Personnel Evaluations

Mentoring

Student Evaluations

Work Loads

Hiring Procedures

Absence Policy

Contractual Period/Pay Period

Benefits

Telephone Service

Mail

Facsimile Transmissions (fax)

HELP Desk

Faculty Meetings

Faculty meetings normally will be held on the first Wednesday of each month at 7:30 am, unless otherwise notified. The third Wednesday of each month should be reserved for extra faculty meetings, if necessary—this time is usually reserved for division meetings. Full-time faculty are required to attend faculty meetings. Part-time faculty are invited, but it is understood that their attendance is not always possible. No classes, lessons, or rehearsals are to be scheduled during faculty meetings or during the Student Recital Hour.

Student Recitals

Area and Departmental recitals are held every Friday at 1:30 pm. The ratio of Area to Departmental recitals is approximately 4:1; full time faculty are expected to attend all recitals, regardless of whether their applied studio is represented. Application forms for participating on student recitals are available in the Music Office, and must be signed and approved by the applied teacher.

Committees

The UTEP Music Department tries to maintain a minimum number of committees to execute its business. The general feeling prevails that a proliferation of committees is unwise and inefficient. Current standing committees in the UTEP Music Department include the Executive Committee, the Faculty Evaluation Committee, the Music Education Committee, the Performance Committee, the Commercial Music Committee, the Theory Committee, the Public Affairs Committee, the Gala Committee and individual division area committees that are chaired by the respective division chairs.

Detailed working regulations of all standing committees are kept in the Music Department.
Student Organization Advisors

The Department of Music has a number of student organizations that provide valuable service and fellowship experiences for our students. These include Phi Mu Alpha, Sigma Alpha Iota, Kappa Kappa Psi, Tau Beta Sigma, and other related inter-departmental groups. Faculty members who act as advisors for these organizations should not take this service lightly, as your guidance will be critical to the success of the group.

Personnel Evaluations

Tenure-track faculty (merit raises/tenure/promotion)

The policies for evaluation and appeal are accomplished through the Professional Activities Report Form (PARF) and review process. The Faculty Evaluation Committee studies all forms supplied by the faculty, confers and makes recommendations on merit ratings to the department chair. The chair assigns his own merit rating, which is then forwarded to the Dean of the College of Liberal Arts. His rating, combined with the committee’s and chair’s recommendations are then factored in to provide the respective faculty member’s merit rating.

The faculty are reminded that three criteria are used in establishing a rating:

Teaching
Artistic and/or scholarly work
Service

A copy of the PARF form is available in Appendix D.

Part-time faculty

Part-time faculty are not expected to complete a PARF form, and are normally evaluated by Division Chairs in conjunction with the Music Department Chair.

Mentoring

A “1-on-1” mentoring process whereby senior faculty members mentor new and junior faculty members in the workings and nuances of the UTEP music department is in place and is implemented at the direction and discretion of the appropriate division chairs.

Student Evaluations

The University mandates that all classes must be evaluated within the last four weeks of each semester. It is extremely important that every student complete every form since they are used (in part) to evaluate faculty members for merit raises, tenure and promotion. They can also help you greatly in designing and improving your courses.

You may not be present in the room during the evaluation process. Students may complete evaluations individually by coming to the Music Office but, as a rule, most do not. Therefore, the evaluations should take place during a regular class meeting or convocation. You may review your evaluations after you have submitted final grades for the semester. Sample evaluation sheets may be obtained in the Music Office at any time.
**Work Loads**

The Music Department Chair is responsible for the scheduling of classes and delegates the scheduling of one-on-one, chamber music coaching, and other TBA applied instruction to the faculty member of record. Such instruction should be scheduled at a mutually convenient time for the student(s) and faculty member and on/at the same day/time each week. Full-time faculty members’ primary employment responsibilities will normally include determining the weekly schedule (names and respective times) for applied instruction. Part-time faculty whose other employment activities may interfere with a consistent schedule may share the responsibility of determining the instruction schedule with the students.

While the on-campus teaching contact responsibilities of an assigned work load of a full-time faculty member may minimally be completed in fewer than the five Monday through Friday weekdays, it is not feasible to unequivocally eliminate one or more of the weekdays from work load assignment on a regular basis, especially far in advance. Full-time faculty member availability for interaction with students and colleagues outside of scheduled course-contact time is essential for the school and its programs to function and develop effectively. Excused absence from a limited number of specific dates is possible, with advance approval by the Department Chair.

See the Department of Music By-laws for additional policies regarding work loads.

**Hiring Procedures**

Realizing that the final responsibility for the selection and engagement of new faculty is charged to the Music Department Chair, the assigned Search Committee nevertheless recognizes a need to clarify faculty responsibilities during the preliminary stages of the hiring process.

A job description for a vacancy or a new position should be defined by the Music Department Chair in consultation with the appropriate qualified faculty members of the department, and the appointed Search Committee. “Qualified Faculty Members” are defined as those faculty whose training, teaching assignment, and/or experience has established their expertise in a particular area of the school, and who hold a title of at least Assistant Professor of Music.

Preliminary tapes and documents should be reviewed by the appropriate Search Committee and the Music Chair, resulting in recommendations of possible candidates for the position.

Interviews and auditions should be attended by all qualified faculty members and the Music Chair. An absence from any candidate's interview or audition by one of the above-mentioned participants should disqualify that faculty member from the final selection process for that particular position. A final recommendation should be submitted to the Search Committee by the appropriate qualified faculty after all interviews and auditions have been completed.

The Search Committee, after receiving the qualified faculty recommendation, should submit recommendations to the department Chair, who will make the final decision in the selection of the candidate for the position.

**Absence Policy**

Faculty should call the Music Office at 747-5606 if they will be absent unexpectedly.

All planned absences, professional or personal, must be approved in advance by the Music Department Chair. A Travel Authorization Request Form (see Appendix E) must be filed with, and approved by, the Music Chair. The Music Department Chair is responsible for the assignment of faculty responsibilities.
This procedure serves primarily to verify how those responsibilities will be covered in the absence of the faculty member.

**Contractual Period/Pay Periods**

Faculty are normally under contract from mid-August to mid-May (depending on the university calendar). Tenure-track faculty may opt to be paid during that nine month contract or they may choose to have those monies dispersed throughout a twelve month pay period. The University expects you to return one week before classes begin each semester and to be available at least through finals week.

Paychecks are issued monthly, however, new faculty members do not receive their first paycheck until completing the first month of work. **New faculty receive their first paycheck on October 1st.**

**Benefits**

Benefits do not take effect until 90 days after the start of employment. Contact your Human Resource Representative for further information.

**Telephone Service**

Telephones are provided for full-time faculty and as many part-time faculty as the budget allows. These telephones have voice mail and long distance capability. Voice mail is provided to ensure accurate and timely receipt of telephone messages. As a general rule, the Music Office staff will transfer calls to voice mail and not take written messages.

**Mail**

Please restrict all mailing to University business. We are charged for every piece of mail. Packages, unless approved by the UTEP Music Department Chair, will be shipped by book- or fourth-class rate. Any mass mailings should be approved by the Music Department Chair in advance.

**Facsimile Transmissions (fax)**

The Department of Music fax number is (915)747-5606. Faculty should send faxes for University business only. You may send up to ten pages within the U.S. without special permission. International faxes and faxes exceeding ten pages in length require approval by the Music Department Chair. Faculty should receive faxes for University business only. As a general rule, student assignments should not be faxed.

**HELP Desk**

For anything involving your email access or anything computer related, call the HELP desk at **4357**.
Office Operation

The Music Office provides help with photocopy procedures and schedules for rehearsals, performances, and events. They also offer help with everyday operations of the UTEP Department of Music.

Administrative assistants normally will not operate the duplicator nor collate. These duties will be done by student workers in the Music Office or by faculty members.

Copyright: The Music Office staff will not duplicate copyrighted materials illegally. Students should copy their own work at centers located throughout the campus.Copied material should be for educational purposes only.

Calendar of Events

A calendar of Department of Music events is posted on the bulletin board outside of the Music Office and is available each semester online and in printed format.

Recital Dates

Scheduling of recital dates for students, faculty, or guests is supervised by the Music Office through proper scheduling channels. A meeting with all ensemble directors is held at the end of the spring semester to schedule the following year’s events, with priorities being given to large ensembles. Smaller chamber ensemble events and faculty recitals can be scheduled after all large ensemble events are scheduled and approved by the music department chair.

Recital Programs

All student and faculty recital programs will be prepared by the Music Office and should be submitted at least two weeks in advance of the performance date.

Specific procedures for student programs are printed in the student handbook. All student programs submitted for preparation by the Music Office staff must be typed, include timings, and have the signature of the applied teacher, who has carefully proofread the copy.
All recital programs must be prepared by the Music Office following the department’s standardized format. If anyone (faculty or students) misses the required two-week deadline, it is quite possible that programs will not be available in time for the performance. Inserts and program notes for student recitals must be printed at the student’s expense and must be proofread and approved by the applied professor before they are printed and used.

**Ensemble Programs**

Programs for ensemble concerts will be prepared by the Music Office, following the school’s standardized format.

All information should be proofread and double-checked for accuracy and submitted electronically at least three weeks in advance of the performance, preferably as an MS Word document via e-mail.

If the information is not submitted before the three-week deadline, cuts will be made. The following guidelines will be strictly followed:
Information turned in three weeks in advance – Everything submitted will be included in the program.

Information turned in two weeks in advance – Program notes and translations may be omitted; only a roster and program order will be printed.

Information turned in one week in advance – Program order only will be printed on a single, unfolded sheet of paper.
Information turned in less than one week in advance – the Music Office staff will not prepare the program.

**Publicity**

There will be an assigned faculty member responsible for forwarding upcoming event publicity forms to Special Events/Ticketmaster. The approved publicity form is shown in Appendix F. The form needs to be submitted to the publicity chairman at least 3 weeks in advance for proper advancement to the Special Events Office.

**Office Supplies**

The school orders a limited supply of materials to be used by the faculty. See the administrative assistants for your allocation. Please do not use Department of Music stationary for memos.

**Keys**

Faculty members must never lend their keys to students for any more than a very few minutes.

Students should not be let into the building when it is closed for vacation.

NEVER lend your outside door key to students.

**Equipment Removal from Campus**

It is a general State of Texas regulation that no UTEP instruments or equipment can be used for any activity off campus of UTEP unless a UTEP employee is directly involved in such removal and subsequent performance or rehearsal. It is university policy that all equipment that professors or students (with school approval) want to take off-campus for any length of time must be signed out through the appropriate division chairs and/or the faculty member immediately responsible for the area involved. There is an appropriate form available from the Music Office for such purposes.
**Recording Services**

The music department will record faculty recitals and place a single reference copy in the library at no charge to the faculty member. Faculty must, however, submit a program and timings with a recording request form to the recording crew in advance. Forms are available from the Music Office. Additional personal copies will be made at the faculty member’s expense.

Recording request forms should be returned to the Music Office no less than two weeks before the recording date.

All student recordings require a $10.00 deposit paid by check. Checks should be payable to UTEP Department of Music.

**Piano Tuning**

Pianos are tuned frequently in the Recital Hall. It is the responsibility of the performer(s) to contact the performance Piano Technician with any special request involving the pianos. There are piano tuning request forms in the Music Office—fill out and place in the technician’s mailbox to schedule an appointment. Under no circumstances should any adjustments be made to university pianos such as removal of the lid or string preparation (insertion of objects), without the direct involvement of a UTEP Piano Technician.

Applied faculty that use a piano in their studio teaching may also submit a tuning request form to schedule an appointment with the Piano Technician. Although the Music Office notifies our piano technicians of needed tunings in conjunction with “highly visible” concerts, if you have an important event (master class with a guest artist, area recital, auditions or any other extraneous event), it is highly advised to submit a piano tuning request at least two weeks prior to the event.
The Music Library/Computer Lab is located on the fourth floor of the Fox Fine Arts Center, between the music wing and the art and drama wings. In this library is the department's audio-visual collection; it is indexed on computers found there. There are listening facilities for CD's, records and cassettes. There is also a small reference book collection, a collection of sheet music and a small collection of periodical literature. Recordings, both audio and video, of Department of Music presentations are also shelved here. Listening lists and other items placed on reserve for music classes will be found in the Music Library. Students are encouraged to use the Music Library as a study area between classes.

The Music Department computer lab includes music sequencing, music notation, and ear-training drill software, as well as standard word processing software.

UTEP's primary collections of books about music, study scores, and complete editions is housed in the main UTEP Library (http://libraryweb.utep.edu). We suggest you try there first. A PDF document describing the Main Library and Music Department resources is available at http://musiclibrary.utep.edu/libraryuseinstruc. The Music Department Library/Computer Lab website is http://musiclibrary.utep.edu.

The Music Department collection of Audio-Visual and Print materials is available primarily to Music Faculty and Music Students. The following policies apply:

Audio-visual materials are available to all UTEP students, staff, and faculty for listening in the music library. They circulate only to Music Department faculty.

Printed music is available to all UTEP students, staff, and faculty for in-library perusal. It circulates only to Music Department faculty and music majors.

Video materials can be used and/or circulated only to Music Department faculty.
Summer Addresses

Please leave your summer or vacation addresses and telephone numbers with the Music Office before you leave campus. Activities and planning take place in the summer and may require your input.

Faculty Bulletin Board

Since all faculty members have e-mail, news and announcements will be sent via that medium. At times, duplicate notices may be placed on the bulletin board in the mail room, but this will not usually be the case. The administration will assume that notices will be read and acted upon accordingly.

Radio Station

National Public Radio
   KTEP-FM  88.5

This University radio station reaches a wide area, both directly and through repeater stations. Faculty members wishing to have their recordings aired must sign release forms.

Media Equipment

The Department of Music has an inventory of electronic and media equipment available for use in recording concerts and rehearsals. Some equipment is located in permanent installations located throughout the building. Some portable equipment is made available for faculty use and should be used on a temporary basis, normally a week or less. Such equipment involves CD, DVD and other recording mechanisms in the Recital Hall and in designated classrooms. See Commercial Music Division Chair for more information. There are paid student assistants available to record appropriate projects.

Equipment security (for loss or damage) is the faculty member's responsibility, and provisions should be made for security of equipment that is to be used for an extended period of time.

Students must have written communication from a faculty member who accepts responsibility for use of the equipment. It must list the items of equipment needed. It must also specify where the equipment is to be used and when it will be returned.

Performance sound equipment (microphones/stands/cables, amplifiers, speakers, etc.) is available by request with one-week notice (two-week notice if technician is required to setup/operate equipment) by contacting the Commercial Music Division Chair.
Problems experienced with the equipment or cables should be reported. The faulty item(s) should be returned clearly marked.

**DEPARTMENT OF MUSIC EQUIPMENT MUST NOT BE LOANED TO ANYONE.**

Campus Guests

*Parking*
UTEP receives some consideration or free parking privileges for guests, or anyone for that matter. Contact the UTEP Music Department or UTEP Traffic Services ahead of time for such consideration.

**Policy on Smoking, Food, Drinks and Alcohol**

The music building is a smoke-free workplace. Smoking is prohibited throughout the facility. Please move to an outside area to smoke.

No food or drinks are allowed in the classrooms, rehearsal halls, performance halls, practice rooms, hallways or library. The faculty and students of the UTEP Music Department take pride in the appearance of their excellent facilities. Please report violations of these policies to the Music Office.

The consumption of alcohol prior to or during any activity or performance in which you are representing the UTEP Music Department is strictly forbidden.
APPENDIX A: COURSE SYLLABI

Taken from the UTEP Handbook of Operating Procedures, Academic Policies and Faculty Personnel Matters, Chapter Four
http://admin.utep.edu/Default.aspx?PageContentID=2406&tabid=30381

4.8.3
“At the beginning of each semester or term, all faculty shall provide to their students a written syllabus for each course. The syllabus should include, as appropriate, a listing of assigned textbooks or other written materials, dates for submission of major assignments and administration of examinations, the time and date of the final examination as specified in the Schedule of Classes, an indication of how the final grade in the course will be determined, and any special expectations, requirements or procedural policies of the faculty member that will govern conduct of the class and student/faculty interactions.”

For examples of course syllabi from the Department of Music, please visit:
http://www.utep.edu/music/syllabi/
APPENDIX B: PETITION FOR GRADE OF I (INCOMPLETE) FORM

The University of Texas at El Paso
OFFICE OF THE DEAN - COLLEGE OF LIBERAL ARTS
PETITION FOR GRADE OF I (INCOMPLETE)
(Student completes this part)

Student's Name (Type or print) Last First Middle

Social Security No:

Permanent Address:

Course:

Department Course No:

Grading Period: Semester or Summer Term Year

Student's Statement: I hereby petition for the grade of I (incomplete). I understand that it will be my responsibility to make up the work missed and to submit it to my instructor on or before the date specified, which in no case is to be later than the deadline listed in the current catalog of the University. I understand that if I fail to submit the work to be made up before the deadline, the "I" will automatically turn into an "F".

Reason:

(Continue on back of form if necessary)

Student's signature Date

(Instructor completes this part)

Work to be made up:

Deadline for submission of all work shown above:

Instructor's name and permanent address Dean's Approval:

Signature

Signature:

Orig.: Dean

cc: Instructor

cc: Student

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APPENDIX C: CHANGE OF GRADE FORM

| Registration & Records Office | COLLEGE OF LIBERAL ARTS |
| Academic Services Building, Room 123 | GRADE CHANGE AUTHORIZATION |

LA 001486

PLEASE PRINT

PLEASE USE TYPEWRITER OR BALLPOINT PEN

Student's Name

Last  | First  | Middle  | Student's UTEP ID number

Grade previously given ________ to be changed to a grade of ________ for the ________ of 20 ______

Semester  | Year

The reason for this request is as follows:

Signed __________________________ Date __________________

Approval:

Department Chair: __________________________ Date __________________

* Student has only one year from the date the official grade was posted to appeal grade.
(If the student has graduated, the change needs to be made within three months.)

Dean's signature required only on forms outside these time frames to indicate that s/he is
authorizing this policy to be waived.

Dean of College: __________________________ Date __________________

Graduate School: __________________________ Date __________________

(Required ONLY for these course numbers: 5396, 5397, 5398, 5399, 6320, 6321, 6396, 6397, 6398, 6399.)

Procedures for completing the Grade Change Authorization form. IF YOU MAKE A MISTAKE, WRITE
'VOID' ACROSS THE FORM AND RETURN THE FORM TO REGISTRATION AND RECORDS.

1. The instructor is to complete the form and forward it to his/her department chair for approval
2. If not approved, the department chair will return the form to the instructor with reason for not approving
3. If approved, the department chair/dean will sign the form and forward it to the Records Office for processing
4. At no time may this form be in the possession of the student identified as receiving the grade change

Reason for return (highlighted above):

☐ SSN used instead of UTEP ID number  ☐ Dean’s signature required
☐ Missing Department Chair's signature  ☐ Graduate School approval required
☐ Dept Chair signature does not match our file  ☐ Other reason ________________

First date returned __________________________ Returned by __________________________

Second date returned __________________________ Returned by __________________________

Registration & Records Office:

Office use only

Before: Term GPA: __________

CUM GPA: __________

Recorded on Permanent Record:

By (first initial, last name)

Date

Original - Registration & Records Office; Copy - Dean's Office (returned by Registration & Records)

Email confirming grade change will be sent to instructor and to student.

Registration & Records Office - revised 04-2006

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APPENDIX D: PARF

Liberal Arts Annual Professional Activities Report Form

I. SUMMARY STATEMENT:
Summarize (no more than one page) what you consider your most important professional activities during the evaluation period. You may choose to comment more extensively on activities listed below, or concentrate on activities not easily included on the form.

II. CONTRIBUTIONS TO INSTRUCTIONAL PROGRAM:
A. Courses taught. Attach a portfolio including student attitude questionnaire results for each course. Also include other materials required by departmental procedures such as copies of written student evaluations, syllabi, exams, supplemental materials, etc.

B. New courses or programs developed: teaching-related research- grants and contracts that relate to teaching. (In the case of the latter, provide specific information regarding the grant or contract, including the date and the amount, as well as the purpose.)

C. Performances, exhibitions, publications by students who have worked under your immediate direction.

D. Activities which contribute to the teacher preparation component of the department. Indicate the nature of the contribution in each case.

E. M.A. theses/doctoral dissertations supervised and committees served on. Provide complete information, including the names of students, titles of theses, and dates of completion.

F. Administration/coordination of departmental programs.

G. Departmental advising.

H. Other evidence you wish to submit concerning your direct contributions to the department's instructional program.

III. PROFESSIONAL ACTIVITIES AND DEVELOPMENT.
A. Scholarship/research/publication. Provide full bibliographic citations. Incompletely cited works will be disregarded. For items of multiple authorship, indicate the nature of the collaboration. Copies of the publications should be available. Comment briefly on the significance of your publications.

   a. Published during the previous period.
   b. Accepted during the previous period/published during this period.
   c. Accepted and published during this period.
   d. Accepted during this period but not yet published. Provide documentation; indicate no. of ms. pages.

2. Articles in refereed scholarly books and Journals.
   a. Accepted during the previous period/published during this period.
   b. Accepted and published during this period.
   c. Accepted during this period but not yet published. Provide documentation,
indicate no. of ms. pages.

3. Other scholarly publications (encyclopedia articles, proceedings, reprints, etc). Indicate whether or not refereed.
   a. Accepted during the previous period/published during this period. b. Accepted and published during this period. c. Accepted during this period but not yet published. Provide documentation; indicate no. of ms. pages.

4. Book reviews in scholarly journals. List only reviews published during this period.

5. Papers presented at scholarly meetings or invited colloquia. Provide the title of the paper, name of the organization/conference to which presented, date of presentation, refereed status, and abstract acceptance rate.

6. Work in progress. List briefly work which is significantly advanced or nearly ready for submission.

B. Creative activities, shows, and performances OTHER THAN those which are a part of normal teaching responsibilities. Provide the name of the creative activity, show or performance, date, juried or non-juried status, one-person or group exhibition, location of gallery or museum, and other relevant information.

(Music, Art, and Theatre Arts may wish to develop specific formats for this section.)

C. Reviews and articles about your creative work.

D. Invitations to serve as a guest artist.

E. Grant and contract proposals that relate to research/scholarship/artistic work. List all proposals prepared and submitted. Indicate which ones were funded and the amounts- indicate which ones are still pending. Be sure to state to which foundations or agencies the proposals were submitted, including UTEP.

F. Other evidence you wish to submit concerning your scholarly or creative activities. Please be brief.

IV. PROFESSIONAL PROFILE.
A. Professional associations of which you are a member. Indicate offices held

B. Editorships and service on editorial boards of learned Journals.

C. Reviewing of manuscripts for journals, proceedings, publishers, etc. Give specifics--journals, publishers, numbers.

D. Reviewing of grant proposals. Give specifics--agencies, numbers.

E. Professional consulting. Describe specifically how much time was devoted in each instance?

F. Professional workshops and courses.

G. Other (reviewing of conference abstracts, promotion/tenure materials, etc.).

H. Conferences attended. List name, date, place.

I. Honors and awards received.
V. SERVICE TO THE UNIVERSITY AND THE COMMUNITY.
A. Service on departmental, college, and university committees. List the committees on which you served; indicate any that you chaired.

B. Advising responsibilities outside the department.

C. Non-scholarly publication or artistic and creative endeavors. Provide full information.

D. Service on boards and/or committees of community groups. Provide the name of the office, name of organization, date of election, and term of service.

E. Consulting work for community groups. Describe specifically. How much time was devoted in each instance?

F Presentations to community groups.

G. Additional evidence of institutional or community service. Please be brief.

VI. ADMINISTRATIVE DUTIES.
A. Administrative offices held.
APPENDIX E: TRAVEL AUTHORIZATION REQUEST FORM

THE UNIVERSITY OF TEXAS AT EL PASO
REQUEST FOR TRAVEL AUTHORIZATION

Traveler Status: Employee _______ Student _______ Other: (Description)

Name: ________________________________________________________________

Title: __________________________________________________________________

Department: __________________________________________________________________

I hereby request approval of my being absent from the Campus as indicated below:

Dates: From ___________ To ___________

Destination: __________________________________________________________________

Purpose: ____________________________________________________________________

Disposition of work while absent:  ___________________________________________________________________

( ) Expenses are not to be paid by the University

Estimated Costs:

Transportation: ___________________________________________________________

Per Diem for _____ Days: _________________________________________________

Other: _________________________________________________________________

Total: _________________________________________________________________

Requested: __________________________________________ Approved: _______

Individual Requesting Travel  Dean or Administrative Offices

Recommended: __________________________________________ Approved: _______

Chairperson or Dept. Head  Vice-President

Recommended: __________________________________________ Approved: _______

Sponsored Projects  President

NOTE:

Travel outside the limits of the United States Possessions, Mexico or Canada requires advance approval of the Governor, when the expenses of such travel are to be paid from State Appropriated Funds

REV:5/597
APPENDIX F: PUBLICITY FORM

DEPARTMENT OF MUSIC UPCOMING EVENTS FORM

EVENT:

PLACE:

DATE OF EVENT:  TIME OF EVENT:

ADMISSION CHARGE:  
- General Admission
- Students/Military/Seniors
- UTEP Students Free with ID?  Yes  No

CONTACT PERSON                  CONTACT EMAIL                  CONTACT PHONE

DESCRIPTIONS:  For Radio/TV/Newspaper Press Release

For Web Page
For I-10 and Mesa Electronic Billboards

Are you attaching a CD-ROM picture with this form?

Anticipated Attendance

Account Name and Number to deposit proceeds

NOTES:

1. Conductor or artist associated with event is responsible for ticket-takers at two Recital Hall lobby doors and/or balcony entrances. Ticketmaster only sells tickets at event—they are not responsible for house management.
2. Conductor or artist is responsible for providing a complimentary ticket list to me (Larry White) via email at least three days before the event, AND to provide a printed copy of that list for inside ticket booth before event.
3. This form is due in email form to me (Larry White) 2 weeks before the event.
4. Where the publicity goes: All tv/radio outlets, the Times, other newspapers, Juarez papers, and the electronic billboards. Charles Leinberger is on my publicity list, and he will put your event on the UTEP webpage also.
5. Please do NOT personally contact the Times yourself—the staff there has complained about getting inundated from some of us about publicity. If you do not see publicity about your event, and are concerned about whether “it” got sent out, email me and I’ll forward your concerns to Special Events. Special Events has told me that within 24 hours of your event, I will be emailed detailing an attendance figure and how much ticket money was collected. They (and Ticketmaster) charge a $1.50 per ticket fee—so you could expect a $3.50 adult and $1.50 student profit on tickets sold.