**Vanderbilt University**

**Mission, Goals and Values**

Vanderbilt University is a center for scholarly research, informed and creative teaching, and service to the community and society at large. Vanderbilt will uphold the highest standards and be a leader in the:

- quest for new knowledge through scholarship,
- dissemination of knowledge through teaching and outreach,
- creative experimentation of ideas and concepts.

In pursuit of these goals, Vanderbilt values most highly:

- intellectual freedom that supports open inquiry,
- equality, compassion, and excellence in all endeavors.

**Blair School of Music Mission**

The Blair School of Music serves as the focal point within Vanderbilt University for the study of music as a human endeavor and as a performing art. Music offers to all persons a medium for the expression of the human spirit. Accordingly, the Blair School of Music addresses music through a broad array of academic, pedagogical, and performing activities. Consistent with the mission of Vanderbilt University, the School maintains and promotes the highest standards in the pursuit of scholarly and creative work, in the delivery of instruction, and in the promotion of professional and public service.

In its scholarly and creative work, the Blair School of Music proposes to advance the discovery of knowledge, to expand the horizons of musical expression, to promote academic excellence, and to sustain an environment supporting these pursuits by faculty and students.

Pedagogically, the Blair School is committed to providing superior musical instruction to pre-collegiate and adult students in the environs of Nashville, Tennessee; stimulating classroom and studio instruction to collegiate music majors and minors; and, to the students of Vanderbilt University at large, an array of academically rigorous, culturally enriching courses appropriate to one of the nations’ leading institutions of higher learning.

In its commitment to professional and public service, the Blair School of Music contributes to cultural and intellectual life at Vanderbilt University and throughout the region through concerts, lectures, and recitals by faculty and students, and by providing a forum for visiting artists, scholars, and composers of national stature.
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GETTING STARTED

VU Faculty Manual
vanderbilt.edu/faculty-manual

All faculty members are subject to the principles, privileges, procedures, rules and responsibilities presented in the Vanderbilt University Faculty Manual.

VUnet ID

Your "VUnet ID" is your username that identifies you to most computer-based systems at Vanderbilt. You will use this as your primary identifier and login for most Vanderbilt programs. When your information has been submitted to HR (Human Resources), you will receive an email to claim your account. If you need assistance in claiming your account and creating an e-password, email blair-it@vanderbilt.edu.

E-password
https://it.vanderbilt.edu/accessvu/

During the VUnet ID authorization process, you will select an e-password. Everyone is required to change the password annually. If you forget your e-password, go to the “existing users” page at the website listed above and follow the instructions to change your e-password. If you need assistance, contact blair-it@vanderbilt.edu. Enhanced security - you must follow specific rules when selecting your e-password. In addition, all programs and web pages that require your e-password are "secure" in that they do not transmit your e-password in clear-text over the network.

Since you use your e-password to access personal information such as your email messages, course registration, and student grades, you should not share it with anyone - including family, friends, or support personnel. Do not use the same password with off-campus accounts, since those passwords may pass over the internet un-encrypted and can be intercepted by others.

E-mail

Vanderbilt University’s primary method of all communication with faculty is via Vanderbilt email accounts. Faculty members are not to use non-Vanderbilt email addresses for official mail.

Background Checks

Vanderbilt University requires background checks every four years for all faculty and staff at Blair. The background check includes: address verification; social security number check; military history; a county, statewide and federal criminal records search; search of sex offender registries; and examination of state and federal debarment lists. All investigations and records are reviewed and handled in a confidential manner and in compliance with all applicable federal, state, and local laws, including the Fair Credit Reporting Act (FCRA). The background check results will be shared with the Vice Provost for Faculty as well as other authorized individuals as needed. There is no cost to the faculty or staff member.

FERPA (Family Educational Rights and Privacy Act)
https://registrar.vanderbilt.edu/ferpa/ferpa-for-faculty/

All faculty members are required to complete an online tutorial and quiz in order to obtain access to certain student academic resources. Go to the website above to enroll and follow directions to complete the quiz. Additional information on student privacy and FERPA is in Appendix F.
**Getting Started, cont’d.**

**Vanderbilt Policy on the Protection of Minors**  
[https://www.vanderbilt.edu/riskmanagement/protectionofminorslanding%20page.php](https://www.vanderbilt.edu/riskmanagement/protectionofminorslanding%20page.php)  
The POM policy is available at the link above and in Appendix F of this handbook. As part of our commitment to protecting minors who participate in programs and are present throughout the Blair building, all Blair faculty and staff must complete a criminal background clearance and take annual training on the Protection of Minors on the Learning Exchange website at this address:  
[https://learningexchange.ea.vanderbilt.edu/#/dashboard](https://learningexchange.ea.vanderbilt.edu/#/dashboard). The Office of Academic Services will enroll you in the Protection of Minors web application once you have a VUnet ID and epassword. Instructions for training and annual training renewal are available at this link. It must be completed within the first four weeks of the semester of hire and renewed every year. Additionally, the information below is on our precollege registration forms and the website.

Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children’s Service. In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor participating in a Vanderbilt University program, please consult the program director, or Risk Management (615-322-5155), or report via the Vanderbilt compliance hotline at 844-814-5935. The Tennessee Child Abuse reporting hotline number is 877-237-0004.

**Academic Calendar and Final Exam Schedules**  
[https://registrar.vanderbilt.edu/calendars/](https://registrar.vanderbilt.edu/calendars/)  
It is the responsibility of all Blair faculty members to be familiar with the academic calendar and final examination schedules. For convenience, these calendars are available online on the Faculty Tools page of the Blair website: [http://blair.vanderbilt.edu](http://blair.vanderbilt.edu) EMS (Blair calendar and scheduling) and the Official Academic Calendar.

**Blair Website**  
[blair.vanderbilt.edu](http://blair.vanderbilt.edu)  
The Blair website is your source for Faculty Tools including many forms and documents. Webmaster Kristin Whittlesey posts up-to-date information and pictures for the Blair School.

**Faculty / Staff ID Card “Commodore Card”**  
[http://vanderbilt.edu/commodorecard/](http://vanderbilt.edu/commodorecard/)  
Sarratt Student Center, Room 184; 322-2273  
The Commodore Card ID provides: access to VU library services; entrance to Blair after building hours (reader located at exterior doors); 10% discount on books/supplies at University Bookstore; free rides on MTA buses, housing assistance and discounts at some area merchants.

**Keys to Blair Facilities and Building Security Card Readers**  
Each faculty member is issued keys to the Blair office/faculty lounge, to his/her studio, and to classroom AV equipment (if needed). Keys for Ingram Hall and Turner Recital Hall, green room and the light room may be available for short-term use. Requests must be pre-approved by the office of the Dean.

Vanderbilt ID cards (with the magnetic chip) provide building and main office access through the card readers when the building is locked. If your ID card does not have the chip, go to the Commodore Card Office in Sarratt Student Center to receive an updated card. All Blair exterior doors are equipped with card readers. Faculty may use these cards to access the building when the exterior doors are locked.
Key Requests for FACULTY/STAFF:
Must be made by sending an email to the Receptionist, Jenny Simpkins. Please allow 24 hours to pick up requested keys.

Facility keys are not issued to outside groups. Keys issued to faculty are not to be shared with others.

PARKING AT VANDERBILT
http://www.vanderbilt.edu/traffic_parking/
Blair Faculty may purchase a Zone 3 Permit, which qualifies you to park in most spaces of the Blair lots and on the 3rd floor of the West Garage. The cost may be spread over one year. Register online.

Spaces marked “Blair permit only” are available to precollege families with registered children ages 5 and under, and are for use only during the child’s lessons. Vehicles parked in Blair lots without a valid permit and vehicles parked in the Fire Lane or in an area not marked as a parking space will be ticketed and towed.

Equipment drop-off at Blair: Park in the Blair lots with emergency blinkers for the length of time necessary for loading/unloading.

PARKING AT VANDERBILT
Blair Faculty may purchase a Zone 3 Permit, which qualifies you to park in most spaces of the Blair lots and on the 3rd floor of the West Garage. The cost may be spread over one year. Register online.

Spaces marked “Blair permit only” are available to precollege families with registered children ages 5 and under, and are for use only during the child’s lessons. Vehicles parked in Blair lots without a valid permit and vehicles parked in the Fire Lane or in an area not marked as a parking space will be ticketed and towed.

Equipment drop-off at Blair: Park in the Blair lots with emergency blinkers for the length of time necessary for loading/unloading.

Parking is available free of charge after 4:00 p.m. weekdays and on weekends in the West Garage across from Blair. Enter through the Children’s Way garage entrance.

PAYROLL AND HUMAN RESOURCES INFORMATION
https://webapp.mis.vanderbilt.edu/c2hr
At above website, faculty will find information to arrange direct deposit, change address information, see payment history, benefits elected and tax information. For other payroll questions, see the Business Officer, Robert Halliburton.

PUBLICITY SERVICES/OFFICIAL PHOTOGRAPH
http://blair.vanderbilt.edu/academics/faculty-tools.php
To have a studio headshot made for the website and professional use, new faculty are asked to contact VU Photo Services. A link is posted on the Faculty Tools page of the Blair website. Make an appointment for a STUDIO HEADSHOT to be used for Vanderbilt University publicity. If the photos are used for non-Blair purposes, full credit must be given: “Photo courtesy of Vanderbilt Photographic Services, copyright.” Copy Kristin Whittlesey (Kristin.whittlesey@vanderbilt.edu) on all arrangements.

STUDIO ASSIGNMENTS
Studio assignments are made annually by the Dean’s office. Changes are made based on the needs of the Blair School as a whole, and are communicated by memo from the Dean. Faculty who share studios are expected to coordinate schedules before arranging students.

TELEPHONE / VOICE SERVICES
http://its.vanderbilt.edu/voice/
Studio Voice Mail service is available and encouraged. Contact Darlene Bethke, Accounting Assistant, to set up. User guides and training services are available: http://its.vanderbilt.edu/help/

Campus calls: 5 digits only (ex. 322-7651 becomes 2-7651)
Outside calls: Dial the number directly, including area code.
Long distance calls: Dial the area code and number directly.

SENDING A FAX FROM THE WORKROOM:
Campus fax: 5 digits (ex. 322-7651 becomes 2-7651)
Outside local fax: Dial 9 and then the number (no area code)
Long distance fax: You must have a long distance code. Instructions are taped on the fax machine.
TEACHING AT BLAIR

FACULTY RESPONSIBILITIES AND RESOURCES

FACULTY TEACHING LOAD
Full-time faculty with professorial titles have a normal teaching load of 18 contact hours; for artist teachers and senior artist teachers the norm is 24 contact hours. Contact hour credit for performance, rehearsal, or research are assigned by the Dean.

Faculty must submit an activity report annually. Over- or under-loads should balance out over two years.

Adjunct faculty members may be compensated for assigned auditions, interviews, committees, advising, and coaching.

Approval of the Dean to teach less than a full semester may be granted; such requests are rare and must be made and approved before the semester begins so that office staff, students and parents can be notified at the time of registration.

C.V./PROFESSIONAL ACTIVITY REPORT
All full-time faculty members must submit to the Dean an Annual Faculty Activity Report and C.V. for each academic year. The request and electronic link will be sent from the Dean’s office in April; reports will be due May 31. Adjunct faculty members are invited but not required to submit a C.V. or annual list of professional activities.

ACADEMIC ADVISING
Collegiate–based faculty must serve as faculty advisers as assigned by the Dean. All collegiate faculty are expected to be knowledgeable about the Undergraduate Catalog, the Blair Student Handbook, the Blair Adviser Handbook, and maintain weekly office hours so that students may easily seek advice or counsel.

Those who teach precollege students are expected to be familiar with the policies contained in the Precollege & Adult Student Catalog and in the current PCA Schedule of Courses. All are expected to be familiar with the Blair precollege scholarship program and the Certificate Program.

CLASSROOM FACULTY TEACHING SCHEDULE
Classroom faculty may request but are not guaranteed preferred days of the week for their class schedule. Over a period of 2 years, faculty can:

- be assured one semester of a Tuesday/Thursday schedule
- expect one semester of a five-day-a-week schedule
- expect 2 terms of either a MWF or a Tues/Thurs schedule.

COMMITTEES & OTHER ADMINISTRATIVE DUTIES
- Serve on committees as assigned;
- Submit enrollment verification and mid-semester deficiencies (see Class Rolls, p. 16);
- Keep the administration informed of faculty current address & contact information.
- Respond in a timely manner to administrative requests.
- Attend Commencement at least every fourth year.
TEACHING AT BLAIR

FACULTY RESPONSIBILITIES AND RESOURCES, CONT’D.

Recruitment & Adjudication
- Participate in recruitment activities as requested by Dean and Director of Admissions
- Interview and audition prospective precollege and/or university students, as assigned by Department Chair
- Adjudicate performance examinations, scholarship auditions, recitals (based on departmental needs or as requested)
- Attend student recitals especially when one's students perform

Faculty Meetings
Faculty meetings are held once a month, on Mondays at 12:10PM in Choral Hall. **Full-time faculty are asked to attend all meetings and to notify the Assistant to the Dean, Heidi Basgall-Favorite, in advance if they must miss.** Adjunct faculty are welcome to attend and participate. Agendas are posted 48 hours before the meeting and minutes distributed by the dean’s office prior to the next meeting.

Outside Teaching
- Full-time faculty members may not teach outside of Blair.
- Adjunct faculty may teach only at other educational institutions.
- All Blair students, except organ students, must be taught in Blair facilities.
- Exceptions to these policies require approval of the Dean.

Performance Faculty Responsibilities
- Coach performance classes
- Coach at least one orchestra sectional per semester
- Perform if assigned or desired
- Notify the Director of External Relations of all upcoming concerts, recitals and warm-ups, both solo and ensemble, scheduled at Blair and elsewhere. (Members of the Nashville Symphony need not report NSO activities.) Out-of-town engagements should be reported as far in advance as possible so that Vanderbilt Alumni Associations may be notified if appropriate.
- Faculty are also asked to report upcoming performances, workshops and student activities away from Blair to the Director of Admissions, to aid in recruitment efforts.
- Group teaching requires a minimum of two and, normally, a maximum of six students. Student groups should be compatible for efficiency.

Summer Teaching
- Full–time performance faculty members holding academic year appointments are paid an hourly rate for summer teaching. Faculty must confirm with the Dean the rate per contact hour; a summer contract will be issued by May 15.
- Faculty who wish to teach University classes during the Summer Session (May Term, First-half, Second-half, or Full Summer Session) should respond to the Office of Academic Services at the time it solicits information about summer teaching. The Dean’s office will consult with departments and determine summer course offerings based on programmatic needs.
- Blair faculty who teach classes during May or Summer Sessions will be paid at a rate comparable for a 15 week semester rather than on a per hour rate.
- Classes with insufficient enrollment will be cancelled one week before the session begins after consultation with the Dean and the Office of Academic Services.
**TEACHING AT BLAIR**

**FACULTY RESPONSIBILITIES AND RESOURCES, CONT’D.**

**SYLLABI**

All faculty are required to post syllabi for each class and all performance instruction in YES prior to the Student Registration period at the beginning of each semester. Collegiate syllabi may also be posted on Brightspace. All syllabi must state expectations and policies regarding grading, and performance syllabi must detail expectations and percentage values as they relate to the performance examination.

**All collegiate syllabi must include a statement regarding the Vanderbilt Honor Code, and this statement about accommodations for students with disabilities:**

“If you need disability related accommodations for this course; if you have emergency medical information to share with me; or if you need special arrangements in case the building must be evacuated, please make an appointment to speak with me, as well as the Equal Opportunity, Affirmative Action and Disability Services Center (2-4705) as soon as possible.”

**Performance and Ensemble syllabi should include this statement about hearing protection:**

“Protection of your hearing is essential to your lifelong success as a musician. You can prevent noise-induced hearing loss, but you must avoid overexposure to loud sounds, especially for long periods of time. The risk of hearing loss can be reduced by controlling volume levels in practice and rehearsal, avoiding noisy environments, and turning down the volume (particularly when using earbuds).

The use of earplugs helps to protect your hearing health in cases where you cannot control volume. The **main office at Blair has disposable earplugs available at no charge**; earplugs are also available at most pharmacies. The Musicians’ Hearing Center of the Vanderbilt Bill Wilkerson Center offers professional personal hearing healthcare services, in addition to custom earplugs made individually for each user. For an appointment call: 615.322.HEAR (4327); www.vanderbilthealth.com/billwilkerson/28390”

**If desired, this statement may be added to collegiate syllabi:** “Exams and exam questions, lectures, teaching notes, PowerPoint slides, scholarly writings, course handouts, assignments, review sheets, and other course materials are intellectual property of the course instructor. Copying or distributing these materials (including by posting them on websites) without the owner’s permission may constitute copyright infringement. A student who infringes on copyright may be referred to the Office of Student Accountability, Community Standards, and Academic Integrity.”

Files of collegiate and precollege syllabi for all Blair courses are available as a resource to faculty and students, and is required by NASM (National Association of Schools of Music). Syllabi archives are kept on file electronically; please send syllabi to the Blair Receptionist at the beginning of each semester.

**FACULTY APPOINTMENTS**

Faculty appointments are normally recommended by the Dean after recommendation by a faculty search committee and approval of the Provost, Chancellor, and Board of Trust. Reappointments to the full-time faculty are made by the Dean upon recommendation of the Faculty Search Committee or the Tenure Review Committee and approval of the Provost and Chancellor. Faculty members are governed by Blair’s Appointments and Contracts document (found in the Blair Faculty Handbook on the Faculty Tools page of the Blair website) and the *Vanderbilt Faculty Manual.*

Contract renewal or termination notice is given by March 1 for faculty holding one-year appointments and June 1 of the penultimate year for faculty holding two-, three-, or seven-year appointments. The calendar for faculty review and reappointment is detailed below. Faculty members terminating contracts are asked to give written notice by March 1. Letters of salary notification are issued to full-time faculty members through the Office of the Provost, following completion of the University budget in May. Salary notification for adjunct faculty members is normally made in May or June, following approval of the Provost.
TEACHING AT BLAIR

FACULTY RESPONSIBILITIES AND RESOURCES, CONT’D

FACULTY REVIEW CYCLE
For specific details, please refer to the Procedures and Criteria for Appointments, Renewals, and Promotion in the Blair School of Music and to the Vanderbilt University Faculty Manual.

**May 31.** Review portfolio due in Dean’s office. Until Jan 10 of the following year, faculty may submit additional supporting materials directly to the chair of the Faculty Review Committee (FRC) or Tenure Review Committee (TRC).

**February 1.** Recommendations of the FRC/TRC are due to the Dean’s office.

**March 1.** Written notice of the status of the review is due from the Dean to the FRC/TRC and to the faculty member.

**June 1.** Written notice of renewal or non-renewal is due from the Dean to the candidate during the penultimate year of an existing multi-year appointment.

FACULTY/DEAN CONFERENCES
At least once annually, the Dean will invite all full-time faculty members to meet individually for purposes of discussing professional development, individual aspirations, and mutual concerns. Adjunct faculty are also welcome to meet with the dean.

LEAVES OF ABSENCE
In matters of non-academic leave (i.e., for reasons of jury duty, illness or other incapacities of short duration, personal reasons, military duty, family and medical leave), the policy of the Blair School of Music is consistent with that of Vanderbilt University, as stipulated in the Vanderbilt Faculty Manual.

Academic leave may be requested of the Dean for purposes of special research, creative work, study, writing for publication, or special assignments elsewhere in connection with one’s work. The Dean will review requests and forward recommendations to the Provost; final recommendations are made to the Chancellor and the Board of Trust.

When granted, leave is normally without prejudice in computing eligibility for salary raises and promotion. The normal minimum period between leaves of absence is three years. Arrangements for leave are negotiable, depending upon Blair School staffing requirements and the availability of funds from all sources with the minimal income expectation of half-salary and full benefits for a full year, or full salary and full benefits for a half-year.

Unless explicitly understood and stated in writing to the contrary, an individual who requests and receives a leave of absence incurs an obligation to return to the Blair School and Vanderbilt University for at least an equivalent period immediately following such leave.

MENTORING
Vanderbilt University adopted a mentoring plan in 1997 to assist junior faculty members in their university careers. Each Blair full-time junior faculty member is assigned a senior faculty mentor to provide informal feedback, advice, and assistance in teaching and scholarly or creative endeavors. To encourage comprehensive and global perspectives within the School, senior mentors are typically selected from outside the junior faculty member’s immediate department or discipline. Faculty are also encouraged to seek advice from their department chair.
Resignation
A faculty member may terminate an appointment effective at the end of an academic year, provided that he or she gives notice in writing as early as possible, preferably before March 1. Faculty members not on academic-year appointments should give notice in writing at least four months prior to the date on which they wish their appointment to terminate. Faculty members resigning tenure appointments are expected to give at least six months’ notice. Waivers of notice periods may be negotiated by express consent of both parties.

Professional Organizations
CMS. The College Music Society is a consortium of college, conservatory, university, and independent musicians and scholars interested in all disciplines of music. Information available at www.music.org.
NAfME. The National Association for Music Education. See the website: www.nafme.org.
MTSBOA. The Middle Tennessee School Band and Orchestra Association sponsors the All-Middle Tennessee Clinic Band and Jazz Ensemble All-State Band and Orchestra. Website: www.mtsboa.org.
NAMTA. The Nashville Area Music Teachers Association is the local affiliate of Music Teachers National Association.
NASM. The National Association of Schools of Music is the accrediting agency for the Blair School. Phone 703-437-0700; Fax: 703-437-6312; http://nasm.accredit.org/ E-mail: info@arts-accredit.org

Professional Travel
Professional Travel on behalf of the Blair School and for personal development is encouraged. Travel on behalf of Vanderbilt must be booked through the online system: www.vanderbilt.edu/travel. For complete information about the Vanderbilt travel system, contact Darlene Bethke or Heidi Basgall-Favorite. They can teach you how to set up your travel profile, book and report travel. For insurance purposes, you must send Robert Halliburton an email letting him know the dates of travel, location, and reason for business travel, even if the travel is not being reimbursed by Vanderbilt. Travel involving absences of a week or more must be approved by the Dean. Teachers must reschedule lessons and notify students, their department chair and the Receptionist. Those considering travel abroad must also check http://vanderbilt.edu/gss/travel/International-travel-registration.php for current policies and procedures.

Blair Support for Professional Development
Support for professional development may be available through the Dean’s office for special or invited projects. Application for support should be made directly to the Dean.

Office of Contract and Research Administration
Assists faculty and others in obtaining grants and contracts from federal, state and local governments, and private sector funding. All applications for government or foundation support must be cleared through this office. The Division Director reviews and signs contracts on behalf of the University after these documents are approved by the Dean. The office is available to help identify potential sources of funding for specific projects such as concert touring, recording projects, and solo recitals, and can also provide advice on the preparation of grant applications, including budget preparation and application forms. Blair faculty should work with the Blair Business Officer once a grant has been obtained.
TEACHING AT BLAIR

TEACHING AND FINANCIAL RESOURCES

VANDERBILT CENTER FOR TEACHING
1114 19th Avenue South (19th & Edgehill Avenues); 615-322-7290
The University’s Center for Teaching is an excellent resource for Vanderbilt faculty members. See their website for programs and resources.

VANDERBILT INTERNATIONAL OFFICES
Student Life Center, Suite 110
The International Office provides assistance finding resources or contacts relating to internationally-focused endeavors.

HONORARIA
Honoraria are paid to adjunct faculty members invited to perform on Blair Series concerts; the current amount is $250. This does not include faculty or student recitals or special events unless previously approved by contract with the Dean. Adjunct faculty are paid $30 per hour for such tasks as assigned: interviews/auditions, orientation, recital hearing committees, committee meetings, adjudication at scholarship or ensemble auditions, and other responsibilities specifically approved by the Dean. Adjunct faculty who are asked to give mini-lessons (15 minutes in length) to prospective degree students will be compensated for up to 4 such lessons at their hourly rate. A Services Agreement form should be submitted at the end of each month to the Accounting Assistant. Payment must be approved by the Dean.

If a faculty member wishes to invite an outside performer to appear with them on a Blair program, any fees are the responsibility of the individual faculty member. Availability of Blair funds, unless approved by the Dean in advance, cannot be assured. Such funds are normally requested through the annual budget request process.

SOLICITATION & FUNDRAISING
Blair Development Office
Faculty are asked to inform the Development Office when they become aware of prospective donors.

Individual Fundraising
Soliciting contributions for departmental or individual projects without prior approval from the Dean is strongly discouraged.

VU Faculty/Staff Campaign
Each year the University conducts a Faculty-Staff campaign to solicit gifts and pledges from University employees. Blair's faculty and staff are encouraged to make a pledge and designate their contributions to Blair.

VANDERBILT TUITION DISCOUNT
Tuition discounts for undergraduate education, as outlined in the Vanderbilt Faculty Manual, are provided for the employee’s dependent children when the employee is at least twenty-one (21) years old and he/she has been employed full-time for the past five continuous years in a regular or term position at Vanderbilt (or any other accredited college or university, with no break-in-service greater than three (3) continuous months duration). The benefit begins the semester following five years of continuous service. To receive the benefit, faculty must submit to the HR payroll office a tuition discount form found at this web address: https://hr.vanderbilt.edu/forms/TuitionBenefitForMyChildForm.pdf at least 60 days before the institution’s classes begin. Forms are also available from the VU Benefits Office.
BLAIR PRECOLEGE TUITION DISCOUNT
Tuition discounts for Blair precollege lessons and classes are available for dependent children of full-time faculty and staff. Each dependent child is eligible for one 50% discount on instruction per semester. To receive the benefit, faculty must submit a precollege registration form to the Office of Academic Services and indicate the requested 50% discount course. Faculty with children under five who receive the tuition discount are not eligible for a Blair parking permit that allows parking in the Lot 104 spaces with brown signs.

BLAIR STUDENT EMERGENCY LOAN FUND
The L. Howard Nicar Student Emergency Loan Fund is available to Blair music majors. Students can borrow up to $400 for 30 days at no interest if they have no outstanding balance on their Vanderbilt student accounts. Checks are usually available within 48 hours. A loan not repaid within 30 days is charged to the student account. Accounting Assistant can provide assistance with these loans.

TEACHING AT BLAIR
ADMINISTRATIVE SUPPORT

LOST & FOUND
Lost & found objects are turned over to the Blair Receptionist. Objects are kept for several months before being discarded or delivered to local charities.

MAIL/SHRIPPING
Incoming delivery
Each faculty member is assigned a mailbox in the main office next to the workroom. Mail received at Blair is distributed to faculty mailboxes daily. Written notification of oversized packages is left in the faculty mailbox, informing where the package is located.

PURCHASING
For routine office supplies: Send a request via email to Jenny Simpkins (jenny.simpkins@vanderbilt.edu) with as much information as possible about the item/s requested.

For Items within current approved faculty or department budget: Send a request via email to darlene.bethke@vanderbilt with as much information as possible about the item/s requested.

For items above and beyond approved faculty or dept. budget: Discuss the request with the department chair and secure the Dean’s approval, then follow the above procedure.

Reimbursement: Reimbursement for individual purchases requires a written request and authorization from the Department Chair of the Dean. Reimbursement for individuals’ approved purchases must be requested through the Concur website which can be accessed by going to www.vanderbilt.edu/travel

NOTE: Accounting request forms are available outside room 1127.

RECYCLING SERVICES
Recycling is encouraged and receptacles are placed throughout the building.

WORKROOM
The Workroom is located in the main office and houses supplies and office equipment. It is to remain locked after business hours.
• Faculty are to use supplies provided for business use only.
• For assistance with operation of the office equipment, see the Receptionist or Accounting Assistant.
• Photocopier codes are assigned by the Accounting Assistant. Large print jobs are normally sent to Campus Copy or outside printers.
• Copyrighted music must not be duplicated.
• NOTE: Faculty and staff should take care to guard confidential student data in the workroom; printouts and photocopies involving grades and other FERPA-governed information should be under the direct control of the responsible individual.

COLLABORATIVE PIANISTS
Student Pianists
Studio faculty are encouraged to have their students collaborate with piano majors who are enrolled in collaborative piano. Since there is a limited budget for faculty pianists, some needs must be met by student collaboration. An added benefit is that the instrumental student receives coaching from the piano faculty responsible for the student pianist. Please contact Amy Dorfman and Melissa Rose for further information.

Precollege Myra Jackson Blair Scholarship students (keyboard) are expected to enroll in Collaborative Piano class or chamber music for at least two semesters.

Faculty Pianists
Faculty Collaborative Pianists are available to perform with Bachelor of Music degree students: lessons, juries, recitals, studio classes and ensembles for Blair majors. Faculty and students need to plan ahead about their collaborative needs and communicate clearly and thoughtfully with pianists. Pianists are appointed annually by the Dean. Voice students are assigned to faculty coaches by the voice department. The list of pianists and specific guidelines for collaboration with instrumental students is maintained by Melissa Rose. This information is distributed to faculty and students at the beginning of each Fall Semester and updated as needed throughout the year. General guidelines for B.Mus. instrumental students are as follows:
  Required degree recital: 8 contact hours per recital
  • Other studio accompanying, including preparation for juries, studio classes, and student recitals: 4 contact hours, on average, per student per semester
  • Additional hours must be paid out of pocket by the student at the pianist’s Blair hourly rate.
  • Optional recitals, recordings, and outside competitions are not covered by the Blair budget.

COMPUTERS/BLAIR INFORMATION TECHNOLOGY SUPPORT SERVICES
http://it.vanderbilt.edu; Phone: 615-322-9074
All studios and offices at Blair are eligible to receive computers. These will be updated on an as-needed basis. Email Blair IT Services for assistance in purchasing a computer once budgetary approval has been given by the Dean and Business Officer. Faculty may choose between PC and Mac computers.

For PC, Mac, printer, or classroom A/V support, please contact Blair IT Services at the above email or telephone. If support is not immediately available, please leave a detailed message so your call can be returned as soon as possible. For more details on IT offerings at Vanderbilt, see the website above or contact Heidi Basgall-Favorite. Keyboards, mice and other computer hardware may be obtained by contacting blair-it@vanderbilt.edu; Printer and copier supplies are stored in the work room. See Darlene Bethke for assistance.
Vanderbilt follows a standard course and teaching evaluation practice. All academic courses are evaluated, regardless of enrollment. Faculty are encouraged to remind students to bring a mobile device to class and provide class-time for students to complete the evaluations. The questions have been designed to elicit more helpful feedback for both students and faculty. It is important that faculty encourage and remind their students of the importance of the evaluations and their usefulness to faculty members.

Student anonymity. All collegiate performance instruction commentary is aggregated together to preserve student anonymity. When course enrollment is too small to preserve student anonymity, students may always choose to address written comments to the faculty member directly, to the Dean (for comments on faculty performance) or to the Associate Dean of the Collegiate Program (for comments on course content). Faculty members use summaries to improve their teaching; the administration uses them in encouraging faculty development and in decisions involving faculty evaluation and promotion.

Timing. During week 13 of classes, faculty will receive time sensitive e-mail reminders and instructions, and status listings for each course for which he/she is listed as instructor. Questions regarding setup and status should be directed to the Collegiate Office of Academic Services. Students evaluate courses during “dead week,” (week 14) ending on the Reading Day before exams begin. Faculty will have access to evaluation results after all grades are submitted. These results are maintained on the server indefinitely.

**EDUCATIONAL MATERIAL RESOURCES**

*University Bookstore*

Barnes & Noble is the official campus bookstore at Vanderbilt. Textbook ordering is done online: click the Faculty link to order your class textbooks. If you have questions, call (615) 343-2665.

**COPYRIGHT CLEARANCE SERVICES (CCS)/CLASSPAKS**

Manages obtaining permissions, keeping records, and paying associated royalties for class-related use of copyrighted materials at Vanderbilt University. Copyright Clearance coordinates with Campus Copy, part of Vanderbilt University Printing Services so that ClassPaks can be reproduced, and with the Library so that electronic reserves can be mounted. In addition to these primary faculty services, CCS clears individual items and provides other special copyright related services for the University. Permissions for Electronic Reserves to be posted on Brightspace are also handled by this office.

**LIBRARY RESERVES**

See the information on Music Library resources.

**BRIGHTSPACE**

Brightspace is Vanderbilt University’s primary course management system, providing a core set of digital tools designed to support teaching and learning across campus.

Within this secure environment (which requires VUnet ID and e-password) faculty can post syllabi and course materials (including streaming audio), assign tasks, make announcements, check class rolls, and email announcements to all enrolled students.

Support for Brightspace is provided by the Center for Teaching staff. They offer email, phone and drop-in support hours. On-demand resources, including PDF walkthroughs and video guides are listed on the Brightspace webpage.
YES - YOUR ENROLLMENT SERVICES (UNIVERSITY STUDENTS)  
Students and their advisers use this online resource to check all student academic records: class rolls, enrollments, deficiency reports, and to access grade reports; check GPA, order official transcripts. Navigate to YES (http://yes.vanderbilt.edu/) and select Online Grading from the “Applications” listing.

CLASS ROLLS / ENROLLMENT VERIFICATION
It is the faculty member’s responsibility to verify the accuracy of ALL their class rolls, EVEN IF THERE ARE NO DISCREPANCIES. The deadline for reviewing class rolls is typically the end of the 3rd week of classes. Failure to verify class rolls and report discrepancies before stated deadlines could result in loss of faculty pay.

MID-SEMESTER GRADES (DEFICIENCIES)
It is the faculty member’s responsibility to submit a mid-semester deficiency roster EVEN IF THERE ARE NO DEFICIENCIES TO REPORT. These rosters are typically due no later than the end of week 7. Midterm exams and/or papers should be scheduled accordingly.

Students whose mid-semester average in any course is a C– or below, whose work is incomplete, or who have excessive absences, will receive a deficiency during the eighth week of classes (usually a week before the Friday deadline for withdrawal). The deficiency is posted on the academic record in YES, but it does not appear on a student’s official transcript.

Students who receive deficiency notices must meet immediately with their advisers. Students with two or more deficiencies (and any seniors with deficiencies) must also meet with Associate Dean Melissa Rose before the deadline for withdrawal that semester.

GRADE REPORTING
All university student grade reporting will be submitted on-line at the above secure website. The faculty is notified via email as to online grading availability and appropriate deadlines.

VUPACE (PRECOLLEGE REGISTRATION SYSTEM)
Faculty use Destiny One to access enrollment records, family contact information, and to report grades.

PRECOLLEGE CLASS ROLLS / ENROLLMENT VERIFICATION
It is the faculty member’s responsibility to verify the accuracy of ALL their class rolls, and not to teach unregistered students. The deadline for reviewing class rolls is typically the end of the 3rd week of classes. Failure to verify class rolls and report discrepancies to the Office of Academic Services before stated deadlines could result in loss of faculty pay.

PRECOLLEGE MID-SEMESTER GRADES (PROBATION)
A precollege student whose progress is not satisfactory may be placed on probation for half a semester. If at the end of this period the quality of work has not improved to the satisfaction of the teacher, the student may be dismissed from the school. In the event of a dismissal, no refund will be given. Written notification of the probation must be made by the faculty to the Associate Dean and Office of Academic Services, and a letter will be sent to the family by the Associate Dean. The probation will be noted in the student’s online record. When the probation is removed by the faculty member, notify the Office of Academic Services and the probation will be removed from the permanent record.
PRECOLLEGE GRADE REPORTING
Precollege faculty submit grades using http://vupace.vanderbilt.edu/index.jsp and turn in student grade reports (office copies) to the Blair Office of Academic Services. Faculty are encouraged to give student copies directly to students. If that is not possible, reports may be given to the Office of Academic Services to mail. Deadline to submit grades and reports is 2 weeks after the precollege semester ends. Access via Faculty Tools section of the Blair website.

SUBSTITUTE TEACHERS
Faculty needing to have lessons or class meetings covered may ask Blair faculty colleagues for assistance. The approval of the Dean is essential if faculty wish to ask non-Blair faculty to substitute for them. Student teaching assistants may not be asked to teach a class.

SARRATT CINEMA
Housed in Sarratt Student Center on main campus, Sarratt Cinema is frequently used by Blair courses with projected enrollment of 50–200 students.

Scheduling the Cinema is currently provided by the Blair Scheduling Office in conjunction with regular course scheduling each year. Sarratt’s schedule has limitations, and certain dates are unavailable annually. Faculty with courses scheduled in Sarratt are notified in advance of these conflicts, and are offered assistance by the Blair Scheduling Office to locate alternate space (if any available).

Audio Visual aids at Sarratt include Data/Video Projector, Stereo with CD and cassette deck, DVD, VCR, Video Overhead Projector, internet connection. Technical Support Service (615-322-3095) personnel are available during the day.

TEACHING ASSISTANTS
Faculty requests for student assistants and graders should be directed to the Dean or included in an annual departmental budget request. Class size and overall load are factors to be considered. Student teaching assistants are not substitute teachers.

Departmental letters of award are handled by the department chair or directly by the faculty sponsor; those letters outline responsibilities, obligations and expectations of the department (theory or musicology) employing them. Financial contracts for the students are prepared by the Accounting Assistant. Pay rates must have the approval of the Dean. Student assistants will be paid on an hourly basis; students will complete time sheets bi-weekly and will be paid bi-weekly during each semester. Graduate graders are paid in four monthly installments and are not required to file time sheets.

Student assistants are selected, following individual application, on the basis of their upper-division status, proven responsibility, scholarship, skills in interpersonal relationships, and their ability to communicate broad concepts pertaining to the literature and theory of music.

Responsibilities normally include clerical tasks (photocopying, etc.), library retrieval, review sessions, some assisting with grading of examinations and homework, occasional tutoring, regular conferences with the faculty, and other tasks appropriate to individual skills and interests. These activities may comprise an element of professional training not addressed in the traditional curriculum and provide students an opportunity to apply their skills and knowledge.

Teaching assistants may request keys related to their work assignments. They must also fill out the key request form, have it signed by applicable faculty/staff and return it to the Blair Receptionist with a $30 deposit.
TRANSPORTATION EQUIPMENT

For local use only, a passenger van and cargo van are available for use by Blair faculty, staff, and students for official Blair business and activities. In order to use the Blair vans, users must first complete Vanderbilt’s “VandySafe” program. Prospective van users must complete the Driver Orientation through the Learning Exchange. Once this portion is completed certificates of completion need to be given to Jenny Simpkins at the reception desk to be kept on file. There is also a consent and disclosure form to be completed for information to be sent to Vanderbilt Risk Management. An okay must be received from Risk Management before a person is approved to drive a Vanderbilt vehicle. You may get the form from or return the form to either Jenny Simpkins at the front desk or Darlene Bethke.

Vehicles must be reserved at least one week prior to use. Reservation must be accompanied with the VandySafe certificate. A copy of the certificate will be kept on file for future reference. They keys must be picked up and returned by the documented driver. For assistance, see the Blair Receptionist or Darlene Bethke.
MISSION STATEMENT
The mission of the Anne Potter Wilson Music Library is to support the curricular needs for research and performance of the Vanderbilt student, faculty and precollege communities, provide access to print and electronic resources relating to music in a variety of formats, empower users with the information-seeking skills necessary for the lifelong pursuit of learning, and offer high-quality service in a positive, relevant, and up-to-date learning environment.

The Music Library is one of seven divisional libraries on campus and is part of the Jean and Alexander Heard Library system.

COLLECTIONS
The Music Library has an extensive collection of resources to support the teaching, research, and performances of Blair faculty including 24,000 books, 42,500 recordings, 33,000 scores, and 118 subscriptions, as well as streaming media databases, e-book packages, and other electronic subscriptions. All library materials can be found by searching ACORN (the Library’s “classic” online catalog: http://acorn.library.vanderbilt.edu) or DiscoverLibrary (the Library’s “next generation” catalog: http://discoverlibrary.vanderbilt.edu) from the Music Library’s webpage.

Faculty members are encouraged to collaborate with library staff to develop the library’s collections. Active participation in collection building in the area of a faculty member’s expertise has resulted in relevant and strong collections. Faculty and students may submit purchase requests online at the Music Library’s webpage (http://library.vanderbilt.edu/forms/purchase.php) or contact library staff directly.

The Music Library staff strives to preserve the material legacy of the Blair School of Music by collecting faculty publications in all formats. Faculty are encouraged to deposit their books, CDs, DVDs, scores, concert programs, and journal articles in the Music Library. The library also holds the audiovisual masters for Blair and Peabody performances and streams 1000s of concert recordings via the Blair Performance Archive (http://diglib.library.vanderbilt.edu/bpa-browse.pl). A master list of all faculty publications can be requested at the service desk.

The Music Library holds a number of special collections. These cover topics ranging from tango to blues to Appalachian folk music and in formats from manuscript scores to a range of digital and analog sound recordings. Also held are a number of private collections donated to the Music Library by various individuals including the dulcimer virtuoso David Schnaufer, the composer Alfred H. Bartles, and the musician/songwriter John Hartford. Materials are located both within the Music Library’s permanent circulating collection as well as in closed archival collections, but can all be accessed through consultation with Music Library staff.
TEACHING RESOURCES

ANNE POTTER WILSON MUSIC LIBRARY, CONT’D

FACULTY LOAN PERIODS
A Commodore Card is required to check out Music Library materials. Cards are available at Sarratt Student Center Room 184.
- General collection materials (Books, media, scores, bound journals) – 365 days, 4 renewals
- Reference Books and Reference Scores – as needed
- iPads, Laptops, and Umbrellas – 3 days

FACULTY LOAN PERIODS, CONT’D.
Faculty members can view lists of borrowed items and holds associated with their account, request delivery of library items to their faculty mailbox, renew print materials and add ACORN Alerts (a service which notifies users when materials in their area of interest are added to the collection) by logging into their account in ACORN. Library materials may be returned at any Vanderbilt Library.

EQUIPMENT
- A multi-function copier/printer/scanner is available in the Music Library. Request the Blair faculty printing card at the service desk.
- Audiovisual stations are located throughout the library. The library has equipment for using the following formats: LPs, CDs, cassette tapes, DVDs, blu-ray, VHS tapes, laserdiscs, 78 RPMs, and reel-to-reels.
- The Music Library seminar room may be reserved online for meetings, group study, listening or review sessions. It seats 10 and is equipped with HDTV, combination Blu-ray/DVD/CD/VHS player, cassette deck, laserdisc player and a piano.
- iPads, Windows laptops, external CD/DVD drives and umbrellas are available for checkout by students and faculty on a first-come, first-served basis
  - Library workstations are equipped with Finale music notation software. MIDI keyboards can be checked out at the service desk.

REFERENCE AND INSTRUCTION
The Music Library staff is available in person, by phone, email or online via the library’s “Ask Us” reference service to answer reference questions and to assist with faculty and student research. To schedule a consultation for in-depth research questions, contact the Music Librarian for Education and Outreach and make an appointment.

To stay current on new resources and services provided by the Music Library, visit the Music Library’s web page, Facebook page. See contact information above.

All Blair undergraduates participate in an information literacy program that is integrated within the core music history sequence and taught by the Music Librarian for Education and Outreach. Students complete assignments directly related to the projects they are working on in their music history and literature courses. This Librarian is also available to teach sessions catered specifically to the needs of particular classes or studios. Contact Sara Manus to request a session.
Scholarly Communications

Music librarians are available to facilitate collaboration with the Scholarly Communications team at the Jean and Alexander Heard Library. This team supports new, interdisciplinary modes of research, discovery, and publication, ranging from geocoding to data citation to open access publishing. Broadly speaking, the scholarly communications team provides support to faculty members in areas such as authors’ rights, data curation, and open access.

DiscoverArchive ([http://discoverarchive.vanderbilt.edu](http://discoverarchive.vanderbilt.edu)) is the institutional repository for Vanderbilt University which hosts scholarly materials produced by the faculty, students, and staff members of a particular school including the Blair School of Music. DiscoverArchive offers a convenient way to distribute faculty preprints, postprints, and published articles online and to share them with students and faculty at Vanderbilt and elsewhere.

Interlibrary Loan (ILL)

Vanderbilt faculty and staff (including spouses and domestic partners) can request materials through Interlibrary Loan. Interlibrary Loan is a service through which library materials not owned by Vanderbilt can be borrowed from other libraries across the globe. Many library catalogs and databases, including WorldCat, a combined catalog of many of the world’s libraries, provide an Interlibrary Loan request feature.

Faculty Delivery

Vanderbilt University Libraries offer a faculty delivery program allowing faculty to request materials from other campus libraries and have them delivered to Blair. Delivery directly to faculty mailboxes is usually within two working days. Faculty log into their ACORN account to access the faculty delivery request form.

Databases and Other Resources

The library subscribes to many databases and resources, including Oxford Reference Online (Grove Music Online), Naxos Music Library, Naxos Video Library, Naxos World Music, Smithsonian Global Sound, DRAM, RILM, RIPM, Music Periodicals Database, JSTOR, Met Opera On Demand, the Berliner Philharmoniker Digital Concert Hall, IPA Source, African American Reference, The Jazz Discography, Rock’s Back Pages and the Chicago Manual of Style. Most databases can be accessed from off-campus by providing a VUnetID and password. The Global Music Archive, a multi-media reference archive and resource center for traditional and popular music and dance of Africa and the Americas, was created as a collaborative effort between the Blair School of Music and Vanderbilt University libraries. The library is the home of the Blair Performance Archive, an online database of programs, information, and streaming audio of performances, masterclasses, and lectures held at Blair, and prior to 1981, the Peabody School of Music. Go to the Music Library’s webpage to access the Music Library’s databases.

Course Reserves

Faculty members may place library materials or personal items on reserve for students. Library staff can also add high-quality streamed selections from audio and video recordings and scanned excerpts from print materials to Brightspace course pages.

Surrogate Library Privileges for Teaching Assistants

Faculty members may authorize teaching assistants to check out library materials in the faculty member’s name. To obtain an application for surrogate privileges contact the Music Library.
TEACHING RESOURCES
ACADEMIC POLICIES

As stated in “Faculty Responsibilities,” Blair faculty are expected to be familiar with the Undergraduate and Pre-College & Adult Catalogs. The Undergraduate Catalog is the legal binding document for all Blair Collegiate students. Information below pertains to all Blair Students (collegiate and precollege/adult) unless otherwise noted.

ADMISSIONS PROCESS
Blair School of Music offers the four year Bachelor of Music degree (majors in musical arts, performance, and composition, a five year program in musical arts/teacher education which additionally earns the Master of Education through Peabody College, and a five year program in musical arts which additionally earns the Master of Business Administration through Owen Graduate School of Management. Students are selected for all majors on the basis of both the musical and academic profile.

Prospective freshman and transfer students complete the Common Application (commonapp.org), or the Universal College Application (universalcollegeapp.com) and submit an application fee. In addition, prospective Blair freshman and transfer applicants must complete a Blair DecisionDesk application, which includes prescreening requirements by January 1 for regular decision/early decision II, or November 1 for early decision I. Select applicants will be invited to audition or interview on campus during one of the three audition weekends or the early decision audition day.

Live audition and prescreening requirements are posted on the Blair website. During the audition weekends, faculty representing each program adjudicate departmental auditions and interviews. Students receive notification regarding their admission to both Vanderbilt University and the Blair School of Music by April 1, and must confirm acceptance with the Office of Undergraduate Admissions by May 1. Early Decision I and II applicants are notified about admission by December 15 and February 15, respectively.

ATTENDANCE
Faculty are responsible for setting their own attendance and participation policies, including procedures for obtaining an excused absence. The attendance/participation policy should be included in the course syllabus. Faculty are expected to keep careful records of students’ attendance (indicating excused or unexcused absences), of any lessons/classes missed by the teacher, and all make-ups.

Attendance factors in grading: Attendance is an important factor in determining the final grade in a course. Students are expected to attend all sessions of each class in which they are enrolled. A student who fails to abide by the attendance policy set by the course instructor is subject to removal from the course. For university students, the Honor Code is to be considered when dealing with student absences.

Illness: Students anticipating a serious illness or emergency requiring them to miss classes for an extended length of time must contact the Associate Dean; however, notification by the Associate Dean to individual faculty does not necessarily constitute an excused absence. Faculty canceling due to illness should attempt to contact the students whenever possible (such as using Brightspace to email classes). Faculty should also call the Receptionist, who will have a notice posted.

Weather: Blair is not usually closed due to snow or other inclement weather. If travel to campus is in question, faculty and students should use their best judgment when deciding whether to travel.

Make up lessons: In all cases, lessons missed by the student may be made up at the teacher’s discretion. Lessons missed by the teacher must be made up.
Holidays
The last day before and the first day after official holidays are considered to be the same as any other day on which classes are scheduled. Assignments are made for classes scheduled on these days, and tests may be given on them. Students must take this fact into account in making travel plans.

AUDITING COURSES

Performance Instruction

*Auditing of ensembles is permitted with permission of the ensemble director.*

University students desiring performance instruction without credit may register through the Precollege & Adult Program, which provides no record on their university transcripts.

Classroom Courses
A list of approved courses for auditing is available from the Blair Website Faculty Tools page. VU faculty, staff, and their spouses are permitted to audit one class free of charge each semester if the class size and requirements are suitable for auditing. The faculty of record in charge of the course must give approval for the audit. Paperwork is available through the University Registrar’s office: [http://registrar.vanderbilt.edu](http://registrar.vanderbilt.edu), click on Division of Unclassified Studies.

CERTIFICATE PROGRAM (PRECOLEGE)

Blair awards two certificates - the *Certificate of Distinction* (advanced performance level), and the *Certificate of Merit* (intermediate performance level) to select high school seniors who have completed formal programs that encourage excellence in performance, and knowledge of music theory and history. All students are encouraged to participate. The full program description and audition requirements may be found in the precollege section of the Blair website and in the Precollege and Adult Catalog.

High school students are nominated for program admission by departmental faculty after spring scholarship auditions. Nominated students will have achieved at least an upper intermediate level of proficiency in instrumental or vocal study, and demonstrate an eagerness to deeply explore the academic and performance study of music. Nominated students will receive invitations to enter the program. Accepted students will enter at the Certificate of Merit rank. There is no cost for participation.

CHANGING STUDIO TEACHERS

- Request for a specific teacher by a student or parent is honored whenever feasible.
- If a change of teachers is desired, the parent and/or student must discuss the intended change with the current instructor.
- B. Mus. voice students must see the department chair and submit the request in writing.
- If approached by a current student of another Blair faculty member who wishes to change teachers, a faculty member is expected to discuss the situation with the student's current teacher and department chair before accepting the student.
- Any problems regarding a change of teachers should be discussed with the Dean or the Associate Deans.
- Lessons with more than one teacher on the same instrument must be approved by both teachers.

COURSE LOAD (UNIVERSITY STUDENTS)

A normal course load is 12 to 18 credit hours. Loads outside the norm must be recommended by the adviser and approved by the Associate Dean. All overloads must be discussed with and approved by both the Academic Adviser and the Associate Dean. **(continued on next page)**
As an alternative to an overload (and its associated fees), B.Mus. students may be eligible to enroll in an ensemble for zero credit. Zero credit ensembles count towards the necessary semesters of ensemble experience, but they do not count towards the 80 credits required in music, nor towards the 126 credits required for graduation. Only 1 ensemble for zero credit is permitted per semester. All zero credit ensemble requests must be submitted with this form: http://blair.vanderbilt.edu/forms/PetitionforApprovalEnsembleforzerocredit.pdf.

Credit by Exam (University)
Students who intend to do summer work in order to earn Credit by Exam for a preceding semester must file a study plan with and be approved by the Associate Dean prior to departure for the summer.

Students must complete the Credit by Exam jury during the fall semester following the summer in which they did the work.

Information and forms are available on the Blair Website Academics page and in the Undergraduate Catalog.

Dead Week
During this period (the week preceding university final exams), no exams, quizzes, or portions of exams may be given to university students without the Dean’s prior approval. Ensemble performances are also prohibited unless approved in writing by the Dean.

Examinations (Precollege)
Class examinations for precollege students are given at regular class times during the last week of classes.

Examinations (University)
Exam schedules are available on the University Registrar’s website: http://registrar.vanderbilt.edu. The following exam policies extend to all courses, including ensemble performances. Exceptions to any exam policy must be approved in writing by the Dean with at least 2 weeks’ notice given to students:

- Each in-class final exam must be given at the time indicated on the Primary Schedule.
- Alternate Schedule is used only if the instructor decides to give an exam at two times.
- A period of two hours is available for each exam in all schools except Engineering, in which three hours is available.
- Classes that meet on some MWF and also on some TR days will have exams according to the MWF meeting time.
- Blair students with two exams at the same time should report conflicts to the Blair Associate Dean.

Examinations, Performance (Juries, All Students)
Jury Schedule. The last week of each semester is devoted to performance examinations (juries) in lieu of lessons. Due to the 16-week PCA schedule, precollege students may have an additional week of class following jury week in the spring.

A rotation schedule assuring equal access to the performance venues and accommodating the Nashville Symphony schedule is developed by Associate Dean Pam Schneller. Specific schedules are arranged by the Dept. Chairs.
Exemptions. All students, except adults and those in group piano, are expected to take performance examinations. Very young individuals, beginning Suzuki students and those on very elementary levels are usually exempted. Precollege Honor Scholars perform on the Scholarship Recital in lieu of a jury. An advanced student (either in the precollege or university program) giving a recital during the semester may also be exempted at their teacher’s discretion.

Faculty responsibility. Adjunct faculty members are expected to serve as adjudicators for performance exams for the amount of time comparable to their weekly teaching loads. Full-time teachers serve for all exams, or as long as needed. Panels must have at least three faculty members. During the May and Summer Sessions, performance examinations are given only to University students receiving credit.

Grading Juries. Adjudication sheets, including upper division hearing forms are available on the Blair Website Faculty Tools page by clicking the link to semester reports.

Semester Reports. At the end of each semester after juries, faculty evaluate students’ progress in performance instruction and make suggestions for improvement. Semester report forms are available on the Blair Website Faculty Tools page by clicking the link to semester reports.

These reports should present a thoughtful assessment of each student’s work. It is the primary summary regarding the student’s progress and development with applied instruction. Reports and examination adjudication sheets are stapled together. The original copy should be mailed or given to the student (use PeopleFinder to find campus addresses as necessary). A second copy is submitted to the Office of Academic Services and a third is kept by the faculty member. Precollege student copies may be mailed by the office if requested. Grades reported in Destiny One are not sent.

Deadline to return Semester Reports to the Blair Office of Academic Services is 1 week after final examinations.

GRIEVANCES (UNIVERSITY)  
(SEE ALSO GRADE APPEALS)  
Written student grievances are governed by the Vanderbilt Student Handbook, where appeal and grievance procedures are spelled out in detail.  [www.vanderbilt.edu/student_handbook](http://www.vanderbilt.edu/student_handbook)

The Equal Opportunity, Affirmative Action and Disability Services Department may also be of assistance with grievance procedures.  [www.vanderbilt.edu/ead](http://www.vanderbilt.edu/ead)

HONOR CODE  
VU Honor system is explained in detail at Fall Orientation for students and is available in the VU Student Handbook:  
[http://www.vanderbilt.edu/student_handbook/the-honor-system/](http://www.vanderbilt.edu/student_handbook/the-honor-system/) All work at Vanderbilt is done under the honor system. Faculty are required to include specific explanations as to how the honor code is applied in course syllabi. A pledge statement should be included on each exam: “I pledge my honor that I have neither given nor received aid on this examination.”
MINORS AND 2ND MAJORS
Formal admission to the general minor, the performance minor, or the second major is contingent upon a performance audition that meets departmental standards for the "intermediate" or "advanced" level of study. Forms and detailed information are available at http://blair.vanderbilt.edu.

PRECOLLEGE HIGH SCHOOL CREDIT (FOR PRECOLLEGE STUDENTS)
Students in many high schools can earn enrichment credit for instruction taken at Blair. Students must fulfill all requirements to the satisfaction of the teacher. Blair instruction for high school credit is coordinated through the Office of Academic Services. The student is responsible for determining his/her eligibility with the individual high school’s guidance counselor.

PROBATION (PRECOLLEGE)
A precollege or adult student whose progress is not satisfactory may receive a deficiency and be placed on probation for half a semester. If at the end of this period the quality of work has not improved to the satisfaction of the teacher, the student may not continue at the school. In the event of a dismissal, no refund will be given. Written notification is made in each case.

PROBATION (UNIVERSITY)
First year students are placed on academic probation if they do not complete one writing course and qualify for class standing, or if their grade point averages are below 1.8 overall or 2.0 in music. Other students are placed on academic probation if they fail to qualify for class standing or if their semester grade point averages fall below 1.8 overall, or 2.0 in music.

(Note: students must complete MUSC 2200 and MUTH 2200 by end of sophomore year to qualify for junior standing. See pg. 34 for more details on class standing.)

Incomplete grades may adversely affect class standing or grade point averages.

While on academic probation, students must meet with the Academic Oversight Adviser, currently Professor Karen Ann Krieger. While on probation, students may not:
- transfer summer study credit
- elect to take courses on a Pass-Fail basis
- earn credit by departmental examination
- participate in any extracurricular performance activity

Students will be placed on probation no more than twice. Students who are deficient a third time will be dropped from the University.

RESIDENCE REQUIREMENT (UNIVERSITY)
Students must be “In Residence” at the Blair School for at least half the credits required for the degree, and for a minimum of four semesters, including the last two. “In residence” is defined as enrolled for at least 12 hours. Note that this means that at least 64 hours and the last 30 hours of the degree program must be taken at Vanderbilt. Participation in a Vanderbilt-approved direct credit Study Abroad program counts towards total hours “in residence” at the University, but Blair students must petition the curriculum committee if they wish to study abroad during their penultimate semester and should discuss their situation with the Associate Dean.
SUDDEN ACADEMIC INSUFFICIENCY  
(UNIVERSITY STUDENTS)  
Any student who fails by a wide margin to reach prescribed levels of academic achievement, either at the end of a semester or at mid-semester is reviewed by the Associate Dean’s office in conjunction with the Academic and Studio Adviser(s). If the student is not making satisfactory progress towards the degree, the student may be placed on probation or may be advised or required to take a leave of absence or advised to withdraw from the University. Appeals of such findings should be addressed to the Blair Curriculum Committee.

UNIVERSITY CREDIT  
See Undergraduate Catalog for complete information on credit earned for courses.  

Performance Instruction  
Students enrolled in individual performance instruction earn 1 or 2 hours credit depending on lesson length and practice commitment:  
30 minute lesson/5 hours weekly practice= 1 CR  
45 minute lesson/5 hours practice=1 CR  
60 minute lesson/10 hours practice=2 CR  
Beginners may not register for more than 1 CR in any performance area.

Zero Credit Courses  
Grades are given for no-credit courses but do not affect the grade point average; the hours do not count towards the degree, but do count in the computation of tuition. For more, see the Undergraduate Catalog.

Ensemble Courses  
Any university student performing in any Blair ensemble is expected to register for the course. If the Blair student’s total credit hours exceed 18 hours, the student may petition to enroll for zero credit for one ensemble with approval of the Associate Dean.

During the drop period, a student may change enrollment from zero to one credit, but an unregistered student may not add an ensemble after the 10th day of classes.

Non–Blair Student Credit  
The faculty of each school or college of the University determines what Blair courses are credited towards their respective degrees.

Division of Unclassified Studies  
Precollege or Adult students wishing to receive college credit for any university courses offered through Blair should contact the University Office of Academic Services to enroll through the Division of Unclassified Studies. Students are required to pay Vanderbilt Undergraduate tuition rates, but will receive transferable credit for courses completed.
TEACHING RESOURCES
ACADEMIC STANDARDS

CLASS STANDING (UNIVERSITY STUDENTS)

Sophomore standing requires a minimum of 24 hours with a grade point average of 1.8 on a 4.0 scale.

Junior standing requires a minimum of 54 hours with a grade point average of 1.9 and the successful completion of MUTH 2200 and MUSC 2200 (theory and musicianship).

Senior standing requires a minimum of 86 hours with a grade point average of 2.0.

Students are placed on probation if they fail to meet class standing benchmarks. Students on probation must qualify for class standing in one additional semester or risk being dropped from the university.

DEAN’S LIST (UNIVERSITY)

Students are awarded a place on the Dean’s List if they have a minimum grade point average of 3.5 while carrying 12 or more graded hours with no incomplete or missing grades.

GRADING STANDARDS

Assessment of Work

There is no standard grading scale at Vanderbilt. Professors may grade on a curve or set a specific numeric scale, announcing and/or publishing their expectations at the beginning of the semester. The Undergraduate Catalog defines grades as follows:

A: excellent; B: good; C: satisfactory; D: minimum pass work; F: failure

In evaluating students, faculty should recognize that the grade of "B" indicates "good" (i.e., above average) work and is assigned to the higher students in a course or in a studio. The grade of "A" defined as excellent, should be reserved for truly exceptional achievement, while "C" is considered satisfactory.

Incomplete Grades

Three types of incomplete grades are used for undergraduates:

- M for a missed final exam,
- I for incomplete in some work other than the exam,
- MI for both circumstances

Regulations in the Undergraduate Catalog apply. Paperwork is available on the Blair Website Faculty Tools page. In completing the paperwork it is imperative that a deadline for completion of the work be established and that a default grade be indicated if the deadline is not met; non-B.Mus. students should clarify with their home school Office of Academic Services all requirements regarding make-up work.

Graduating Senior Grades

Spring semester grades for graduating seniors must meet the deadline and should be given urgent priority.

Grade Reports

University students and their advisers access students’ grades online via YES. (http://yes.vanderbilt.edu). Paper copies are no longer mailed to parents.

Grade appeals should arise only rarely; students are responsible for tracking their progress in all of their classes and for becoming familiar with the policies of the course as explained on the syllabus. (Note that Vanderbilt grading policy is not uniform; rather, it is the purview of each instructor and is stated via the course syllabus. All changes to syllabus procedures will normally be distributed in writing.)
GRADE APPEALS
Students may appeal a grade under limited circumstances:

- There was a mathematical error in calculating the grade
- The grade was based on criteria and standards other than those announced on the syllabus
- The grade was assigned based on factors other than student achievement, e.g., prejudice or discrimination. In such instances, the student may wish to consult with the Equal Opportunity, Affirmative Action and Disability Services Department (EAD) and may have recourse to the University’s grievance procedure if the matter cannot be resolved successfully within the school.

A student who wishes to appeal a grade must first discuss the situation with the instructor, normally within 30 days, as specified in the VU Student Handbook:

SCHOLARSHIP REQUIREMENTS
University Students
To be considered for renewal each year, students receiving Blair Dean’s Honor scholarships must be enrolled full time and in all assigned music courses, qualify for the appropriate class standing, and maintain a minimum GPA of 2.0 overall and 2.7 in music. Students receiving Cornelius Vanderbilt scholarships must maintain a 3.0 g.p.a. overall and a 3.0 g.p.a. in music. Scholarships are not usually revoked at mid-year; a student whose academic performance jeopardizes the future renewal of a scholarship receives a warning letter and a semester of grace. Students receiving scholarship or grant assistance as part of a financial aid package (need-based assistance) must earn the appropriate class standing to qualify for renewal each year; amount of need-based awards may be affected by academic performance or changes in the family financial situation. Merit scholarships are only available for 8 semesters; need-based aid may, under some circumstances, be extended beyond 8 semesters. Consult the Director of Admission for more details.

Precollege students
PC scholarships require students maintain a “B” average in each course. Full responsibilities are outlined in the Precollege & Adult Student Catalog. Scholarships are not automatically renewed but are awarded for one year only. Each student auditions each year.
Equal Opportunity, Affirmative Action, and Disability Services

Anita Jenious, Disability Services Program Director; 322-4705

The EAD is Vanderbilt’s equal opportunity, affirmative action, and disability services office. Vanderbilt University is committed to providing accommodations to any student with a properly documented disability or disabilities. The EAD monitors compliance with VU policies prohibiting discrimination.

Each semester, faculty will be contacted in writing regarding registered students who require accommodations. Faculty are not obligated to provide accommodations (or to discontinue accommodations) based on oral communication.

It is the student’s responsibility to inform the EAD of any accommodation related needs and/or problems as soon as they arise. Accommodations are based on individual needs and services are provided or discontinued only upon request of the student.

While Blair is committed to providing support for all its students as appropriate, regular notification procedures must be followed. A student seeking accommodations must hand-deliver a letter from the EAD describing the requested accommodations to each faculty member at the start of every semester. Faculty members have the right to decline belated requests (such as those delivered at the start of an examination hour) as well as requests delivered orally. Retroactive requests for accommodations cannot be honored.

The Buckley Amendment (FERPA)

Vanderbilt University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as the Buckley Amendment or FERPA). This act affords matriculated students certain rights with respect to their educational records. Please review a complete explanation of these rights in Appendix F.

Career Center

The Career Center, located at the Student Life Center, maintains a database for undergraduates on graduate school programs, internships, summer jobs and career opportunities. Students who register their interest in internships with the Center are notified of any that are available. While internships in the music business do not earn university credit, a student may design an Independent Study project under an internship, following the regulations in the Undergraduate Catalog. Pedagogy internships may earn credit, as outlined in the Catalog.

Background Checks

Vanderbilt University requires background checks every four years for all faculty and staff at Blair. The background check includes: address verification; social security number check; military history; a county, statewide and federal criminal records search; search of sex offender registries; and examination of state and federal debarment lists. All investigations and records are reviewed and handled in a confidential manner and in compliance with all applicable federal, state, and local laws, including the Fair Credit Reporting Act (FCRA). The background check results will be shared with the Vice Provost for Faculty as well as other authorized individuals as needed. There is no cost to the faculty or staff member.

People Finder

The official online Vanderbilt Directory—available on the Vanderbilt website homepage. VU-Net ID and E-password are required to access student contact information.
TUTORING SERVICES  
http://www.vanderbilt.edu/cas/supportservices/tutoringservices
Tutoring Services offers assistance to students who wish to enhance their academic performance in classes offered by the College of Arts and Sciences in Biological Sciences, Chemistry, Economics, Mathematics, Physics, and foreign languages (excepting Spanish: for tutoring in Spanish, please contact the Spanish Department). Services are free of charge.

A program of peer tutoring is now available in the Commons. Students enrolled in Chemistry and in Spanish may attend these tutoring sessions without an appointment.

Tutoring at the Blair School is housed in the department; students should be encouraged to discuss their needs with the classroom instructor or with the Department Chair.

Theory tutoring and theory review sessions are arranged on an as-needed basis by the instructor of the course. MUSL review sessions and group library instruction are a normal part of MUSL instruction in the core and will be described in class and in the course syllabus.

UNDERGRADUATE CATALOG  
http://www.vanderbilt.edu/catalogs/
The Undergraduate Catalog is the binding document that pertains to the student’s degree. Above is the link to the online version of the Undergraduate Catalog.

VANDERBILT POLICY ON THE PROTECTION OF MINORS  
https://hr.vanderbilt.edu/policies/
The POM policy is available on the Human Resources Policy Website above. As part of our commitment to protecting minors who participate in programs and are present throughout the Blair building, all Blair faculty and staff must complete a criminal background clearance and take annual training on the Protection of Minors on the Learning Exchange website at this address: https://learningexchange.ea.vanderbilt.edu/#/dashboard. The computer training module may be accessed as soon as one has a VUnet ID and epassword. Instructions for training and annual training renewal are available at this link. It must be completed within the first four weeks of the semester of hire and renewed every year. Additionally, the information below is on our precollege registration forms and the website.

Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children’s Service. In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor participating in a Vanderbilt University program, please consult the program director, or Risk Management (615-322-5155), or report via the Vanderbilt compliance hotline at 866-783-2287. The Tennessee Child Abuse reporting hotline number is 877-237-0004.
WORKING WITH STUDENTS (CONT’D)

WELLNESS AND STUDENT ASSISTANCE RESOURCES

CENTER FOR STUDENT WELLBEING (615) 322-0480 http://www.vanderbilt.edu/healthydores/faculty-staff/
Through various outreach programs and support services, this office focuses on teaching coping skills in order to enhance resiliency. Faculty members may call this office during business hours for advice on student referrals.

The website keeps an up to date listing of resources for students, faculty and staff to use if students are in imminent danger of harm/life endangerment or urgent but not imminent danger. It includes links to VUPD, the Psychological and Counseling Center (PCC), the Employee Assistance Program (EAP), the Office of the University Chaplain and Religious Life, the Center for Teaching (CFT), and Mental Health Educational Resources and Trainings (MAPS).

SAFE VU APP
VUPD has launched a free mobile app for Android and IOS smartphones that allows students/faculty to connect directly from cell phones to VUPD. Download to contact police, Vandy Vans and more.

STUDENTS IN DISTRESS: A GUIDE FOR VANDERBILT FACULTY & STAFF
http://www.vanderbilt.edu/healthydores/students-in-distress-a-guide-for-vanderbilt-faculty-staff/
The website above offers a checklist of warning signs of severe distress in students, physical and emotional signals of distress, and ways that you may express your concern to the student.

MENTAL HEALTH AWARENESS & PREVENTION OF SUICIDE (MAPS)
http://www.vanderbilt.edu/healthydores/faculty-staff/education-and-training/
Mental Health Awareness & Prevention of Suicide (MAPS) is a joint initiative between Vanderbilt’s Psychological and Counseling Center (PCC) and the Center for Student Wellbeing, and is designed to help prevent suicide in the campus community while promoting mental health awareness.

KOGNITO https://www.kognitocampus.com/login
Kognito is an online resource that provides an interactive program that provides faculty and staff with practice that is essential to increasing their confidence and ability to identify and refer students who show signs of depression, anxiety and thoughts of suicide.

OFFICE OF THE UNIVERSITY CHAPLAIN AND RELIGIOUS LIFE (OUCRL) http://www.vanderbilt.edu/religiouslife
The Office of the University Chaplain and Religious Life (OUCRL) offers many resources to support and care for students of all faiths and religious backgrounds who are grieving or experiencing other types of distress, including questions of meaning and purpose, or spiritual/faith crises. Chaplains are available to meet with students individually or in group settings.

GRIEFNET (http://www.vanderbilt.edu/religiouslife/programs/griefnet) is a program of the OUCRL that provides a safe, non-judgmental environment for grieving, receiving care, and for exploring how one may integrate loss into living. OUCRL neither assumes participants are a part of any faith tradition nor will it advocate for any particular beliefs or practices

SEXUAL MISCONDUCT REPORTING https://www4.vanderbilt.edu/facultysenate/engage/responsibleemployee.php. Faculty are mandatory reporters and must report incidents of sexual misconduct or power-based personal violence to the Title IX Coordinator, Anita Jenious (anita.jenious@vanderbilt.edu).
SEXUAL HARASSMENT  615-322-4705  www.vanderbilt.edu/ead
Vanderbilt’s Equal Opportunity, Affirmative Action and Disability Services Department
Anita Jenious, Director

In general, there are two kinds of sexual harassment:  *Quid Pro Quo*—when an employee’s or student’s submission to unwelcome sexual advances is an expressed or implied condition for receiving job or education benefits, or if an employee’s or student’s refusal to submit results in job or education detriment.

*Hostile or offensive environment*—when one or more supervisors, teachers, fellow students or co-workers create an atmosphere infused with hostility or conduct that is so severe or pervasive toward a member or members of one sex that it alters the employment or education environment.

Faculty are encouraged to be familiar with the EAD’s pamphlet on harassment, which provides examples, suggests guidelines for prevention, and ways of dealing with incidents.

Assistance with sexual harassment is also available at the Psychological and Counseling Center, Women’s Center (see listing under “Project Safe”), Office of University Ministry, and Campus Police and Security.

**PROJECT SAFE**  (615) 322-SAFE (7233)  http://www.vanderbilt.edu/projectsafe
Offers support for anyone in the Vanderbilt community who is or has experienced power-based personal violence. This number is staffed 24/7; the purpose of the line is to connect people with relevant resources.

**SAFE ZONE ALLIES** provide a confidential space and agree to support each student, staff or faculty in her/his perceived sexual orientation and/or need for related support, information or referral. Sponsored by the Counseling Center, Allies are trained to offer support and guidance, and have information, sensitivity and understanding towards members of the Vanderbilt LGBT (Lesbian, Gay, Bisexual and Transgender) community.

**MARGARET CUNNIGIN WOMEN’S CENTER**  (615) 322-4843  http://www.vanderbilt.edu/WomensCenter
Offers the same support as above during business hours, 8am-5pm. Can also see walk-ins at their office.

**ALLERGIES**  http://www.vanderbilthealth.com/asap
Newcomers to the Middle Tennessee area often find that the fall and spring seasons may cause previously undiscovered allergies. Students needing an allergist must first get a referral from Student Health for the ASAP (Asthma, Sinus and Allergy) Clinic at Vanderbilt.

**THE VOICE CENTER**  (615) 343-7464  http://www.vanderbilthealth.com/billwilkerson/26743
The Voice Center is part of the Vanderbilt Bill Wilkerson Center. It offers services including singing voice intervention, speaking voice therapy, and speech assessment. Students seeking evaluation at the Voice Center need a referral from Student Heath if they have Gallagher Koster Insurance. The initial Voice Center visit involves a thorough, expensive evaluation; prior consultation regarding insurance coverage is encouraged.

**HEARING PROTECTION**  (615) 322-4327  http://www.vanderbilthealth.com/billwilkerson/28293
The Musicians’ Hearing Center of the Vanderbilt Bill Wilkerson Center is an evidence-based clinic committed to offering professional personal hearing healthcare services, promoting public awareness of the potential damage to our hearing as a result of continued exposure to loud sounds, and to providing custom products to audio and music communities in and around Middle Tennessee. Call the number above for an appointment.
TEACHING RESOURCES

WELLNESS AND STUDENT ASSISTANCE RESOURCES, CONT’D.

The main office at Blair has **disposable earplugs available at no charge**. Earplugs are also available at most pharmacies. In addition, the Hearing Center offers custom products which are made individually for each user. These can only be purchased through the office of a licensed audiologist.

**MASSAGE THERAPY**

[https://www.vanderbilthealth.com/osopher/](https://www.vanderbilthealth.com/osopher/)

[http://www.vanderbilt.edu/recreationandwellnesscenter/wellness/massage-therapy/](http://www.vanderbilt.edu/recreationandwellnesscenter/wellness/massage-therapy/)

Massage therapy can be associated with decreased pain, an enhanced healing of common muscular ailments and lowered levels of stress, anxiety or depression. There are many qualified massage therapists in the Middle Tennessee area. On campus, the **Vanderbilt Center for Integrative Health and the Recreation and Wellness Center** offer therapy for an hourly fee. The Center for Integrative Health combines traditional medicine with complementary therapies that are proven, safe and effective. It serves in a complementary role for the primary care physician. The Recreation and Wellness Center offers a number of massage therapy options.

**PSYCHOLOGICAL & COUNSELING CENTER**

[http://www.vanderbilt.edu/pcc](http://www.vanderbilt.edu/pcc)

(615) 322-2571 (business hours)

(615) 244-7444 (after-hours crisis line)

Offers psychological support to the Vanderbilt community. Numbers are available to get in touch with the PCC during business hours and after-hours. They are located at 2015 Terrace Place (across the street from the Baker Building).

**VANDERBILT UNIVERSITY POLICE DEPT: VICTIM ASSISTANCE**

[http://police.vanderbilt.edu/services/vicservices](http://police.vanderbilt.edu/services/vicservices)

911 or 615-421-1911 Emergency; Non-emergency 615-322-2745

Offers support for the Vanderbilt community about crime-related issues. Contact them to learn about filing an Order of Protection, to file a police report, and more.

**OFFICE OF HOUSING AND RESIDENTIAL EDUCATION** 615-322-2591


Offers support for Vanderbilt students. Students living on campus should connect with their Residential Advisor or Area Coordinator if they have concerns for their well-being or safety.

**OFFICE OF STUDENT ACCOUNTABILITY, COMMUNITY INTEGRITY & ACADEMIC INTEGRITY**

(615) 322-7868

[www.vanderbilt.edu/studentaccountability](http://www.vanderbilt.edu/studentaccountability)

Students wishing to file for a campus stay-away order and/or to seek a campus path to filing a complaint against another student should contact this office.

**STUDENT HEALTH CENTER** (615) 322-2427

[http://www.vanderbilt.edu/student_health/](http://www.vanderbilt.edu/student_health/)

Students with health concerns should contact this office, including emergency contraception and follow-up services to medical-legal exams.
**Wellness and Student Assistance Resources, Cont’d.**

**Nashville Resources**

**Sexual Assault Center**
(615) 259-9055 (main line); 800-879-1999 (crisis line)  
http://www.sacenter.org/
Offers services regarding sexual violence, including child sexual abuse.

**TN Coalition Against Domestic & Sexual Violence**
1-800-289-1018  
http://www.tncoalition.org
Connects people with resources throughout Tennessee. Does not offer direct counseling or other support services.

**YWCA Domestic Violence Program**
(615) 269-9922 (main line); 242-1199 or 800-334-4628 (crisis line)  
http://www.ywcanashville.com/
Offers support services for domestic violence, including a confidential shelter.

**Mary Parrish Center** (615) 256-5959  
http://www.maryparrish.org/
Offers support services for domestic violence, including emergency shelter.

**Ujima House** (615) 242-6543  
3918 Dickerson Pike, Nashville, TN 37207  
Offers support services for domestic violence, including emergency shelter.

**Writing Studio**
117 Alumni Hall, 615–343–2225; Satellite Office: 217 Commons Center  
http://www.vanderbilt.edu/writing/
The Writing Studio provides all undergraduate students the opportunity to meet with trained writing consultants to discuss individual writing concerns, from invention, to drafting, to revision.
**BLAIR OFFICE OF ACADEMIC SERVICES**

The primary roles of the Blair Office of Academic Services office are:

- To manage Blair student registrations (including 200+ majors, minors/2nd majors, 900+ university students, and 800+ precollege and adult students)
- To serve as trustee of Blair student records
- To report accurate records information to the Blair administration, the University administration, and the faculty

**PRECOLLEGE REGISTRATION**

**Precollegiate Registration**

All PCA students must register at the beginning of each semester. Returning students receive course brochures six weeks before the semester begins. New students interview with a faculty member before registering for lessons. Students may register online at [http://vupace.vanderbilt.edu](http://vupace.vanderbilt.edu) or in person.

Blair precollege instruction is designed as a progressive program of study. Consequently, single lessons or classes are not offered except in rare circumstances. If faculty wish to teach less than the full term, approval must be received from the Dean.

**Tuition**

Tuition is based on a full semester and can be deferred for monthly payment. Credit cards are accepted as a form of payment for tuition fees. Tuition may be adjusted for students entering late in the semester; for new students, adjustments are always made. Refunds are rare, and a written request explaining the circumstances is required.

**UNIVERSITY REGISTRATION**

**YES (YOUR ENROLLMENT SERVICES)**

Undergraduate students use YES to register for classes. Full access is available to Department Chairs, Advisers, and other select Blair faculty. Access is granted by approval from Blair Associate Dean Rose and Blair Office of Academic Services. For more information, see Associate Dean Melissa Rose.

**Advisor Approval Hold Release**

All students enrolled in undergraduate schools are required to obtain adviser approval prior to registration. After the student-adviser conference, the adviser will release the advising hold for that student.

Although assistance is provided through the advisory system, various publications, and consultations in the academic Dean’s offices, each student is responsible for selecting a program of courses that fulfills all degree requirements.

**Course Load**

Undergraduate students must have the approval of the Dean of their college or school to take fewer than 12 hours or more than 18 hours in a semester. YES will not permit a student to exceed 18 hours—approval from the School’s Associate Dean is required.
**Course Changes**

Students may make course changes in YES beginning in December for spring semester and late July for fall semester, until the day before classes start. Changes can also be made during the Drop/Add period, which begins the first day of classes and extends for one week. During the second week of classes, withdrawals (drops) may be made using appropriate forms available at the Receptionist’s desk and in the Office of Academic Services office. Courses dropped by the end of the second week of classes do not show on a student’s official transcript. Information about making changes is provided in YES. Students must finalize chamber music sections in the registration system by the second week of classes to earn credit. See the academic calendar for deadlines.

**Enrollment Verification**

Faculty should not teach unregistered students. Adjunct faculty will be paid only for registered students, and only registered students will be included in verified faculty load reports.

Faculty with collegiate students must verify the accuracy of their University class rolls online, even if there are no discrepancies to report.

Precollege & Adult rosters are available through Destiny One, the online system at [http://vupace.vanderbilt.edu](http://vupace.vanderbilt.edu). The link is listed on the Faculty Tools page of the website. Faculty must report any discrepancies to the Office of Academic Services.

**Pass/Fail Credit (elective)**

In accordance with stated eligibility rules, upper class students may request Pass/Fail status in a course. Some courses are designated as not available for Pass/Fail status. These courses are designated in the schedule. Only free electives are eligible for pass/fail, and no more than one course (or 3 hours) may be elected in any one semester. For enrollment assistance, contact the Blair Office of Academic Services. For complete information, see the Undergraduate Catalog.

**Restricted Courses**

Some courses are restricted to students who meet specific criteria. These courses are not accessible by the student through YES. Students should consult their advisers if they encounter difficulty in registering. Students receiving the error message “credit will not be awarded for this course” should report these instances to the Blair Office of Academic Services as soon as possible.

**Tuition Policy**

Tuition covers loads of 12-18 credit hours and is billed by the University Office of Student Accounts. It must be paid prior to the beginning of each semester. For non-Blair students, performance instruction carries a fee in addition to tuition, non-refundable if courses are dropped after the Change Period. (All fees are waived for B. Mus. Degree candidates.) For students with a declared music minor or second major in music, fees are charged at 50% of the normal rate. To be eligible for these reduced fees the declared minor or second major must appear in the Vanderbilt Student Records System by the last day of the Change Period.

**Wait Lists**

During the Change Period, students may use YES to place themselves on waiting lists of many closed courses. A position on the waiting list does not guarantee enrollment in the course. Each student is responsible for his or her own registration for courses, regardless of who performs the transaction.
WITHDRAWAL PERIOD (DROPPING A CLASS)

After the second week of classes, students may drop courses and receive a grade of W (Withdraw) until the week after mid-semester, as noted in the University calendar. Course withdrawal forms must be completed and filed with the Blair Office of Academic Services. Signatures of the course instructor, adviser, student and Associate Dean Melissa Rose, in that order, are required.

After the withdrawal deadline, students who drop a course will receive a grade of F unless exceptional extenuating circumstances (personal/family crisis or severe and extended illness) suggest that a W grade is appropriate; approval of Associate Dean Melissa Rose is required.

During the withdrawal period, students may switch ensembles from zero credit enrollment to for-credit enrollment if room becomes available in their schedule, but students may not add an ensemble after the 14th day of the semester.
Blair’s Department of External Relations is responsible for production of concert programs for the following events:

- Concert Series
- Faculty Recitals
- Blair Ensemble Concerts (Precollege and University)
- Approved Guest Artist Recitals (see pg. 45)
- Junior & Senior Recitals for B.Mus. students (required for degree)

For all other events (including master classes, alumni or other student performances), programs must be produced by the individual faculty member, student, ensemble or group. Any copies for the audience of any outside-produced programs must be delivered to the Concert Manager at least 24 hours in advance of the event.

**PROCEDURES & DEADLINES**

**THREE (3) weeks prior to the actual date of the concert***:
Send complete information via e-mail, a final, fact-checked version as a Microsoft Word Attachment ONLY (hard copy will not be accepted) to:
- The Blair Concerts manager (TBD)
- Kristin.Whittlesey@vanderbilt.edu

**Complete information includes:**
- Short biographies of all performers (300 words or less for program bios)
- Short biographies of all composers
- Complete program repertoire in the order of performance
- Complete program notes

*If the three-week deadline is not met, the faculty or student responsible must produce his/her own concert program. If there are extenuating circumstances, the Director of External Relations may be contacted to see if the department is able to honor a late request. Regrettfully, this is rarely possible.

A program proof will be provided to the faculty member responsible for the concert. No later than one week before the performance, the proof must be returned to the Concert Manager via email (preferred) or with edits in blue or red ink.

**PROGRAM PRODUCTION**
- Production of programs will be on a first-come, first-served basis
- Production is prioritized according to the date of the concert.

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**PERFORMANCE HALL POLICIES**

**GENERAL CONCERT HALL SCHEDULING POLICY**
Each event MUST STATE the type of event requested and title of the event - it must be made clear whether this is a Blair Event or an Outside Event on the request form in EMS - or by EMAIL. If there is no specific concert or event listed in the request, it will not be considered a legitimate request and will be sent back to the sender for clarification. Disputes will be directed to the Director of External Relations for resolution.
Rehearsals must be booked ONLY for the specific BLAIR-SPONSORED concert that is booked in the hall. No “FREE” bookings for rehearsals for concerts or events held outside of Blair, unless expressly approved by the Dean.

Release of Bookings - To ensure the accuracy and integrity of this process, no booking in any venue may be cancelled or altered EXCEPT by the person who made the original reservation. The request and confirmation MUST be made with the Scheduling Coordinator. Requests from parties other than the original reservation will NOT be honored under any circumstance.

**INGRAM HALL**

- Primary venue for university and pre-college large ensemble concerts, Blair Concert Series, and other premier special event productions.
- Food and beverage are not permitted.
- Seats 609 with pit seats, 551 without pit seats

**STEVE AND JUDY TURNER RECITAL HALL**

- Approved uses include: Concerts (concert series, guest artists, faculty recitals, ensemble concerts, studio recitals, precollege certificate recitals, degree-required recitals and any senior recital); Master Classes; Auditions; Daytime Classes; Rehearsals (each concert performance is allowed a total of 2 hours rehearsal time [4 hours for pianists] which MUST be scheduled at time of concert booking)
- Outside Vanderbilt and other Not-for-Profit Groups, including those with members of Faculty/Adjuncts/ Accompanists may RENT rehearsal time for outside events at the regular rental rates—subject to availability.
- Weekday Performance - Use is available only after 7pm
- Weekend Performance - Use is available only after 1pm
- Food and beverage are not permitted.
- Seats 272
- Dobson organ Policy for Use: see this webpage for important instructions: http://blair.vanderbilt.edu/events/pipeorgan.php

**CHORAL HALL**

- Approved uses include Precollege student recitals and non-required collegiate recitals, small ensemble recitals.
- A multi-purpose facility ideal for master classes, intimate recitals, underclass student recitals, choral rehearsals and large classes
- Equipped with easy-to-use, full service recording technologies beyond standard AV equipment in other Blair classrooms
- Requests made through EMS scheduling software.
- Rehearsal time is allotted along same guidelines for use of Turner Hall.
- Food and beverage are not permitted.
- Seats 80
CONCERT, RECITAL & PERFORMANCE POLICIES, CONT’D.

RECEPTIONS
Any student or faculty hosting a reception must comply with the Vanderbilt Undergraduate Alcohol Policy. In summary, students under the age of 21 may not purchase, possess, or consume alcoholic beverages. No alcohol may be served at any student recital reception.

The designated reception area for events in Turner Hall is the lobby area immediately outside Turner Hall. The designated reception area for events in CHORAL HALL is the “family seating area” just outside the first floor practice rooms. Please consult the EMS schedule for the day of your event to see if other receptions will precede or follow your event and accordingly so that no recitals are disturbed.

BLAIR ASSOCIATE RECITALS
(BLAIR ALUMNI, ACCOMPANISTS, VANDERBILT EMPLOYEES, ETC.)

LOCATION
Steve and Judy Turner Recital Hall or Choral Hall, depending on availability.

HOW TO SCHEDULE
- Submit request via the EMS reservation system or via email.
- Request must include title of event and type of event or it will be returned for clarification.

FEES
- All fees are payable upon conclusion of event and vary depending on services needed.
- Facility rental fees vary by hall requested, time and other factors. When an EMS request is received, the scheduling coordinator will reply with all availability and price information.

SERVICES INCLUDED
- 4-8 hours total hall time, depending on recital booking arrangements.
- Stage manager during rehearsal and concert (provided by REQUEST AT TIME OF RESERVATION)
- Master recording available for the performer
- Additional copies may be purchased in DVD format ($8) or USB format ($5 + flash drive client provides) from Joe DeBusk, Director of Technical Services.

BLAIR SERIES CONCERTS SELECTION PROCESS

The Calendar and Concerts Committee solicits concert programming for the Blair Concert Series and advises the Dean on selections.

SERVICES INCLUDED
- Audio engineer
- Stage manager
- Concert program (see pg. 36 for program policies)
- Recordings remain property of the Blair School of Music
- Additional copies may be purchased in DVD format ($8) or USB format ($5 + flash drive client provides) from Joe DeBusk, Director of Technical Services.
CONCERT & PERFORMANCE POLICIES, CONT’D.

FACULTY RECITALS

LOCATION
Faculty are entitled (but not required) to hold a recital in Turner Recital Hall. All Faculty requests to hold a recital in Ingram Hall must be expressly approved by the Dean in writing.

HOW TO SCHEDULE
Submit request via the EMS reservation system.

FEES
Rental fees are waived for all faculty recitals.

SERVICES INCLUDED
Rehearsal Time:
• 4 hours hall time for rehearsal and preparation (minimum rehearsal booking is 2 hours)
• Additional rehearsal time, over and above the entitled 4 hours, is negotiable for those performers who will be holding a dress rehearsal in show order with technical personnel.
• Rehearsals in Turner Hall must be scheduled at least one week in advance. Rehearsals in Ingram Hall require at least two weeks advance scheduling. Rehearsals will be accommodated as the calendar permits.
• NO technical personnel is provided for rehearsals in Turner Hall EXCEPT by special request at the time of booking.

Concert Time:
• 2 hours concert time,
• 30 minute setup and 30 minutes breakdown
• Audio engineer during concert
• Stage manager during concert
• Concert Program* (see pg. 36 for concert program policies)
• One DVD of concert performance; Original remains property of the Blair School. Additional copies may be purchased in DVD format ($8) or USB format ($5 + flash drive client provides) from Joe DeBusk, Director of Technical Services.

DEADLINES*
• Promotional materials: AT LEAST 45 days prior to concert (see pg. 47, promotional support)
• Technical Request Form (performers, harpsichord, videographer, etc.): AT LEAST 30 days prior to concert (forms available online via The Blair School of Music website or via email from Technical Director Joe DeBusk, Joe.DeBusk@vanderbilt.edu).
• Concert Program details: AT LEAST 21 (3 weeks) days prior to the concert (see pg. 37)

* Late materials will not be accepted. Faculty member will be responsible for his/her own program and/or promotions and will receive only basic technical support of a stage manager.
CONCERT, RECITAL & PERFORMANCE POLICIES

RECITAL POLICIES, cont’d.

GUEST ARTIST RECITALS

LOCATION

All such events and choice of venue must have approval from the Dean before booking.

HOW TO SCHEDULE

Submit written request, including Dean’s approval, to Scheduling Coordinator.

FEES

Fees may be taken out of departmental budgets, or are payable upon conclusion

SERVICES INCLUDED

- 4 hours rehearsal time in hall (as calendar permits)
- Stage manager during rehearsal and concert.
- Master recording available for the performer
- Concert program (if guest artist recital is approved by Dean)
- Additional copies may be purchased in USB format from Stage Manager - $5.
- Specially-requested piano tunings are $90.00 per tuning.

PRECOLLEGE HONOR SCHOLARSHIP RECITALS

RECITAL MANAGEMENT

Associate Dean Pam Schneller coordinates the Honor Scholarships. Sign up forms are sent to faculty and students members in mid-semester, and the faculty member is responsible for turning in his/her student’s program and accompanist information. Ideal length of piece performed is 5-8 minutes. Students are responsible for getting an accompanist. Teachers are responsible for instructing students in proper stage deportment.

PARTICIPATION

Myra Jackson Blair Scholarship recipients are expected to perform each semester on one of the scholarship recitals held at semester end in the fall. This recital may serve as the student jury. In the spring, graduating high school seniors perform on a special recital; all MJB scholars are expected to attend. This recital is not graded.

ATTENDANCE

Students: All students and families performing are expected and should plan to attend the entire recital. MJB Junior students are expected to attend one Scholarship Recital per semester.

Faculty members with students performing are expected to be present at recital to grade all students who perform.

RECITAL PROGRAMS

Programs are generated by Associate Dean Schneller, the Scholarship Coordinator.
STUDENT RECITAL

(MUSO 1000, FRIDAYS, 12:10-1:00PM)

RECITAL MANAGEMENT
Associate Dean Melissa Rose serves as Instructor of Record for this required course. The Scheduling Coordinator Christine Claffey manages and coordinates these recitals and their programs.

STUDENT REQUEST EMAILS
Following approval by the major professor, students should send an email to Christine.claffey@vanderbilt.edu no later than ten days prior to the requested recital date. The following information should be included: title, composer, composer dates, all performer names and instruments in score order.

A confirmation of performance date is distributed to both student and the major professor.

PERFORMING
There is a 14-minute limit on each student performance. Extended works may, due to program length, be required to be shortened by the omission of a section or movement. Teachers are responsible for instructing students in proper stage deportment.

ATTENDANCE
Students
Music majors, excepting final semester seniors, are required to register for MUSO 1000, Recital Attendance, and must sign in (swipe their card) to verify their attendance.

Faculty
Faculty attendance is encouraged at student recitals. When their own students perform, the faculty is expected to be present.

RECITAL PROGRAMS
Programs are sent out by email on Wednesdays to all faculty and staff by Schedule Coordinator, Christine Claffey.
CONCERT, RECITAL & PERFORMANCE POLICIES

STUDENT SOLO RECITALS

Requests for hearing, dress rehearsal, and recital bookings must have the approval of the student’s major professor before booking.

LOCATION/TIME

Senior & Junior Recitals, Precollege Certificate Program Recitals
Steve and Judy Turner Recital Hall or Choral Hall

Junior, Sophomore, Freshman, Precollege Recitals (not required for degree or precollege certificate)
Choral Hall

HOW TO SCHEDULE

During their allotted booking period, students must check the available time slots and submit a Recital Request Form approved and signed by their major professor. Request forms and a list of available time slots can be found on the Blair School website or from Christine Claffey, the Scheduling Coordinator in Room 1199.

SERVICES INCLUDED

- 2 hours rehearsal time (as the calendar allows)
- 1 hours concert time
- 30 minutes setup and 30 minutes breakdown
- Recital Program (for senior recitals and required junior recitals)
- Audio engineer during recital
- Stage manager during recital
- One DVD of concert performance; Original remains property of the Blair School. Additional copies may be purchased in DVD format ($8) or USB format ($5 + flash drive client provides) from Joe DeBusk, Director of Technical Services.

DEADLINES*

- **Concert Program Request form:** AT LEAST 21 days before recital in camera ready Word Document. Please submit via email to Christine.Claffey@vanderbilt.edu.
- **Technical request:** 30 days before recital (form available via Blair School of Music website or from Joe DeBusk, Technical Director via email; Joe.DeBusk@vanderbilt.edu)
- **Hearing:** should take place and be passed at least 21 days prior to recital. Consult faculty adviser. Hearing form (Download from the Blair Website) must be filled out by faculty panel and turned in to Coordinator of Academic Services Rachel Hobbs following hearing.

* Failure to submit these materials by the deadline will result in the cancellation of the recital.

RESCHEDULING

- Students are permitted ONE rescheduling of recital, rehearsal, or hearing. The request for rescheduling must come from the professor. If an additional rescheduling is required, the recital will automatically be scheduled for the “fail safe” date at the end of the academic year, at whatever time is available that day.
- **“Fail Safe” Student Recital Date**
  No change of the hearing/dress rehearsal/recital schedule will be accommodated within three weeks prior to a scheduled recital, with the exception of cancellation of the event. All changes will be accommodated as the calendar permits.
STUDIO RECITALS
LOCATION
Turner Recital Hall or Choral Hall

HOW TO SCHEDULE
Submit request via the EMS reservation system.

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RECORDING & ENGINEERING SERVICES
(BEYOND REGULAR RECITALS)

Faculty are welcome to use the recital hall for various recording projects. Information about the equipment is available from the Supervisor of Technical Services. Projects of more than 6 hours in length must be approved by the Dean.

STUDENT RECORDING POLICY
Undergraduate and precollege students will normally be limited to 2 recording sessions of 2 hours each per semester. Exceptions may only be made through a special recommendation by a faculty member.

Recording sessions should be scheduled no earlier than four weeks ahead, which helps avoid late cancellations. They should be scheduled no later than two weeks ahead is an engineer is to be used.

The recording engineer is to be paid in advance. The current fee $60 for up to 2 hours, then each additional hour is $30.

SCHEDULING PROCESS
1. Student checks with Scheduling Coordinator Christine Claffey about possible dates.
2. Student secures faculty approval and makes sure accompanist is available for the target date. Arranging a second-choice date is a good idea, just in case.
3. Student contacts Technical Director Joe DeBusk to arrange for a recording engineer.
4. Having secured agreements with all the necessary parties, student returns to the Schedule Coordinator. If the desired date is still available, the date may be booked through EMS by the “Sponsoring Faculty Member.”
5. One week prior to recording, student double-checks all arrangements and pays recording engineer.

Students or faculty who want to hire an independent recording engineer will be charged for a Blair technical staff member to be present during the hours reserved for the recording, if scheduled after 5 p.m. or on weekends.
EXTERNAL RELATIONS AND PUBLICITY FOR BLAIR

Kristin Whittlesey, Director of External Relations for Blair

kristin.whittlesey@vanderbilt.edu

BIographiesHICAL INFORMATION
Faculty members should submit their personal bios for concert programs and their individual Web pages on the Blair Website and in the public relations files, maintained by the Director of External Relations. Bios for concert programs should be no longer than 350 words total. (You may also provide a longer bio for use on your individual web page, if you wish.) Updates to bios may be sent at any time and revisions are made on a first-come, first-served basis. Email electronic copy as a Word document to:
• Kristin.Whittlesey@vanderbilt.edu
• Christine.Claffey@vanderbilt.edu

THE CALENDAR OF EVENTS
The Calendar is published in print and on the Blair website each Fall and Spring semester. It lists faculty and performing organization concerts and recital dates, is distributed to mass media, targeted mailing lists and the University community once each semester. Faculty will be contacted by the Director of External Relations regarding submission deadlines for inclusion in each upcoming calendar publication. Email updates are sent monthly, and the calendar is constantly updated on the Blair and Vanderbilt websites.

CALLS FOR NEWS
Periodically, the Director of External Relations will request information from all faculty on their recent accomplishments and those of their current and former students. Please look for these email requests and mailbox notices. Faculty may provide this information at any time to the Director of External Relations.

PROMOTIONAL MATERIALS & MAILINGS
All mailings for the Blair Concert Series events are managed by the Concerts Manager.

All other requests for promotional mailings must be made to the faculty member’s Department Chair, who determines if a promotional mailing may be done within the department budget. Mailings for faculty recitals or ensemble concerts may be done by outside vendors (a contact list is available from the Director of External Relations).

Other requests for special event mailings may be made by the External Relations office; the priority will be determined by the Director. Requests for such mailings should be made by the Department Chair for any events from that area of music performance. If the faculty member so wishes, he/she may pay for the mailing individually, directly to the outside vendor. Other advance mailings for special events may be done through the External Relations office, as determined by the Dean and/or the Director.

Any promotional materials printed about Blair must be approved by the Director of External Relations.
EXTERNAL RELATIONS AND PUBLICITY FOR BLAIR, CONT’D.

MAILING LIST MANAGEMENT
The Concerts Manager maintains an active database of mailing lists used to publicize concerts and for distribution of the Calendar of Events, Blair Concert Series, and individual mailing lists for performers.

Each faculty member is encouraged to submit and update target lists of individuals or organizations.

THE MEDIA
The Director of External Relations will submit material suitable for the news media to all newspapers, magazines, journals, community calendars, and radio stations within a 100-mile radius of Nashville, and to Vanderbilt publications as appropriate but coverage cannot be guaranteed.

*** Faculty are asked not to contact the media independently. ***

PROFESSIONAL PHOTOGRAPHY
Faculty members should have three to five photographs for publicity purposes in their public relations files, maintained by the Director of External Relations. Faculty may email high resolution (300 dpi or above) electronic photos (color and/or black and white) to Kristin.Whittlesey@vanderbilt.edu. Any group or concert photo requests go directly to Kristin Whittlesey.

Newspapers generally will not use the same pose twice. Faculty members and ensembles featured on the Blair Concert Series are encouraged to submit high-resolution photos via email.

To have a portrait made, faculty should submit requests for studio photos online. The link is posted on the Faculty Tools page of the Blair website. There are no fees for this service. Please send copies of photos you receive from your portrait session to Kristin.Whittlesey@vanderbilt.edu.

Should faculty use these photos for non-Blair purposes, full credit must be given: “Photo courtesy of Vanderbilt Photographic Services, copyright.”
BUILDING HOURS
7am–10pm daily (Children’s Way and 24th Ave. side entrances)
7am-8pm (25th Ave. side entrance nearest Children’s Way)

At other times, Blair faculty, staff, and university students may use Vanderbilt ID card to access the building at the main Blair entrance on Children’s Way, and the doors on the 24th and 25th Avenue side of the building.

EMS SCHEDULING (MASTER CALENDAR)
Go to the Blair Website and select EMS
Christine Claffey, Scheduling Coordinator

Blair uses EMS for management of its facility scheduling, including classrooms, performance spaces, rehearsal halls. EMS is the official source for confirming room availability. With EMS, faculty and students can:

- Check availability
- Make reservation requests for Blair activities
- Check status of requests
- Check event dates/times

To accommodate the Schedule of Courses and Registration timelines, all regularly scheduled classroom bookings are reserved several months in advance by Associate Dean Melissa Rose and the Office of Academic Services:

- Fall Schedule is booked the previous March
- Spring Schedule is tentatively booked in March and revised in October.

The calendar for the academic year is opened to Blair users for reservations in April of the previous spring semester.

A priority system gives faculty an opportunity to select specific dates after dates for the Blair Concert Series and Ensemble programs have been determined.

With the Dean’s approval Blair faculty members may sponsor outside organizations’ use of the facility. A fee schedule and information is available from the Scheduling Coordinator, Christine Claffey.

Outside organizations make reservations directly with the Scheduling Coordinator.

Because demand for use of these facilities is so great, faculty canceling reservations (either for themselves or their students) should immediately notify the Scheduling Coordinator in writing or by e-mail.
DOBSON ORGAN, OPUS 92 USE POLICY (http://blair.vanderbilt.edu/events/pipeorgan.php)
The Dobson organ in Steve & Judy Turner Recital Hall is understood to be for use primarily by the Blair School faculty and by Blair students who are currently studying (or have previously studied) organ. Special provision will be made to accommodate the needs of guest organists formally invited by the Blair School to perform on the organ.

When a Blair School conductor or performer wishes to use an organist from outside Blair as accompanist or as a member of an ensemble performing on a program in Turner Hall, the Blair faculty member extending the invitation should send an email to Dean Mark Wait, copied to Carl Smith and Joe DeBusk, requesting approval for use of the organ. Once the request has been approved, the host faculty member should communicate with Christine Claffey for all scheduling matters, and with Joe DeBusk to coordinate rehearsal and concert technical needs. All requests for practice time and technical services should be made by the host faculty member, not by the guest organist.

Because of the uniqueness of certain aspects of the Dobson organ’s design, opening its case, placing its removable pedalboard and other similar logistical matters shall only be performed by Blair’s technical staff under Joe DeBusk’s direction. Keys to the organ’s case and service room will not be made available. The key for the power switch (controlling the blower, console lights and combination action) will be left in the switch by the technical crew. (This switch is located at the bottom of the right-hand stop jamb.) Because the organ may only be opened and set up by a member of the technical crew, careful advance coordination of schedules will be required.

Guest organists must not try to do any touch-up tuning of the organ or attempt to deal on their own with any technical problems. The information card in the console will list contact information to report any issues that may arise.

Guest organists are welcome to use the combination action, which provides an abundance of memory levels and settings. We ask that guests only use levels numbered 50 or higher for their combination settings, and that they leave a note in the console advising other organists of the levels they are using and the date of their concert so that combination settings won’t be deleted by accident. The Swell pedal must always be left completely open at the end of each use of the organ. Organists providing accompaniment for concerts with a conductor may want to use the conductor’s CCTV camera and console monitor. The camera can be adjusted by remote control — a technical crew member can retrieve the controller and demonstrate on request. The position of the monitor itself is fixed and is not adjustable. There are also two removable mirrors, one for the top of each of the console’s stop jambs, which are useful in various ways with musical works for smaller ensembles. The technical crew can install these mirrors as well on request.

While the construction of Dobson’s Opus 92 organ is extremely sturdy and hopefully durable, it does have a few unusual features that leave it vulnerable to unintentional mishandling. For that reason, we cannot make keys to the instrument available to people who are unaccustomed to it. We ask that guest organists and their Blair hosts respect and abide by these policy guidelines and a few further requests detailed on the information card located on the console’s music desk.
HARPSICHORDS
Blair is fortunate to have several fine harpsichords among its musical resources. Since the harpsichord is unique among keyboard instruments in several significant ways, harpsichord technique is also unlike that for other keyboards. Accordingly, use of Blair’s instruments is reserved to those with specific training in playing the harpsichord. Blair’s instruments are available for use by the following musicians:
  - Blair keyboard faculty
  - Students who are studying (or have previously studied) harpsichord
  - Guest harpsichordists performing at Blair

Blair students interested in requesting permission to use the instruments should contact Prof. Carl Smith. Blair’s harpsichords are not available for rental and may not be taken from the building at any time. Under no circumstances should any player attempt repairs or adjustments to an instrument or try to tune it. Problems should be reported to Prof. Smith and will be attended to as soon as possible.

Scheduling Use of the Harpsichords
Use of the harpsichords for performances and dress rehearsals at Blair requiring the moving of an instrument from its usual location is scheduled through Prof. Smith; requests should be made via e-mail. If an instrument is available on the date(s) requested, a response confirming approval of the request will be sent as quickly as possible and copied to Joe DeBusk, Director of Technical Services, who will then schedule moving and tuning of the instrument as required, and to the Scheduling Coordinator. Requests for use of the instruments for required recitals (junior, senior, etc.) should come from the performer’s studio teacher.

Use of the Harpsichord Studio space (3118) and the Martin harpsichord are scheduled with Prof. Smith.

Ensemble rehearsals and studio classes using the Fisk harpsichord in the Piano Technical Studio (1163) between noon and 5:00 p.m. are scheduled through the Scheduling Coordinator. The key to the Studio will be signed out from her and then returned to her at the end of the rehearsal.

Rehearsals involving the Giuttari harpsichord may take place during a harpsichord student’s regular practice time (signed-up for like other practice rooms). Special rehearsals, especially those involving guest performers or up-coming recitals by Blair students (or faculty) should be scheduled through the Scheduling coordinator and will take precedence over regular practice times on those rare occasions when a schedule conflict arises.

For keyboard players, composers, or others interested in exploring the nature and sound of a harpsichord, the Clayton-Jones instrument in piano practice room 3142 is available without special permission.

The Instruments and Their Uses
Blair’s harpsichords are quite different from each other, and each has special strengths and intended uses. Because there can easily be confusion in identifying instruments resulting from their current location, style (“Flemish single”, “French double”, etc.), we have decided to refer to instruments by their builders’ names. Thus, the French double by Willard Martin in 3118 is known as the Martin, the Flemish double by Peter Fisk in the Piano shop as the Fisk, and the Flemish single in 3143 by Glenn Giuttari as the Giuttari.

The Martin is used for harpsichord teaching and for concerts involving solo harpsichord music; it is considered our ‘solo’ instrument. It is large, heavy, and difficult to move and is lavishly and expensively decorated. It is, in general, too loud for conventional continuo playing and is not scheduled for such use.
The Giuttari is our normal continuo instrument; it has recently benefitted from a complete rebuilding. It blends well with almost any instrument or ensemble and sounds especially well in Turner Hall. It is ideal for accompanying a solo treble voice or instrument or in any ensemble which has a bass instrument (cello, bassoon, arch-lute, etc.) doubling the bass line.

When accompanying bass instruments or in an ensemble without a second instrument playing the bass line, the Fisk might be the better choice since the harpsichordist’s left hand could play on the lower manual, producing a stronger bass line, with the chordal continuo on the lighter upper manual. (Obviously, familiarity with such playing techniques is essential.) The Fisk is also a fine solo instrument for much of the harpsichord repertoire. Thus, for a program featuring ensembles of various sizes or one including some solo playing, it would be an ideal instrument. Prof. Smith is available and eager to help with the choice of an instrument and offer any suggestions as might prove helpful to performers. Further questions should be directed to him.

Efforts are always made to keep these fragile instruments in their humidity-controlled environment for as long as possible. Rehearsals prior to dress rehearsals should take place in the harpsichord rooms, with room reservations required. The front desk will schedule room 1163 and will confirm with Ed Foote to guarantee there will be no conflict. Carl Smith schedules room 3118.

A move to the performance venue should take place as close to the time of dress rehearsal and performance as possible, with the return move taking place immediately after the performance. When the dress rehearsal and performance are several days apart, the harpsichord must be moved back to its room in the interim. It may not always be possible to provide a harpsichord for every rehearsal requested, whether because of multiple requests or the expense involved in moving and tuning the instruments. When the harpsichord is only going to be used for a brief portion of a scheduled rehearsal, another instrument may have to be used instead. When a rehearsal or concert requires A=440 and equal temperament, or when a harpsichord will be used for more than one event with different pitches or tunings, the Giuttari harpsichord will be the instrument provided.

Moving is handled exclusively by the assigned tech crew. Untrained faculty, staff, and students must not try to move an on-stage harpsichord; moving an instrument improperly can result in damage to it. Again, none of the Blair harpsichords may be taken from the building.

The Clayton-Jones harpsichord is housed in room 3142. Reservations can be made through the front desk for use of this hardier instrument.

**CONTINUO ORGAN**

Use of the Bennett-Giuttari continuo organ is also scheduled by Professor Smith. Reservations for its use for rehearsals and moving for dress rehearsals and concerts is handled in the same way as the harpsichords. Please note that the instrument has to be moved from one location in the building to another by the technical crew - ONLY. Rolling it from one room to another jostles it severely out of tune, and re-tuning it is expensive.

Performers unaccustomed to using a small continuo organ such as this might want to ask Prof. Smith for a demonstration of it. It has a smooth, refined sound that blends well with voices and other instruments, and it can play at four different pitch levels. However, it does not have pedals and cannot provide a strong bass line; a bass-line instrument (cello, gamba, bass, or bassoon) will usually be required for doubling the bass line.
**INSTRUMENT LOANS**
The Accounting Assistant, Darlene Bethke maintains inventory of all Blair-owned instruments. These instruments may be loaned only to Blair Faculty, who may in turn loan the instruments to their students. The faculty of record for the loan is responsible for the instrument. Accounting Assistant issues loans; no rental fees are charged.

**Lounge**
**Faculty and Staff Lounge**
The lounge, room 1150, hosts casual conversations and the occasional interruptible meeting.

**Student Lounge (3rd Floor)**
Contains Suzie’s Espresso Cafe, refrigerator, microwave, telephone, sofas, tables and chairs. The Blair Council painted a chalk wall; all are asked to monitor what is written for propriety.

**MAINTENANCE REQUESTS**
All facility maintenance requests should be reported to the Receptionist or Darlene Bethke. Requests include: Heating/cooling malfunctions, Lights needing replacement, furniture malfunctions. After hours, serious malfunctions should be reported to Plant Operations (3–9675).

**TUNING HARPSICHORDS AND PIANOS**
**Harpischord Tuning**
Joe DeBusk, Supervisor of Technical Services, schedules harpsichord tunings.

**Piano Tuning**
Blair School of Music technicians/tuners are coordinated by Ed Foote.

**Blair Performance Hall Pianos**
Pre-concert tunings of pianos in Turner Recital Hall and Ingram Hall are arranged regularly. Turner Hall pianos are automatically tuned weekly, at least, and prior to performance exams.

**Studio Pianos**
Tuned each August and January. Requests for additional tuning or other problems should be made to Ed Foote.

**Classroom & Practice Room Pianos**
Arranged by Ed Foote twice per year for beginning semesters. Per request after that.

**PRACTICE ROOMS**
Practice room sign-up is available the second full week of classes each semester, and is coordinated by the Scheduling Coordinator, Christine Claffey.

Performance majors may reserve up to 3 hours per day, musical arts majors 2 hours per day. Blair majors are not charged for the use of practice rooms.

Reservation schedules are posted on practice room doors. Unreserved rooms are available on a first-come-first-served basis. If reserved rooms are not claimed in the first ten minutes of the hour, they, too, are available on a first-come-first served basis.

Practicing is not permitted in the hallways, stairwells, or atrium.
Reeves
Blair Reeves are on duty most evenings and are scheduled annually. Reeves are stationed near the front (Children’s Way) entrance on the first floor. Blair Reeves stationed here have keys to unlock practice rooms and classrooms (after checking EMS scheduling). There are separate Reeves stationed in room 1171 who monitor both the KBH lab and the lab in room 1173. Both labs are available only to those students from lists provided by faculty teaching in the labs. All Reeves have contact information for VU Police and Security and after hours emergency housekeeping needs.

Vending Services
Suzie’s Espresso - 3rd Floor, Student Lounge; Hours 7:45AM—2:15PM, M–F (subject to change)
A quick-service cafe on the VU Meal Plan, offering sandwiches, drinks, and a variety of snacks. Open during Fall and Spring semesters only.

Vending Machines - 2nd floor north side of west wing.
THE BLAIR COMMUNITY

THE FACULTY
A full listing of Blair School faculty is distributed to all faculty members each fall.

ADMINISTRATION

Mark Wait, Dean
Dean Wait is the chief academic and administrative officer of the School. He reports to the Provost of Vanderbilt University. He has primary responsibility for programs; budget; relations with faculty, students and staff; and long-range planning efforts. Dean Wait works closely with the Associate Dean for Development to coordinate and promote development and outreach efforts.

Melissa Rose, Associate Dean, Collegiate Program
The Associate Dean is responsible for the administration of the collegiate program. She plans and executes Blair’s New Student Orientation and conducts exit interviews for seniors. Dean Rose serves as liaison to Student Life, Student Health and Wellness, and to the other campus Associate Dean’s offices. She handles all academic affairs for collegiate students, in addition to student issues of illness and absence and other concerns as they arise. She edits publications including the Undergraduate Catalog and Blair Student Handbook, coordinates course scheduling and SACs assessment, and provides regular reports on curriculum, staffing, and student progress.

   Amy Jarman, Head of Academic Advising
   The Head of Academic Advising assists and advises first-year students during summer registration. She holds office hours for students who need extra advising help throughout the academic year, especially with second majors and other complicated schedules. She assists the Office of Academic Services and Associate Dean in tracking academic progress and for other projects as assigned. She edits the Adviser Handbook and supervises Blair academic advisers, in addition to advising intra-university transfers.

Pam Schneller, Associate Dean, Precollege and Adult Program
The Associate Dean is responsible for the administration of the Precollege & Adult program. She maintains partnerships with Metro Public Schools Music Makes Us, with the Education and Outreach department of the Nashville Symphony, and serves on the Advisory Board and Steering Committee of the Accelerando Program. She advises MA5 vocal students. She is the Commencement planner and liaison for Blair events. Adviser to the Blair Council and Sigma Alpha Iota, and helps coordinate Blair volunteer activities at W.O. Smith Community School, and other venues. Dean Schneller edits publications including the Precollege & Adult Catalog, the PCA Course Offerings brochures & the Faculty Handbook. She is the writer of Arpeggios, the precollege and adult e-letter.

Tom Langmesser, Blair Office of Academic Services
   Collegiate Program
Manages registration, records and dissemination of information for Blair music majors, minors, and 2nd majors. Monitors student degree progress in conjunction with Associate Dean. Serves as Blair liaison with the University Registrar’s Office regarding university policies, procedures, and enrollment systems. Provides enrollment reports to Blair Deans as necessary.

   Precollege and Adult Program
Manages records and registration for Blair’s Precollege and Adult (PCA) student population. Disseminates PCA information regarding registration, fees, schedules, and course offerings. Provides PCA enrollment reports as needed. Coordinates annual scholarship auditions, serves on Precollege Scholarship Committee, and maintains records of awards.
Thomas Crespo, Director of Admissions; Molly Jewell, Assistant Director of Admissions

The Director and Assistant Director work as a team in supporting the Dean and faculty in the admissions process. They work with Undergraduate Admissions office in recruiting and admitting degree-seeking students and prospective Vanderbilt students interested in music offerings. Annually, they update and edit publications relative to the degree program and advertisements in music journals for the Blair School of Music. They coordinate faculty recruitment activities, admissions audition weekends, counsel prospective students and give tours of the Blair school.

The Director is the chair of Blair Admissions Committee, and serves on the Vanderbilt Enrollment Management, and University Admissions Committees. Counsels faculty throughout the admissions process and oversees all audition procedures and admissions decisions for Blair, in partnership with the Dean. Selects and attends recruitment fairs and events throughout the country. Works with the Office of Financial Aid in formulating Blair students’ financial aid packages.

The Assistant Director of Admissions prepares correspondence for the Director of Admissions. Processes Blair admissions applications. Provides information and answers questions about admissions and financial aid for prospective students, families, faculty and staff. Schedules and coordinates auditions, mini-lessons, and visits for prospective students. Gives tours of building for prospective students and their parents and oversees Blair tour work study. Shares in general office duties and attends recruitment fairs and/or events when needed.

Robert Halliburton, CPA, Chief Business Officer and Financial Unit Manager

Serves as the primary business advisor to the Dean and the financial liaison for Blair to the Office of Financial Operations and Planning. Develops operating and capital annual and long-range budgets. Develops financial models that respond to new financial or operational circumstances which allows for informed decision-making and maximizes Blair’s resources. Proactively assesses ongoing Blair activities to determine realistic financial projections compared to annual budget. Implement and facilitate strategic initiatives of Blair. Ensure Blair’s endowments and restricted gifts are utilized timely in accordance with donor restrictions. Coordinate, review, and submit annual salary increases for faculty and staff. Develop, implement, and maintain departmental procedures, protocols, and internal controls. Function as a technical expert within Blair on budgetary, financial, accounting, operational, human resource, regulatory, and policy issues. Reviews monthly precollege/adult receipt collections created by Destiny One and reconciles to ledgers. Reviews and assists with faculty payroll requests on a monthly basis and updates projections report for each faculty’s cumulative/projected salary expense. Distributes budget surveys to faculty chairs, analyzes requests for the Dean’s review, updates the budget for approvals by the Dean, and notifies the faculty of budget requests approved each year. Reconciles staff time sheet hour submissions biweekly to payroll system reports and updates projections payroll report for each staff’s cumulative/projected salary expense. Approves and reconciles to ledgers all One Card holder transactions each month reviewing for accuracy the account/center numbers selected. Approves and reconciles to ledgers all Concur travel and reimbursement reports submitted by faculty and staff reviewing for accuracy the account/center numbers selected. Updates and reviews financial statement projections for both operational and designated funds each month and submits updated templates along with updated faculty and staff salary projections to Office of Financial Operations and Planning for review and discussion. Provides budget updates to faculty as requested throughout the year regarding funds available in faculty designated and departmental budgets.
Darlene Bethke, Accounting Assistant
Assists Chief Business Officer with accounting functions, including precollege and adult student billings, student worker payroll, check requests, work orders, purchase orders, 1180’s, and travel reports. Can assist with guest and student travel reservations and with travel reports for faculty through Concur. Responsible for tracking inventory of equipment and purchasing supplies for faculty and staff, for hiring student workers, and processing student worker payroll paperwork and approval of time sheets. Reports needed repairs to Plant Operations. Assists Chief Business Officer with other miscellaneous accounting duties. Has the role of HR Specialist for Blair assisting Chief Business Officer with faculty and staff payroll processing.

Joe DeBusk, Supervisor of Technical Services
Responsible for all technical requirements of rehearsals, concerts, and operas including lighting, recording, and set construction. Oversees maintenance of performance halls. Responsible for hiring and scheduling student and technical crews. Oversees rental of performance halls to outside groups with the scheduling coordinator. Responsible for ordering concert supplies. Schedules performance hall tunings. Works closely with Director of External Relations, Concert Manager, Scheduling Coordinator, and House Manager. Supervises Technical Assistants. Serves on Calendar and Concerts Committees. Under the direction of Mr. DeBusk, the members of the Technical Crew are Alan Pugliisi, John Sevier, Chris Jones, Travis Broholm, and Todd Seage.

Kristin Whittlesey, Director of External Relations
Serves as liaison between Blair School of Music and all media outlets within the University, local, regional, national, and international communities. Supervises purchasing and production of advertising materials in all print and broadcast media. Supervises production of marketing materials for Blair School events, including the Concert Series, Blair sponsored events, faculty recitals, ensemble performances, the Conversations Series, and special guest performers. Supervises content, design, and production of Blair website, catalogues, and flyers. Plans and coordinates Blair’s social media strategy. Represents Blair School at University, community, public events and information fairs. Coordinates receptions, ceremonies, and other special events at Blair and events sponsored by Blair in the community. Consults with faculty and staff regarding information for media releases; advises faculty regarding protocol when dealing with media inquiries. Supervises Concerts Manager, Scheduling Coordinator, and performance venue house staffs. Works with Technical Director, Concerts Manager, Scheduling Coordinator, and the Dean to establish policies and procedures for venue management. Maintains media files, supervises and maintains photos of all faculty, staff, and ensembles. Serves on Calendar and Concerts Committees, Communications Cabinet.
Concerts Manager

Reports to the Director of External Relations. Manages Blair concerts and events. Sets schedule for and supervises the part-time front-of-house staff and student ushers and valet parkers. Serves as principal liaison between front-of-house staff and technical crew and the concerts department. Manages front-of-house responsibilities — assisting patrons, monitoring the lobby, monitoring and reporting maintenance and housekeeping issues with the performance halls, lobbies and dressing rooms. In conjunction with Scheduling Coordinator, enters all Blair concerts and events into various online events calendars, including the Vanderbilt University calendar, and updates as necessary throughout the concert season. Creates concert programs for all faculty members and guest artists, with a keen eye to spelling, grammar and stylistic consistency.

OPERATIONS SERVICES

Heidi Basgall-Favorite, Assistant to the Dean

Point of contract for the Dean’s suite and administrative offices, providing administrative support to the Dean and Associate Deans, and faculty as needed. Dean’s office liaison to Human Resources (faculty related topics, background checks, conflict of interest disclosures, etc). Provides input/guidance to administrative teams. Maintains faculty files and processes all administrative materials of the School including guest artist contracts, letters of appointment, reappointment letters and faculty meeting agenda and minutes. Project management for various projects throughout the year.

Jennifer Daniel, VUIT; Tim Oldham, VUIT

Administers all information technology local support services for Blair School faculty and staff, and incidental technology support for Blair students with a VU-Net ID. Students must call the Vanderbilt Student Helpdesk at (615) 343.9999 - https://it.vanderbilt.edu/techhub/. There is no other Vanderbilt or outside technology support for faculty or staff at Blair. Responsible for computer hardware and software ordering and installation as well as follow-up technology support. Coordinates classroom audiovisual support including equipment purchase, installation and repair. Is the Blair School liaison with Vanderbilt University Information Technology (VUIT) Services and all other university information technology units; represents the School on information technology committees (e.g., Campus Technology Forum, ITSL, ResNet, ITS Test Group for new technology initiatives at Vanderbilt). Responsible for faculty and staff training in information technology hardware and software, either directly or through referrals. For more details on IT offerings at Vanderbilt, contact Blair-it@vanderbilt.edu (VUIT.) Requests for replacement keyboards or mice should be directed to Blair-it@vanderbilt.edu. Toner for both Macs and PCs are stored in the faculty workroom closet. Administrative staff has access to these items.

Christine Claffey, Scheduling Coordinator

Schedules all performance venue, rehearsal and classroom spaces at Blair School, including practice room reservations. Responsible for maintaining the EMS scheduling system, and annual system order for scheduling all faculty and student recitals, rehearsals, ensemble concerts, Concert Series concerts, rental events, and other events as directed by the Dean or Director of External Relations. Coordinates and communicates booking procedures and changes in scheduling procedures with all faculty and staff. Works closely with Operations Officer, Director of External Relations, and Supervisor of Technical Services. Coordinator of MUSO 1000 Recital Attendance (Student Recital Hour) for Melissa Rose, teacher of record.
Jenny Simpkins, Receptionist/Administration
Provides the first, often only contact that constituents have with the School. Disseminates various and constantly-changing information to students, faculty, staff, campus, and the public at large regarding events, registration, and general information. Works with Academic Services to register precollege and adult students and collect payments as needed. Receives and distributes mail. Supervises student workers. Coordinates the use of the Blair vans. Shares in general office duties, orders office supplies, and maintains bulletin boards. Responsible for collection of all Blair monies (excluding gifts), including student fees. Assigns keys and student lockers.

Virginia Payne, Associate Dean, Development and Alumni Relations
Directs major gift fundraising efforts for the Blair School, working closely with the University’s fundraising operation, and reporting to the Vice Chancellor for Development and Alumni Relations. Coordinates major gift solicitation activities of the Dean and the Blair KeyBoard, including requests for capital needs, scholarships and bequests. Supervisory responsibility for Alumni Relations programs. Serves in an advisory capacity with the University’s Annual Giving operation. Supports the faculty in Blair fundraising projects, coordinating their activities with other University and community activities. Responsible for events and other stewardship of donors.

Addie Sullivan, Associate Director of Alumni Relations and Stewardship
Responsible for all Blair Alumni Relations activities, including alumni engagement programs and volunteer recruitment efforts. Manages the stewardship plan for the Blair School’s donor society, the Patrons Society, and stewardship of precollege endowed funds.

Kim Cioffi, Development and Alumni Relations Program Assistant
Supports Associate Dean and Associate Director in all fundraising and stewardship activities for the Blair School of Music.
Faculty and staff are assigned to committees annually by the Dean. Full committee lists are distributed to the faculty and staff each fall.

**Administrative Council**
Chaired by the Blair Dean, the Administrative Council meets to plan and discuss general administrative matters. Apart from the Blair School’s administrative officers, the Council includes two faculty members (one full time, one part time).

**Admissions Committee**
Serves as the liaison between the faculty and the Office of Undergraduate Admissions. It is responsible for decisions related to the admission of degree-seeking students and makes recommendations to the Dean regarding certain honor scholarship awards for University students.

**Student Awards Committees** *(Refer to Appendix A)*
The Blair School of Music provides a variety of awards, honors, and competitions throughout the academic year. Awards for university students are given for excellence in a number of areas; some are voted by the Blair faculty; others are selected by department. Precollege honors are primarily scholarship-based, the Certificate Program Awards and the Curb Concerto Competition.

**BMI Composer-in-Residence Committee**
Coordinates selection of, and hosts, a visiting composer each semester for a 3-day residency of lectures, performances and opportunities for interaction with students.

**Calendar Committee**
Works jointly with the Concerts Committee to plan the performance calendar of the school. Solicits concert and rehearsal information from large ensemble directors and studio faculty. It may advise the Dean on matters concerning the use of the Blair performance spaces. Determines policy for use of and scheduling for the performance halls and other spaces.

**Career-Related Programming**
Blair Faculty and staff representatives, the Career Center, Blair Development and Blair students address “life after Blair” and plan programming accordingly.

**Certificate Program Council (Precollege)**
Determines program policies and standards, adjudicates Certificate Program auditions and pre-recital hearings, and rules on questions not addressed in the Certificate Program official materials. The Certificate Program Coordinator chairs this council, maintains program records, coordinates auditions, and issues the certificates.

**Chamber Music**
The Chamber Music coordinator, Brian Utley, and the committee organize the program, placing students in appropriate ensembles, assigning coaches and organizing the recitals each semester. The committee members also facilitate room assignments for rehearsals and coaching. Committee members represent the departments involved in instrumental chamber music.

**Collegiate Ensemble Directors Committee**
The committee meets as a group to discuss and manage issues pertaining to Blair collegiate ensembles.
THE BLAIR COMMUNITY
COMMITTEES OF THE SCHOOL, CONT’D.

CONCERTO COMPETITION
This committee organizes and adjudicates the annual spring competition and recital.

CONCERTS COMMITTEE
Solicits concert programming for the Blair Concert Series and advises the dean on selections. Works jointly with Calendar Committee to plan Blair’s performance calendar.

CURRICULUM COMMITTEE
This committee addresses curricular offerings and related matters. It is responsible for the undergraduate curricula, the 5-year undergraduate/graduate teacher education program jointly sponsored with Peabody, any exceptions to existing procedures and requirements pertaining to those courses of study, and for the preliminary screening of new courses, new programs and revisions to existing course and program descriptions. The committee considers the appropriate NASM guidelines, Vanderbilt University standards at large, and the guidelines of Blair’s mission statement. Proposals as vetted by the Committee are submitted to the Blair faculty for its action.

Proposals are submitted to the committee chair in writing. The form is available on-line on the Faculty Tools page of the Blair web site. It should be accompanied by a complete syllabus for the course of instruction or by an extended program description. Curriculum Committee recommendations are distributed to the faculty by email prior to the faculty meeting at which they are to be considered. The committee also facilitates communication between Blair and parallel committees in other colleges within Vanderbilt University.

DEPARTMENT CHAIRS
Department Chairs serve for a term of three years and are selected by the Dean in consultation with the Department. In addition to meeting regularly as a committee to address issues pertaining to both the PCA and University programs, the Department Chairs are expected to:
• Represent the area and serve as point of contact for all members of the department.
• Nurture department faculty, with special attention to adjunct faculty
• Convene area meetings as needed.
• Assist the Deans in the scheduling of courses and teaching assignments.
• Provide oversight for prospective student placement for both PC&A and collegiate students (including interview process, assessment of teacher availability, etc.).
• Maintain departmental budget oversight in coordination with Business Officer.
• Work with Director of External Relations regarding department publicity.
• Provide advisement and consultation for curricular proposals.
• Participate in recruitment activities.
• Organize and oversee use of student assistants and/or accompanists.

FACULTY ADVISORY COUNCIL
An elected body that advises the Dean, attends to faculty grievances, examines policies and procedures for possible revision, and makes recommendations regarding appointments to the Faculty Review Committee. The Council consists of one adjunct and three full-time faculty members elected on a rotating basis, with a two-year term of office beginning with the fall semester. The Council meets no less than once each semester. The Council chairperson is a full-time faculty member, elected each year by the Council. During the spring semester two new members to replace those completing their terms are elected at faculty meeting by secret ballot. If a vacancy occurs before this time, the faculty may elect a new member for the remainder of the term. After a term is completed, a faculty member is not eligible for re-election until a year has elapsed.
THE BLAIR COMMUNITY
COMMITTEES OF THE SCHOOL, CONT’D

FACULTY REVIEW COMMITTEE (FRC)
Conducts the review of candidates for contract renewal and/or promotion, evaluating their
dossiers, observing classes, and making recommendations to the Dean. The Committee is
appointed by the Dean upon recommendation of the Faculty Advisory Council.

INTERNATIONAL STUDIES
The International Studies Committee works with the Global Education Office and the Vanderbilt
International Office to coordinate study abroad programs, research opportunities, and international
travel for Blair students and faculty.

MA 5 ADVISORY COMMITTEE
The MA 5 Advisory Committee works with the coordinator of the program in implementing the
curriculum and requirements of the 5-year musical arts/teacher education degree.

MUSIC LIBRARY COMMITTEE
The Music Library Committee serves as a liaison between the Blair faculty and the Music Library.
The Committee coordinates requests for resources, assists with preparation of proposals for
special funds, and generally addresses and assists the Music Librarian in further developing
Library services.

PRECOLLEGE AND ADULT PROGRAM COMMITTEE
Chaired by the Associate Dean for Precollege and Adult Programs, the committee represents
faculty and students when implementing all pre-collegiate offerings, including scholarships,
certificate program, orchestras, Suzuki, Blair Children’s Chorus and other early music programs.

PRECOLLEGE CERTIFICATE PROGRAM COUNCIL
The committee meets to determine program standards and audition procedures, hears auditions
and recital hearings and awards the Certificate of Distinction and Certificate of Merit to students
who meet all requirements. Honors may be earned on either certificate.

PRECOLLEGE ENSEMBLE DIRECTORS
The committee meets to discuss and manage issues pertaining to Blair precollege ensembles.

PROGRAM COORDINATORS
A number of areas within the Blair School have coordinators who oversee one area, working
closely with faculty and administration. These Program Coordinators include: Jazz Studies, MA-5
Program, Precollege and Adult Group Piano, Precollege Chamber Music, Collegiate Keyboard
Harmony, Precollege Folk Instruments, Precollege Scholarship Programs, Precollege Certificate
Program, Suzuki Program, Nashville Youth Orchestra Program, Blair Children’s Chorus Program.

STUDENT SHOWCASE COMMITTEE
The Student Showcase Committee sets policies for the annual Showcase and holds auditions.

TENURE REVIEW COMMITTEE
The Tenure Review Committee conducts the review of candidates for tenure and/or promotion,
evaluates their dossiers, observes classes, and makes recommendations to the Dean.
THE BLAIR COMMUNITY
COMMITTEES OF THE SCHOOL, CONT’D.

VANDERBILT FACULTY SENATE
Full-time Blair faculty members are elected by the Blair faculty for a three-year term on the Faculty Senate. The Senate meets two to five times per semester to discuss matters affecting the entire university community. Each senator is assigned to one of the Senate committees which also works to accomplish Senate business.

WRITING PORTFOLIO ASSESSMENT COMMITTEE
This committee meets in the spring to assess the seniors writing portfolios, and to select the Martin Williams Award and S.S and I.M.F. Marsden Award winners, which are announced at the Awards Assembly in April.

ANNE POTTER WILSON MUSIC LIBRARY
Holling Smith-Borne, Director of the Music Library
Sara Manus, Outreach and Education Librarian
Jacob Schaub, Music Cataloger
Michael Jones, Circulation Coordinator
Robert Rich, Reference Assistant

BLAIR STUDENT ORGANIZATIONS

PI KAPPA LAMBDA
The Eta Iota Chapter of Pi Kappa Lambda National Music Honorary Society was installed at Vanderbilt in 1992. Student members are elected in the spring, and inducted at the Awards Assembly in April. President: Prof. Karen Ann Krieger

BLAIR COUNCIL
The Blair Council serves to promote students’ opinions and ideas and their general collegiate well-being, as well as representing Blair students in the Vanderbilt Student Senate. It sponsors social gatherings for students, presents question and answer sessions for prospective students during Auditions Weekends, plans Senior Recognition Day prior to commencement, plans a variety of social and service activities, and helps to publicize concerts and recitals. The 2017-2018 President is Keeheon Nam. Faculty Adviser is Associate Dean Pam Schneller.

PHI MU ALPHA SINFONIA
Phi Mu Alpha is a national fraternity dedicated to developing a sense of brotherhood among musicians and music lovers while encouraging and actively promoting the highest standards of creativity, performance, education, and research in music in America. Any men interested in membership should contact Ray Yu. 2017-2018 Pi Delta Chapter President or faculty advisers Ryan Middagh, Jeremy Wilson and Tom Verrier.

SIGMA ALPHA IOTA
Sigma Alpha Iota is an international professional fraternity for women whose purposes are to uphold the highest standards of music while furthering the development of music in America and throughout the world by encouraging and recognizing superior musicianship, scholarship, and leadership through its sisterhood. 2017-2018 Chapter President is Rose Thompson. Associate Dean Pam Schneller is the Faculty Adviser.
THE BLAIR COMMUNITY

THE KEYBOARD

Made up of community leaders, philanthropists, music industry leaders, and alumni, the KeyBoard serves as the Blair School’s advisory board. Members are:

Jim Harris, Chairman
Mark Wait, Dean
Lisa and Lang Aston
Del Bryant
Marianne Byrd
Ann and Jim Clarke
Emily Eberle
Jennie Smith and James Gooch
Bzur Haun
Martha Rivers Ingram (Chairman Emerita)
Alex MacKay
Alex McLeod
Richard Miller
Robert M. Moses
Georgianna Paul
Ellen Jones Pryor
Kenneth L. Roberts
Judy Turner
Blair J. Wilson

PATRONS SOCIETY

Individuals, foundations, and corporations who provide annual unrestricted support of $2,500 or more are considered members of the Patrons Society. Established in 1981, the organization’s contributions have represented 90 percent of Blair’s gift income.
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APPENDIX A

STUDENT AWARDS, HONORS, AND COMPETITIONS

The Blair School of Music provides a variety of awards, honors, and competitions throughout the academic year. Awards for university students are given for excellence in a number of areas; some are voted by the general Blair faculty while others are selected by department. Precollege honors are primarily scholarship-based; Certificate Program and Curb Concerto Competition are included below.

* Unless noted otherwise, the Awards and Honors below are collegiate; recipients are selected by the faculty in March or April and announcement of recipients is made by the Dean at the final student recital of the year. Winners are listed in the University Commencement Program. Returning performance award winners are invited to perform at the first Student Recital the following fall.

Awards Committee

Unless otherwise noted below, this committee oversees the nomination of collegiate students for myriad awards and prizes. An Awards Subcommittee list follows the awards.

ACHIEVEMENT IN TEACHING RECOGNITION AWARD

The Achievement in Teaching Recognition Award is presented by the piano faculty to a senior pianist who has demonstrated superior abilities in both private and group teaching. The recipient must intend to teach music professionally in an independent studio, a classroom, or at the collegiate level. The prize is a one-year membership to the Nashville Area Music Teachers Association or the equivalent. Winners are Lauren Pratt (2011), Sarah Barham and Mary Barham (2012), Zachary Polson (2013), Rachel Menscher (2014), Lucas Ferraguti (2015, 2016), Curtis Serafin (2017.)

MARGARET BRANSCOMB PRIZE

This prize is presented to the member of the freshman class judged by the faculty to have the personal and musical qualities which best exemplify the spirit and standards of Blair. Previous recipients: Alex Bingcang, Adam Wead, Lane Summers, Don Dolan, Brandon Brack, Jenny Wade, Tina Lobenhofer, John “Chow” Seymour, Jonathan Chu, Shannon Thomas, Austin Osborn, Abigail Mace, Preetha Narayanan, Peter Cain, Neala Swaminatha, Micah Claffey, Kathryn Moreadith, Benjamin Hart, Jordan Holland, Madeline Myers, Caroline Hart, Shelby Flowers, Luke Witchger, Steven Fiske (2012), Thomas Ridgway (2013), William Woodard (2014), Rama Kumaran (2015), Thomas Faulkner (2016), Matthew Shorten (2017.)

SUE BREWER/SONGWRITERS’ GUILD AWARD

This award of $1000 is awarded for excellence to a student recommended by the guitar and composition faculties for a student majoring in either area. The award was established by the Songwriters Guild Foundation in memory of Sue Brewer who befriended many of Nashville’s struggling songwriters in the late 1960’s and 1970’s. Previous recipients have included T.G. Engel, Daniel Roumain, Russell Johnston, Kevin Jones, Georgia Stitt, Chris Bingcang, Adam Wead, Andrew Dickinson, Scott Stone, Chris Hughlett, Taylor Jones, Brian Fogarty, Josh McGuire, John Sands, Andrew Dunbar, Gary Shields, Jennifer McNeil, Tyler True, Molly Jewell, Pierce Siebers, Thomas Banks, Drew Silverstein, Ryan Korell (2012), Shelby Flowers (2013), Jonathan O’Hara (2014), Dustin Skenandore and Steven Sloan (2015), Jack Coen (2016), Dustin Skenandore (2017).

CERTIFICATE PROGRAM (Precollege)

Blair School of Music awards two certificates to high school seniors who have completed formal programs that encourage excellence in performance and knowledge of music theory and history—all essential elements for development of mature musicianship in advanced students. Students are nominated for the program by the studio department, following spring scholarship auditions. Detailed information is available in the Precollege & Adult Student Catalog. Recipient’s names may be found on the official award plaques in the second floor hallway near the classrooms.
THE COMPOSITION AWARD
The Blair Composition Award is awarded by the composition faculty to a student of junior or senior status who has made an outstanding contribution to the Blair School’s composition program, through creative output, academic excellence and personal dedication. Given in honor of Sean William Calhoun, B.Mus. 2014. Winners include Jasper Brey, Amy Thompson (2016), Matthew Rafferty (2017).

CONCERTO COMPETITIONS
Concerto Competitions
Held annually in the spring semester, external (outside Blair) adjudicators select a maximum of three (3) winners. Selected soloists perform with the Vanderbilt Orchestra in the Spring Semester when practical. Students who have previously won the competition are ineligible to participate. Voice students who are cast in lead roles in opera that have curricular orchestra participation will not be eligible to enter the competition in that same year. Memorization is at the discretion of the student’s studio teacher.

Curb Youth Symphony Concerto Competition (Precollege)
Held annually in the Fall semester, external adjudicators select two winners. Selected soloists perform with the Curb Youth Symphony. Students who have won the competition the previous year are ineligible to participate. Memorization is required.

RICHARD C. COOPER/PHI MU ALPHA AWARD
The Pi Delta Chapter of Phi Mu Alpha and Blair School of Music, to remember the outstanding contributions made by Chris Cooper to music at Vanderbilt University, established the Richard C. Cooper Award in 2003. The award winners are selected for their contributions to the student experience of music at Vanderbilt. To be considered for this award, a student must be nominated by a recognized student organization at Vanderbilt University or by any group of ten or more students. Winners of this award include Adam Bernick, Molly Robertson, A&S student Gerard Raiti, Tiffany Fuller, Lisa Bryington, Peabody student Meredith Schweitzer, John Ballard, Ben May, Bobby Tiedemann, Ben Detrick, Matt Clark, Allison Weinstein, Kevin Burson (2012), Anne Goodrich (2013), Keehun Nam (2014), Emma Jackson (2015), Brian Entwistle (2016), Erin Elgass (2017).

ROBIN NELL DICKERSON AWARD
This award is given by the Voice Department to an outstanding voice major for excellence in performance and scholarship. The award is presented by the Dean at the final student recital of the year. The award honors Robin Dickerson, B. Mus. ‘94, and was originally funded by donations and the Voice Majors Association annual fundraising concert, “An Evening with the Stars”. Beginning in 2001 this award has been supported by the Mary Ragland Fund. Previous recipients are Beverly Schneider, Chris Warren, Virginia Dellenbaugh, Jennifer Taylor, Amy Forburger, Andy Westerhaus, Drake Dantzler, Todd Patrick, Lillian Askew, Jennifer Berkebile, Linnette McCloud, Adrianna Bond, Jena Carpenter, Matthew Sen, Victor McMillan, Ben Edquist, Katie Heaton, Jordan Amann (2012), Julia DiFiore (2013), Charlotte Ulrich (2014), Emma Jackson (2015), Danielle Bavli (2016), Melissa Gramling (2017).
APPENDIX A

STUDENT AWARDS, HONORS, AND COMPETITIONS, CONT’D

FOUNDER’S MEDAL
The Founder’s Medal is presented at Commencement as a symbol of highest honors in each school of the university. The recipient is named by the Dean after consideration of faculty recommendations as well as grade point averages of the year’s highest ranking graduates. Announcement is made at the final student recital of the year. Recipients have included Molly Sharp, Joanie Neel, Ellen Menking, Bzur Haun, Melody Man, Joanna Myers, Alex Bingcang, Mary Race, Wilson Southerland, Kathryn Janssen, Amy Forburger, Tina Lobenhofer, Chris Walters, Jennifer Bernard, Sarah Seelig, Amy Helman, Daniel Schwartz, Peter Cain, Bobby Tiedemann, Kathryn Moreadith, Johna Smith, Lillian Johnson, Caroline Hart (2012), Shelby Flowers (2013), Mae Mosley (2014), Nora Pertz (2015), Amy Thompson (2016), Mary Grace Johnson (2017).

JEAN KELLER HEARD PRIZE
This prize, the amount variable from year to year, is designed for a string student seeking the Bachelor of Music degree. It is presented by the Dean at the final student recital of the year, following selection by the string faculty. It is awarded for excellence in musical performance. The endowed scholarship fund, established by the Vanderbilt Women’s Club to honor Jean Heard, continues to grow as additional gifts are given to the School. Previous winners have included: Andrea Zonn, Molly Sharp, Jonathan Greer, the Blakemore String Quartet, Karen Oosterbaan, Virginia Rogers, Gardner McDaniel, the Modigliani String Quartet, Alex Bingcang, Karen Oosterbaan, Laura Sewell, Catherine Kolich, Laura Talbott, Carolyn Lucancic, Josh Cheatham, Andy Zabinski, Anna Cromwell, Nick Curry, Holland Phillips, David Torns, Susan Schroeder, Dan Fisher, Sara Schultz, Anne Warner, the Clementine Quartet (Liana Austin, Jonathan Chu, Sara Schultz, and Sarah Boronow) and Shannon Thomas, the Atlas String Quartet (Shannon Thomas, Liza Barley, Jonathan Chu, and Jay Tilton) and the Oriyah String Quartet (Laura Speck, Amy Helman, Angie Spong, and Ashley Walters), Tessa Gotman, David Repking, Emily Mahler, Jay Tilton, Eliza Barley, Alicia Enstrom, Henry Haffner, John Koon, John Conciklin, Joanna Felder, Micah Claffey, Christian Marshall, Ellen McSweeney, Timothy Strang, Sophia Arriaga, Andrew Braddock, Jennifer Estrin, Roberto Papi and Anne Suda (2008); Julie Aiken, Sarah Davis, Ben Detrick, Ben Hart and Christopher Lowry (2009); Esther McMahon, Emily Nelson, Mike Rinne, Johna Smith and Eva Walsh, Justin Goldsmith, Kelsey Hudson and Dana Kelley, Ji Hye Chung, Caroline Hart, Tiffany Tieu, Blake Johnson (2012), Ethan Bauer, Nathan Lowry, Erika Pinkerton (2013); Ben Hummel, Alex Kres, Matt Lammers, Ann Yeh (2014), Jake Bray, Elizabeth Drabkin, Mary Grace Johnson, Philip Kettler (2015); Mary Loftus, Daniel Moore (2016); Elizabeth Doubrawa, Evan Bish, Eliza Wong (2017).

DELENE LAUBENHEIM MCCLURE MEMORIAL PRIZE IN OPERA
This prize is given to a voice major who exhibits excellence in opera performance. It is presented by the Dean at the final student recital of the year, following selection by the voice faculty, through the Awards Committee. The prize was established in 1998 by alumni and faculty of the Blair School of Music and other friends of Delene Laubenheim McClure, B. Mus. ’91, whose untimely death foreshortened a promising career in music. The first recipient of this award was Kathryn Janssen, followed by Amy Bouchard, Kiley Swicegood, Joshua Edwards, Daniel Montgomery, soprano Noelle Jacquez, Daniel Shirley, Zachary Nadolski, Nathanael Brown, Tara Burns, Preston Orr, Kathryn Heaton (twice), Tom Mulder, Olivia Smith (2012), Jordan Amann (2013), Erin Aurednik (2014), Charles Calotta (2015), Maria Servodidio (2016), Lauren Urquhart (2017).
THE S.S. AND I.M.F. MARSDEN AWARD IN MUSICAL SCHOLARSHIP
Established in 1999 by Sullivan S. Marsden, Professor Emeritus of Petroleum Engineering at Stanford University, this award is designated for an outstanding major paper prepared by a Blair undergraduate in a topic that lies outside the normal core of scholarship. Honors projects, independent study projects, and substantial class papers are eligible for consideration for this award. The Martin Williams and I.M. Marsden Awards/Writing Portfolio Assessment Committee selects winning papers through collective anonymous review by the committee. This committee is also responsible for assessment of B.Mus. writing portfolios. Previous recipients of this award were Blake MacKay, Julie Hunter, Tina Lobenkofer, Johanna Frymoyer (two different years), Jack Rutledge, John Dick, Jr., Jeffrey Benedict, Erin Steigerwald, Lindsey Reymore (2012), Katie Walden (2014), Jack Coen (2015), Selina Magid (2016).

THE ELLIOT AND AILSA NEWMAN PRIZE

L. HOWARD “ZEKE” NICAR AWARD
Established in memory of L. Howard “Zeke” Nicar, the first Assistant Dean for Admissions at the Blair School of Music, this award is presented to the most outstanding woodwind or brass student at the final student recital of the year. Nominations from individual woodwind and brass faculty are subsequently submitted to those departments for election. Previous recipients are Joseph Lee, Somerlie Aston, Kristen Davis, Jason Piehl, Evan Barr, Jenni Bernard, Scott Seaton, Paul Epp, Stephanie Trautwein, Daniel Schwartz, Jennifer Bennett, Rosemary Rutledge, Neala Swaminatha, Jamie Kellindorfer, Brittany Cooper, Shona Goldberg-Leopold, Audrey Whittle, Brent Baker (2012), Eleni Miller (2013), Amanda Mitchell (2014), Garrett Law (2015), Brian Entwistle (2016), Josiah Williams (2017).

EXCELLENCE IN PERCUSSION PERFORMANCE AWARD

CHRISTIAN TEAL AWARD
This award recognizes a current string student who embodies the collaborative spirit of Professor Chris Teal. Matthew Lammers (2015), Nathan Lowry (2016), Mary Grace Johnson (2017).

THEODORE PRESSER AWARD
The Presser Scholar is chosen by the faculty at its March or April meeting, after nominations are made by the Awards Committee. The award comes from the Presser Foundation. Rising seniors considered outstanding both musically and academically are eligible for consideration. The recipient must have a cumulative g.p.a. of 3.25 and have been named to the most recent Dean’s List. At least one third of the academic credits earned by the student must be outside the field of music.
THEODORE PRESSER AWARD (continued)

Previous recipients include: Carol Fisher; Don Walker; Maia Surace; Melody Man; Joanna Myers; Adam Wead; Mary Race; Don Dolan; Dana Durrett; Andrew Westerhaus; Heidi Lauren Duke; Kristin Cameron; Jonathan Chu; Erin Lavin; Krystal Grant; Preetha Narayanan; Peter Cain; Robert Tiedemann; Kathryn Moreadith; Johna Smith; Lillian Johnson; Lindsey Reymore; Rebecca Boelzner; Mae Mosley; Kelby Carlson; Michaela Novakovic; Ryan Bitar; Zachary Kleiman.

DAVID RABIN PRIZE

This prize, the amount variable from year to year, is awarded to a student enrolled at Blair and is based on excellence in musical performance. The prize is presented by the Dean at the final student recital of the year, following nominations by the Awards Committee and election by the faculty in April. As of 2003 the faculty voted to make previous winners of the award ineligible to be nominated a second time. The endowed scholarship fund, established by family and friends of Dr. Rabin, continues to grow as additional gifts in his memory are given to the School. Previous recipients include: Lisa Springer; Julie Williams; Molly Sharp; Carol Fisher; Joel Schoenhals; Karen Oosterbaan; Mary Race; Alex Bingcang; Don Dolan; Missy Miller; Wilson Southerland; Amy Forburger; Tina Lobenhofer; Jonathan Chu; Shannon Thomas; Jay Tilton; Preetha Narayanan; Matthew Quick; Neala Swaminatha; Jennifer Estrin; Jacob Sievers; Dean Whiteside; Chris Lowry, Caroline Hart; Shelby Flowers; Brian Woods; Matt Lammers; Nathan Lowry; David Rodgers.

STUDENT SHOWCASE CONCERT

This annual concert appears each Spring as part of the Blair Concert Series. Nomination forms are distributed to department chairs within the first two weeks of the spring semester. The maximum number of nominations from each department is approximately 10% of the student population in each area. Auditions are held approximately one month before the concert and are coordinated by the chair of the Student Showcase Committee. Members of the Student Showcase Committee adjudicate the auditions. Honorable Mentions from the auditions are featured on a Thursday afternoon student recital. A faculty committee plans and executes auditions for the annual concert.

SIGMA ALPHA IOTA COLLEGE HONOR AWARD

Established in 2000, this award is given annually to the most outstanding member of the chapter based on scholarship, musicianship, participation in school activities, and contribution to the fraternity chapter. Previous winners include Kiley Swicegood, Somerlie Aston, Amanda Martin, Laura Moye, Erin Lavin, Cassandra Keiser, Christina Thompson, Abigail Wilensky, Devri DePriest, Brittany Cooper, Mary Hewlett, Lara Pitts, Laura Kaufman, Diana Joiner, Rebecca Tarby, Sarah Heilman, Danielle Hoisington, Maria Servodidio.

SIGMA ALPHA IOTA SCHOLASTIC AWARD

Established in 2000 this award is given to the graduating senior who has attained the highest scholastic average during her college years. Previous winners were Colette Gagnon, Tina Lobenhofer, Kristin Cameron, Jennifer Bernard, Sarah Seelig, Kelly Winner, Amy Cutright, Anna Caravella, Jamie Kelindorfer, Alina Satterfied, Arreanna Rostosky, Katie Heaton), Lindsey Reymore (2012), Jennifer George, Julia DiFiore, Charlotte Ulrich, Laura Williamson, Lydia Nance.
APPENDIX A

STUDENT AWARDS, HONORS, AND COMPETITIONS, CONT’D.

VANDERBILT UNIVERSITY SUMMER RESEARCH PROGRAM
This program is designed to enhance joint student-faculty research efforts.

VU GLOBAL SUMMER FELLOWSHIP
The VU Global Summer Fellowship is a competitive, need-based university stipend designed to offset the costs for students enrolling in Vanderbilt-approved, credit-bearing summer study and Maymester programs.

MARTIN WILLIAMS AWARD
This prize, the amount variable from year to year, is awarded to the Vanderbilt undergraduate student writing the most outstanding paper during the academic year. The award was established in memory of Martin Williams, former director of the Smithsonian Institution’s Jazz Program and Adjunct Professor of Jazz History at Blair. It is presented by the Dean at the final student recital of the year, following selection by the Williams/Marsden Awards Committee. Previous recipients include Russell Johnston, David Katahn, Leah Monder, Laura Talbott, Mary Race, Alex MacKay, Melinda Wilson, Mirabel Torres Rago, John Swicegood, Heidi Lauren Duke, Susannah Osmond, Danny Bowles, Austin Osborn and Ellen McSweeney, Andrew Hard and Bethany Jo Whelan, Laura Richardson, Lindsay Cunningham, Arreanna Rostosky, Shemsi Frezel, Lillian Johnson, Shelby Flowers, Anna Lester, Rachel Menscher, Michael Zuch, Amy Thompson, Mallory Strom.

MAGDA LACHS AWARD
Established in honor of Magda Lachs in 2008, this award is made to an outstanding voice or orchestra student who participated in the current year’s Vanderbilt Opera Theater production. Winners have been Tierney Bamrick, Preston Orr, Ben Edquist, Steven Fiske, Emily Neil (2013), Julia DiFiore (2014), Steven Fiske (2015), Austin Vitaliano (2016), Samantha Long (2017).

MICHELSION COLLABORATIVE ARTS AWARD
Established in 2014, the Michelson Award in Collaborative Arts was established in honor of Laura Michelson, B.Mus. 2011, and is given to a singer, pianist or voice/piano duo for exceptional performance in collaborative arts. Recipients: Brian Woods and Rachel Menscher (2014), William Nichols and Nora Pertz (2015), Ben Kahan, William Woodard, Charles Calotta, Curtis Serafin, Lucas Ferraguti (2016), Danielle Bavli and William Woodard (2017).

THE BLAIR VOLUNTEER SERVICE THROUGH MUSIC AWARD
This Award, newly instituted in 2009, recognizes a student who, using music in service to others, has performed with extraordinary effort and distinction. Recipients have been Madeline Myers, Lara Pitts, Michelle Godbee and Drew Silverstein, Tiffany Tieu, Ann Goodrich (2013), Alyze Rabideau (2014), Meghan Dewan and June Kim (2015), Michaela Novakovic (2016), Nicole Long (2017).
Financial aid for university students is handled through Vanderbilt’s financial aid office. Honor scholarships funded by Blair are awarded by the Dean, upon recommendation of the departments. They are renewable annually and generally increase proportionately as tuition increases. Transfer students holding honor scholarships at another NASM school cannot be offered an honor scholarship unless the student is released from the commitments to the other school. Honor scholarships become part of a student’s financial aid package if need-based aid is awarded. Need-based grants, also paid for by Blair, are awarded by the financial aid office; factors considered are high school record, standardized test scores, audition, and (for upperclassmen) the Vanderbilt record. The financial aid office also certifies students as eligible for the federal Work/Study program. Students interested in a Work/Study assignment at Blair should see the Accounting Assistant. Blair students with concerns about financial aid should see Blair’s Director of Admissions. Non-majors who wish to enroll for performance instruction can make arrangements to have the cost of lessons included in their package by speaking with anyone at the Undergraduate Financial Aid office, taking proof of enrollment and fee information.

ACADEMIC ACHIEVEMENT SCHOLARSHIPS
These awards are given to students who show outstanding academic achievement.

CHANCELLOR’S SCHOLARSHIPS
These full-tuition awards are given to students who show strong commitment to diversity, leadership, citizenship, and scholarship. The four-year scholarships also include a summer stipend of $4000 for one summer of study either in Nashville or abroad. Recipients are selected by a university committee following recommendation of the Undergraduate Admissions Office, and must maintain a 2.5 gpa. If the gpa falls below this, students must attend summer school before renewal of the scholarship can occur.

MARIANNE BYRD SCHOLARSHIP
This scholarship was established in 2007 by Marianne Menefee Byrd (B.A. 1978) to provide merit-based assistance to a student in the Blair School, preferably one who exhibits financial need.

HSV HAROLD STIRLING VANDERIBLT HONOR SCHOLARSHIP
This full tuition scholarship is awarded each year to an entering freshman music major. Selection is made by the Dean upon recommendation of the Admissions Committee on the basis of music and academic achievement and promise. The scholarship is retained for four years of study, assuming satisfactory performance, Recipients must maintain the g.p.a. required of Blair Dean’s Honor Scholars.

FRANCES HAMPTON CURREY MUSIC SCHOLARSHIP
This scholarship, which was the first endowed honor scholarship at Blair, is awarded on the basis of musical achievement and promise and covers full tuition. Selection is made by the Dean upon recommendation of the Admissions Committee. The scholarship is retained for four years of study, assuming satisfactory performance. Recipients must maintain the g.p.a. required of Blair Dean’s Honor Scholars.

TOP TENN SCHOLARSHIP
This half tuition award is given by the state of Tennessee to any entering Tennessee student ranking first in their high school graduating class.
BLAIR DEAN’S HONOR SCHOLARSHIP
These awards are presented to entering freshman music majors and are funded by Blair. Selection is made by the Dean upon recommendation of individual departments. Scholarships are retained for four years of study, subject to satisfactory performance. Recipients must maintain a 2.0 overall g.p.a., with a 2.7 in music. In addition scholarship pianists are required to accompany (in a capacity to be worked out with their major professor); and orchestral musicians are required to participate in the orchestral program. As part of their scholarship responsibilities, students may be asked to perform for university functions.

ANNE POTTER WILSON HONOR SCHOLARSHIP
Established in 2007 to honor Anne Potter Wilson, this scholarship is awarded each year on the basis of merit to Blair undergraduate music majors.

PETER AND LOIS FYFE SCHOLARSHIP
Established originally for pre-college program and was redesignated for the undergraduate program in 1994. Awarded to an outstanding music major.

LAURA KEMP GOAD HONOR SCHOLARSHIP
This scholarship, awarded on the basis of musical achievement and promise, covers full tuition. Preference is given to a piano major. Selection is made by the Dean upon recommendation of the Admissions Committee. The scholarship is retained for four years of study, assuming satisfactory performance. Recipients must maintain the g.p.a. required of Blair Dean’s Honor Scholars.

CORNELIUS VANDERBILT HONOR SCHOLARSHIP
This full tuition scholarship is awarded each year to an entering freshman music major. Selection is made by the Dean upon recommendation of the Admissions Committee on the basis of musical and academic achievement and promise. The scholarship is retained for four years of study, subject to satisfactory performance. Recipients must maintain a 3.0 g.p.a. overall and a 3.0 in music. These scholarships are funded by the University.

HUMPHREYS SCHOLARSHIP
Established by Jerry Humphreys, this scholarship is awarded to a music major with financial need.

MARTHA RIVERS INGRAM SCHOLARSHIP
Given by Board of Trust President Martha Ingram in 2006, this $30,000 per year music merit endowed scholarship for four years is given to one of the very best academically and musically gifted students in the freshmen class.

INGRAM SCHOLARS PROGRAM
This is a university wide scholarship program. Students are selected as Ingram Scholars on the basis of community service and a continuing commitment to service and scholarship.

WILLIAM W. AND SAIDEE L. JARRELL SCHOLARSHIP
This scholarship was established with a bequest from Vanderbilt alumna Anne J. Seyars to honor her parents, both Vanderbilt graduates. Selection is made by the Dean.

MCMULLAN SCHOLARSHIP
This scholarship was established to be awarded to a music student who demonstrates outstanding musicianship and financial need.

LINDE B. WILSON SCHOLARSHIP
This scholarship was established in 2009 by Blair J. Wilson (B.A. 1974) to honor his wife, Linde B. Wilson (B.A. 1973, M.L.S. 1976), and to provide scholarship support for deserving undergraduate students at the Blair School of Music.
ENID MILLER KATAHN PIANO SCHOLARSHIP
This scholarship is awarded to a piano major by the Dean upon recommendation of the Admissions Committee. The scholarship is renewable for four years of study. Recipients must maintain a 3.0 average.

MARION A. KATZ MUSIC SCHOLARSHIP
This scholarship was given by Peter Katz in 2000 to honor a collegiate cello major.

WILDA T. AND WILLIAM H. MOENNIG JR. SCHOLARSHIP
This scholarship is awarded by the Dean to a string major upon recommendation of the Admissions Committee. The scholarship is renewable for four years of study.

KENNETH L. AND ANNE FOSTER ROBERTS SCHOLARSHIP
Established in 1993 by Kenneth L. and Anne Foster Roberts, KeyBoard and Board of Trust emeritus member, this scholarship is to be used for music students of financial need who have outstanding talent and academic achievement.

DEL SAWYER TRUMPET SCHOLARSHIP
This scholarship, awarded on the basis of musical achievement and promise, covers full tuition. Selection is made by the Dean upon recommendation of the brass faculty. The scholarship is retained for four years of study, assuming satisfactory performance. A new recipient is then selected. Recipients must maintain the g.p.a. required of Blair Dean's Honor Scholars.

DINAH SHORE SCHOLARSHIP
This full tuition scholarship is funded by the university and rotates among the undergraduate schools. Selection is made by the Dean upon recommendation of the Admissions Committee. Criteria at Blair include strong musicianship, strong academics, and personal qualities such as to represent the school effectively. This is not awarded at Blair at the present time.

TOP TENN SCHOLARSHIP
This half tuition award is given by the state of Tennessee to any entering Tennessee student ranking first in their high school graduating class.

WILMA WARD SCHOLARSHIP
These merit and need-based scholarships are awarded on the basis of achievement and performance. They cover half tuition, and are retained for four years of study, assuming satisfactory performance.

GREGORY B. WOOLF SCHOLARSHIP
This partial tuition award is given to a student majoring in composition/theory, upon recommendation of the faculty composers.

WORK SCHOLARSHIPS
Undergraduate students, usually those eligible for the College Work Study program, may serve as building reeves or work in the Blair office under the supervision of the Accounting Assistant, or in the music library under the supervision of the Library Director, or as student stage managers under the supervision of the Supervisor of Technical Services. Work scholarships for librarians and stage crew of the Vanderbilt Orchestra or Symphonic choir are administered by the directors.
Scholarship auditions are held during the spring semester for the following academic year and are adjudicated by faculty committees. Honor and need-based scholarships are available, covering full and partial tuition for private instruction and, in some cases, classes in music history, music theory, accompanying and chamber music during the academic year. Scholarship applications are available in the main office at Blair and on the Blair Web site at http://blair.vanderbilt.edu.

**MYRA JACKSON BLAIR SENIOR SCHOLARSHIPS**
These honor scholarships are awarded annually by Blair School of Music to outstanding high school students and, when appropriate, a few junior high school students who have been recommended by their teachers and who plan careers in music. Auditions, held each spring, are adjudicated by faculty committees. Scholarships cover academic-year tuition for private instruction, classes in music theory and music history, accompanying and/or participation in Chamber Music. Optional classes in Musicianship and Alexander Technique may be covered by scholarship. Myra Jackson Blair Senior Scholars must: maintain at least a “B” average in each subject, perform in one MJB Honor Scholarship Recital each fall, perform or attend the MJB Senior Graduation Recital, perform in one Outreach Recital each semester, and attend at least two faculty, professional or large ensemble concerts each semester. These scholarship students are encouraged to participate in the Certificate Program. Eligible instrumentalists are required to audition for the Nashville Youth Orchestra Program and pianists are expected to take an accompanying class and/or participate in Chamber Music for a total of at least two semesters.

**MYRA JACKSON BLAIR JUNIOR SCHOLARSHIPS**
These honor scholarships are awarded annually by Blair School of Music to outstanding students in Grades 5-7 who have been recommended by their teachers and are serious about their music and musical study. Auditions, held each spring, are adjudicated by faculty committees. Scholarships cover academic-year tuition for private instruction. MJB Junior Scholars must: maintain at least a “B” average in their lessons, perform in one Outreach Recital each semester, attend one MJB Honor Scholarship Recital each semester, and attend at least two faculty, professional or large ensemble concerts each semester. Students entering Grade 8 or above are not eligible for this award.

**MYRA JACKSON BLAIR (SCHNELLER) SCHOLARSHIPS**
These honor scholarships are awarded annually by the piano faculty to outstanding pianists in Grades 4-6. The scholarship was given in honor of Roland Schneller, who began teaching at the Blair School in 1964.

**BLAIR GUILD SCHOLARSHIPS**
These scholarships are awarded annually to precollege students who show a strong interest and ability in music, scored highly in scholarship auditions, have been recommended by their teachers, and who need financial assistance. Scholarships cover partial academic-year tuition for private instruction.

**JEROME “BUTCH” BALDASSARI SCHOLARSHIP.**
Established by Lelia Sinclair Baldassari in 2010 in honor of her husband, Jerome “Butch” Baldassari, Blair School of Music adjunct professor of mandolin from 1996 until his death in 2009, this scholarship provides partial tuition for precollege and adult students studying mandolin, fiddle, or dulcimer.
APPENDIX B.2

PRECOLLEGE SCHOLARSHIPS, CONT’D.

POTTER PRECOLLEGE SCHOLARSHIPS
Established in 1994 by the Potter Foundation, these scholarships are based upon demonstrated financial need and significant talent and accomplishment. They provide partial tuition for private instruction and may be awarded on the basis of an audition with Blair faculty or, in some cases, upon the recommendation of an outside teacher. Some Potter awards are made to members of the Blair Children’s Chorus, the Suzuki program and the Nashville Youth Orchestra Program, at the recommendation of the faculty.

NASHVILLE YOUTH ORCHESTRA PROGRAM SCHOLARSHIPS
Full and partial scholarships for private instruction are available to members of the Nashville Youth Orchestra Program. Scholarships are based on the need for financial assistance and/or the needs of the program. Auditions are held in the fall concurrently with orchestra auditions.

WOODWIND SCHOLARSHIPS
Awarded to woodwind students who demonstrate interest and ability, these need-based scholarships provide financial assistance for private instruction tuition.

FOLK INSTRUMENT SCHOLARSHIPS
Awarded following auditions in the spring to students of fiddle, mandolin, dulcimer or banjo, these need-based scholarships provide partial tuition for private instruction.

GILBERT MEMORIAL SCHOLARSHIP
Established in 1998 in memory of Douglas A. Gilbert, former Blair clarinet student, and his father, Robert J. Gilbert, a lifetime clarinet player and Blair supporter, this scholarship provides partial tuition for a clarinet student with at least one year of study at the Blair School.

MARY MCCLURE HOTCHKISS SCHOLARSHIP
Established in 1987 by the will of Coleman A. Harwell in memory of his aunt, a distinguished pianist and teacher and a native of Lewisburg, Tennessee, this scholarship provides a partial tuition award each semester. Preference is given to a piano student.

DAVID MAZANEC MEMORIAL SCHOLARSHIP
Established in memory of David Mazanec, former Suzuki student, this need-based scholarship provides partial tuition for Suzuki violin and cello students in Book 4 or above. Students are eligible to apply after one year of participation in the Suzuki program at Blair.

WILLIAM H. MOENNIG MEMORIAL SCHOLARSHIP
Established in 1986 by the family and friends of Mr. Moennig, this scholarship provides partial tuition for private instruction to talented precollege string students.

SAMUEL E. STUMPF, SR. TRUMPET SCHOLARSHIP
Established in 1998 in memory of Dr. Samuel E. Stumpf, Sr., by his family and friends, this endowed scholarship provides tuition for students who are serious about their musical endeavors.

AMELIE THRONE SCHOLARSHIP
Established in 1989 through a bequest from Elizabeth Binford Bergner, this scholarship provides partial tuition each semester for a piano student.

JACQUELINE AND MORRIS WACHS SCHOLARSHIP FOR PIANO AND STRINGS
Established in 2001 by Morris Wachs and family, this scholarship is awarded annually to deserving piano and string students for study at Blair. Scholarships cover partial tuition for private instruction during the academic year.
APPENDIX C

UNIVERSITY CALENDARS AND SPECIAL DATES

Complete Vanderbilt Calendar of Events http://calendar.vanderbilt.edu/

Complete Academic Calendar https://Registrar.vanderbilt.edu/calendars

Fall Break (University)
Thursday, October 12, 2017–Sunday, October 13, 2017

Precollege faculty generally do not participate in the October Break. Faculty should relay any schedule changes directly to their precollege students, and should confirm their studio/office use with their officemates.

Thanksgiving Break
Saturday, November 18, 2017–Sunday, November 26, 2017

Martin Luther King Day Observance
Monday, January 15, 2018

In honor of Dr. King, classes, lessons and ensembles do not meet.

Spring Break (University)
Saturday, March 3, –Sunday, March 11, 2018

Since the many public and private school systems have different spring breaks, Precollege Faculty may or may not elect to use the Vanderbilt Spring Break schedule. Faculty should relay any schedule changes directly to their students, and should confirm their studio/office use with their officemates.

RELIGIOUS HOLIDAYS

VANDERBILT POLICY REGARDING RELIGIOUS HOLIDAYS
From the Vanderbilt Student Handbook:
It is the policy of Vanderbilt to make every reasonable effort to allow members of the university community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the semester. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a make-up opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or, in schools without department chairs, the dean of the school.

APPENDIX D

HEALTH, WELLNESS AND SAFETY AT VANDERBILT

Suspicious behavior should be reported to Vanderbilt Security (2-2745 or 1-1911) and to Darlene Bethke (2-4208) and Robert Halliburton (2-7654). If faculty file a Police Report, the file number should also be reported to Darlene Bethke and Robert Halliburton.

VUPD patrols Blair frequently during evening hours.

Faculty should keep studios and cabinets locked at all times, and should never leave valuables unattended in studios. Keys should not be loaned.

If Blair faculty or staff enter the Blair main office after 5 p.m. or on weekends, they will need to use their Vanderbilt ID card or key to do so. Cards without the chip will not unlock the doors. To get a new, chipped card, faculty and staff should go to the Commodore Card office in Sarratt Student Center, Room 184. The card must have a chip in order to access the doors with card readers.

The Faculty ID card may be used to access the building when it is locked. Access by card only is set as follows: Front (Children’s Way) entrance and east side (24th Avenue entrance) between 10 p.m. and 7 a.m. 7 days a week. The 25th Avenue doors nearest Children’s Way are locked between 8 p.m. and 7 a.m. during the week and always on weekends. The 25th Avenue doors in the center of the building do not yet have card access and are accessible during the week between 8 a.m. and 4:30 p.m. They are locked all the time on weekends.

VANDERBILT SECURITY SERVICES  police.vanderbilt.edu 615-322-2745

VUPD provides many services to the members of the VU Community, including assistance with automobile lock-outs & jump starts, Rape Aggression Defense System classes, Emergency Planning and Crime Prevention tips.

SAFE VU APP SafeVU app
VUPD has launched a free mobile app for Android and IOS smartphones that allows students/faculty to connect directly from cell phones to VUPD. Download to contact police, Vandy Vans and more.

VANDY VANS ESCORT SYSTEM
www.vandyvans.com
615-421-8888 (on campus, 1-8888)
The Vanderbilt Police Department administers the Vandy Vans escort system at Vanderbilt University. The Vandy Vans escort system provides vehicular escorts to designated locations on campus. The service consists of vans that operate from 5:00 p.m. to 5:00 a.m. The vans follow three routes on campus. The main route stops at Blair at approximately 21 and .51 after the hour from 5:00 p.m. until 5:00 a.m. See website for full schedule and route maps.

WALKING ESCORTS
Supplement the vans as a service to all faculty, staff, and students. Call 1-8888 for assistance.

MEDICAL ISSUES AND SERVICES FOR FACULTY AND STUDENTS
Health is an important issue in performing arts. The muscular complexity associated with music performance makes musicians susceptible to a variety of problems, including joint pain and stiffness, muscle weakness, altered sensation, and other abnormalities which may affect rhythm and pitch.

Overuse syndromes, neurological difficulties, and voice problems are unfortunately common among musicians. Performance anxiety, physical or emotional stress, poor nutrition, general health, and the effects of drugs and alcohol can profoundly influence performance. Videos of Blair presentations on the
HEALTH, WELLNESS & SAFETY AT VANDERBILT, CONT’D.

Subject of performing arts medicine are available in the music library. Courses in Alexander Technique, Meditation for Musicians and Tai Chi for Musicians provide an opportunity to learn ways to avoid harm.

Comprehensive medical services are available to Blair School faculty through the programs of Vanderbilt Health and Wellness Services. Also available through Vanderbilt Medical Center is access to physicians interested in performing arts medicine and the unique problems of musicians, access to orthopedic consultation and physical/occupational therapy, and nutrition information.

HEARING PROTECTION  (615) 322-4327  http://www.vanderbilthealth.com/billwilkerson/28293

The Musicians’ Hearing Center of the Vanderbilt Bill Wilkerson Center is an evidence-based clinic committed to offering professional personal hearing healthcare services, promoting public awareness of the potential damage to our hearing as a result of continued exposure to loud sounds, and to providing custom products to audio and music communities in and around Middle Tennessee. Call the number above for an appointment.

The main office at Blair has disposable earplugs available at no charge. Earplugs are also available at most pharmacies. In addition, the Hearing Center offers custom products which are made individually for each user. These can only be purchased through the office of a licensed audiologist.

THE VOICE CENTER  (615) 343-7464  http://www.vanderbilthealth.com/billwilkerson/26743

The Voice Center is part of the Vanderbilt Bill Wilkerson Center. It offers services including singing voice intervention, speaking voice therapy, and speech assessment. Students seeking evaluation at the Voice Center need a referral from Student Health if they have Gallagher Koster Insurance. The initial Voice Center visit involves a thorough, expensive evaluation; prior consultation regarding insurance coverage is encouraged.

MASSAGE THERAPY  https://www.vanderbilthealth.com/osher/
http://www.vanderbilt.edu/recreationandwellnesscenter/wellness/massage-therapy/

Massage therapy can be associated with decreased pain, an enhanced healing of common muscular ailments and lowered levels of stress, anxiety or depression. There are many qualified massage therapists in the Middle Tennessee area. On campus, the Vanderbilt Center for Integrative Health and the Recreation and Wellness Center offer therapy for an hourly fee. The Center for Integrative Health combines traditional medicine with complementary therapies that are proven, safe and effective. It serves in a complementary role for the primary care physician. The Recreation and Wellness Center offers a number of massage therapy options.

ALLERGIES  (615) 936-2727  http://www.vanderbilthealth.com/asap/

Newcomers to the Middle Tennessee area often find that the fall and spring seasons may cause previously undiscovered allergies. Students needing an allergist must first get a referral from Student Health for the ASAP (Asthma, Sinus and Allergy) Clinic at Vanderbilt.
HEALTH, WELLNESS AND SAFETY AT VANDERBILT (CONT’D)

HEALTH AND WELLNESS SERVICES FOR FACULTY AND STAFF
http://healthandwellness.vanderbilt.edu

Vanderbilt Health and Wellness Services consist of four integrated programs that exist to protect and support the University’s most valuable asset: its faculty and staff. Programs include:

**Health Plus** (fitness facilities, incentive programs, classes)
**Occupational Health Clinic** (promoting & protecting workplace health & safety)
**Work/Life Connections-EAP** (Employee Assistance Program)
**VU Child & Family Center** (child care, elder care, tutoring services, etc.)

SEXUAL MISCONDUCT REPORTING
Faculty are mandatory reporters and must report incidents of sexual misconduct or power-based personal violence to the Title IX Coordinator, Anita Jenious (anita.jenious@vanderbilt.edu or 615-322-4705). For complete information: see https://www4.vanderbilt.edu/facultysenate/engage/responsibleemployee.php. VUPD and Project Safe are also excellent resources.

CENTER FOR STUDENT WELLBEING  (615) 322-0480
http://www.vanderbilt.edu/healthydores/faculty-staff/

The mission of the Office of Wellness Programs is to promote a community of care at Vanderbilt by fostering student wellness through an integrative and holistic framework. Through various outreach programs and support services, the office focuses on teaching coping skills in order to enhance resiliency. Faculty members may call this office during business hours for advice on student referrals.

The website keeps an up to date listing of resources for students, faculty and staff to use if students are in imminent danger of harm/life endangerment or urgent but not imminent danger. It includes links to VUPD, the Psychological and Counseling Center (PCC), the Employee Assistance Program (EAP), the Office of the University Chaplain and Religious Life, the Center for Teaching (CFT), and Mental Health Educational Resources and Trainings (MAPS).

STUDENTS IN DISTRESS: A GUIDE FOR VANDERBILT FACULTY AND STAFF
http://www.vanderbilt.edu/healthydores/students-in-distress-a-guide-for-vanderbilt-faculty-staff/

The following information should be helpful if you identify students in your classes who appear to be in distress. If the student is a Blair student you may also refer him/her to Melissa Rose. If the student is not a Blair student, the link above will provide the contact person for the student’s home school.

The title of the link listed on the Dean of Students homepage is “Students in Distress: A Guide for Vanderbilt Faculty and Staff.” You can also go to the University website, and click on “Faculty and Staff.” Next, click on “for faculty,” and the link is listed there as “Students in Distress.”

NONDISCRIMINATION POLICIES
Vanderbilt University has policies to support our “commitment to assuring that every member of the faculty and staff, and every student receive fair treatment.” Those complete policies may be found in the Vanderbilt Faculty Manual. The web link above will direct you to the specific section of the Faculty Manual that enumerates those policies.
EMERGENCIES

In case of an emergency which threatens the safety or security of people, buildings, or equipment, please report immediately.

- Ambulance: 9–911 or 244-6101
- Emergency—Vanderbilt: 1–1911
- Fire - Metro Fire Dept.: 9–911 or 327-1300
- Hospital Emergency Room: 2-3391
- Plant Operations – Vanderbilt: 3-9675 (Work Management - days, nights and weekends)
- Campus Police & Security: 2-2745
- Blair Receptionist/Secretary: 2-7651

The fire alarm control box is located in the 1st floor Mechanical room. Plant Operations should be called at 3-9675 and notified immediately if the fire alarm sounds. Office staff will notify Plant Ops of any alarms sounding between 8 a.m. – 5 p.m., Monday through Friday. Faculty should notify Plant Operations if the alarm sounds at night or on weekends.

EMERGENCY PREPAREDNESS: GUIDELINES FOR ACTIVE SHOOTER INCIDENT

http://emergency.vanderbilt.edu/cu/quick-ref-guides/active-shooter/

To help Vanderbilt faculty, staff and students react quickly and appropriately in an active shooter incident, Vanderbilt has developed a training video and website. Please see the website above to familiarize yourself with this information that may save lives.

PSYCHOLOGICAL & COUNSELING CENTER

https://medschool.vanderbilt.edu/pcc/
2015 Terrace Place (across from the Baker Building)
615-322-2571

Psychologists and other counselors are available to all members of the Vanderbilt Community. They help with issues such as: depression, eating and body image issues, stress, grief, study/test-taking problems, academic major or career indecision, or anything else you want with speak to someone about. To make an appointment, call 322-2571 (2-2571 if on campus). They can usually make your first appointment for either the day you call or the following day (depending on the flexibility of your schedule).

SEXUAL MISCONDUCT POLICIES

The Blair School of Music desires to establish and maintain a safe, healthy environment. Students who believe they have been the subject of a violation of University policy pertaining to matters of sexual harassment, discrimination, or retaliation should contact the EAD. Complete information about sexual misconduct policies of Vanderbilt University can be found in the Vanderbilt Student Handbook: http://www.vanderbilt.edu/student_handbook/.
SEXUAL HARASSMENT
Vanderbilt’s Equal Opportunity, Affirmative Action and Disability Services Department

Anita Jenious, Director
Suite 108 and 808, Baker Building; 615-322-4705

In general, there are two kinds of sexual harassment:
Quid Pro Quo—when an employee’s or student’s submission to unwelcome sexual advances is an expressed or implied condition for receiving job or education benefits, or if an employee’s or student’s refusal to submit results in job or education detriment.

Hostile or offensive environment—when one or more supervisors, teachers, fellow students or co-workers create an atmosphere infused with hostility or conduct that is so severe or pervasive toward a member or members of one sex that it alters the employment or education environment.

Faculty are encouraged to be familiar with the EAD’s pamphlet on harassment, which provides examples, suggests guidelines for prevention, and ways of dealing with incidents.

Assistance with sexual harassment is also available at the Psychological and Counseling Center, Women’s Center (see listing under “Project Safe”), Office of University Ministry, and Campus Police and Security.

PROJECT SAFE

http://www.vanderbilt.edu/ProjectSafe
Office: 322-SAFE (7233) Victim’s Services: 322-7846

Project Safe is a campus-wide effort aimed at education, prevention and response services for Vanderbilt students, faculty and staff affected by sexual assault, intimate partner abuse, and stalking. There are several different programs and training sessions available.

SAFE ZONE ALLIES provide a confidential space and agree to support each student, staff or faculty in her/his perceived sexual orientation and/or need for related support, information or referral. Sponsored by the Counseling Center, Allies are trained to offer support and guidance, and have information, sensitivity and understanding towards members of the Vanderbilt LGBT (Lesbian, Gay, Bisexual and Transgender) community.

SPECIAL RESOURCES FOR VANDERBILT FACULTY & STAFF

DAYANI CENTER
1500 Medical Center Drive
www.vanderbilthealth.com/dayani; Phone 615.322.4751

Specializes in the prevention, rehabilitation, education, and research of many lifestyle related diseases. This Medically-based Fitness Center helps members achieve optimal health and improved quality of life.

UNIVERSITY CLUB
www.uclubnashville.org; Phone 615.322.8564

All faculty, staff and alumni are eligible to join the University Club of Nashville. The Club offers daily lunch and dinner specials with complimentary parking for members. For information, including membership application and annual fees, contact the University Club directly.
Vanderbilt University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as the Buckley Amendment or FERPA). This act affords matriculated students certain rights with respect to their educational records. These rights include:

The right to inspect and review their education records within 45 days of the day the university receives a request for access. Students should submit to the University Office of Academic Services written requests that identify the record(s) they wish to inspect. The University Office of Academic Services will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University Office of Academic Services does not maintain the records, the student will be directed to the University official to whom the request should be addressed.

The right to request the amendment of any part of their education records that a student believes is inaccurate or misleading. Students who wish to request an amendment to their educational record should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records to third parties, except in situations that FERPA allows disclosure without the student’s consent. One such situation is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including university law enforcement personnel and health staff); a person or company with whom the university has contracted; a member of the Board of Trust; or a student serving on an official university committee, such as the Honor Council, Student Conduct Council, or a grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

FERPA regulations allow the University to provide academic progress reports and other academic information to parents if the student is a dependent of the parents for Federal Income Tax purposes. **Vanderbilt University will assume that all undergraduate students are dependents of their parents, unless the student informs the University Office of Academic Services otherwise in writing.**

FERPA provides the university the ability to designate certain student information as directory information. Directory information may be made available to any person without the student’s consent unless the student gives notice as provided for below. Vanderbilt has designated the following as directory information: the student’s name, addresses, telephone number, email address, date and place of birth, major field of study, school, classification, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Any new entering or currently enrolled student who does not wish disclosure of directory information should notify the University Office of Academic Services in writing. Such notification must be received by August 1 to assure that the student’s address and phone number do not appear in any printed Vanderbilt Directory.
THE BUCKLEY AMENDMENT OR (FERPA)

No element of directory information as defined above is released for students who request nondisclosure except in situations allowed by law.

The request to withhold directory information will remain in effect as long as the student continues to be enrolled or until the student files a written request with the University Office of Academic Services to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the University Office of Academic Services during the student’s last term of attendance.

If a student believes the University has failed to comply with the Buckley Amendment, he or she may file a complaint using the Student Complaint and Grievance Procedure as outlined in the Student Handbook. If dissatisfied with the outcome of this procedure, a student may file a written complaint with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

Questions about the application of the provisions of the Family Educational Rights and Privacy Act should be directed to the University Office of Academic Services or to the Office of University Relations and General Counsel.
Vanderbilt University is dedicated to the welfare and safety of Minors who visit Vanderbilt’s campus, who participate in Vanderbilt’s Programs, or who are entrusted to Vanderbilt’s care. To promote the protection of Minors, this policy 1) describes the requirements of administrators, faculty, staff, students, volunteers and others who interact with Minors and 2) informs all members of the university community of their obligation to report any instances of known or suspected abuse or neglect of Minors.

Procedure

I. DEFINITIONS

A. Child Abuse exists when there is endangerment of a Minor’s physical or mental health due to injury by act or omission, including acts of sexual abuse. For more information on child abuse and child neglect, see Appendix A, “Code of Conduct for Interacting with Minors and Identifying Child Abuse.”

B. Minor is a person under the age of eighteen (18).

C. Program includes, but is not limited to, a planned and/or regular event that includes Minors such as a camp, laboratory experience or internship, club, workshop, project, lesson, team, practice, or tour. The enrollment of Vanderbilt students who are under the age of eighteen (18) and the employment of persons under the age of eighteen (18) do not constitute Programs covered by this Policy.

D. Program Director is the individual who manages or coordinates the Program.

II. SCOPE

A. Minors Participating in a Vanderbilt Program
Regardless of their physical locations, Vanderbilt University Programs, including but not limited to athletic camps, academic camps, Vanderbilt Programs for Talented Youth, and student organizations that involve Minors, fall within the scope of this policy. All Vanderbilt Programs that involve Minors—whether they are limited to daily activities or involve the housing of Minors in residence halls—fall within the scope of this policy.

B. Minors Receiving Health Care Services
Minors who are receiving health care services are afforded a variety of protections under Vanderbilt University Medical Center’s Policies and also under applicable requirements of entities external to Vanderbilt. This policy is intended to complement, and not contravene, any decisions made pursuant to Protection of Minors Policy 3 standards of care related specifically to a Minor’s role as a patient in any Vanderbilt health care program.
APPENDIX F

VANDERBILT POLICY ON THE PROTECTION OF MINORS, CONT’D.

C. Minors Participating in a Third Party Program on Vanderbilt’s Campus
Third party and external organizations that provide Programs that involve Minors on Vanderbilt’s campus fall within the scope of this policy. All Programs that involve Minors on Vanderbilt’s campus—whether they are limited to daily activities or involve the housing of Minors in residence halls—fall within the scope of this policy.

D. Minors Not Participating in a Vanderbilt or a Third Party Program
Vanderbilt, as a research university, is generally not a proper environment for Minors who are not directly accompanied by a parent or guardian unless they are registered in a Program planned for Minors and adequately supervised by adults who have the appropriate training and credentials. Accordingly,

• Vanderbilt students who have a Minor relative, friend or other guest visit them on campus for extended periods of time (e.g., overnight) must register the visitor at least 24 hours in advance of the stay by completing the guest registration form on the Anchor Link page of the appropriate residence hall or house. The student must provide documentation that the Minor’s parent or guardian approves the visit.

• Vanderbilt students may not babysit Minors in their campus housing, including but not limited to dormitory rooms and Greek housing. This prohibition applies even if the student is not being paid for babysitting.

• Pursuant to other University policies and/or Federal and/or State laws and regulations, Minors should not be present in certain facilities and environments. If a parent or guardian brings his or her Minor child to work, the parent or guardian is responsible for the Minor’s welfare and must ensure that the Minor child does not visit such restricted facilities or environments.

• Minors must not be left unsupervised on Vanderbilt’s campus. It is the responsibility of those who bring minors to campus (including Vanderbilt Program Directors or those individuals designated by third party programs) to ensure appropriate and continuous supervision.

E. Exceptions to Activities that Involve Minors
This policy and its requirements (program registration, execute written agreement, background checks, training) do not apply to:

• Single performances or events open to the general public not targeted toward children.

• Social functions that may be attended by Minors who are accompanied by their parents/guardians.

III. PROCESS

The Office of Risk and Insurance Management is responsible for administering the Protection of Minors Policy. This office will develop and publish guidelines for the implementation of the policy consistent with Vanderbilt’s mission and best practices in this domain.

A. Program Registration
The Program Director or Director’s designee of the Vanderbilt or the third party Program shall register the Program with the Office of Risk and Insurance Management with sufficient advance notice to meet the requirements and intentions of this policy.
B. Execute Written Agreement(s)
For all Vanderbilt Programs that involve Minors, the parent or guardian shall receive, review, and sign a university participation agreement before his or her Minor child can participate in the Program. The Program Director or Director’s designee of a Vanderbilt or Third Party Program shall contact the Office of Risk and Insurance Management for a copy(ies) of the agreement(s) appropriate for the Program.

C. Background Checks
A background check shall be required of each adult prior to his or her interaction or participation with Minors in Programs covered by this policy. This includes but is not limited to third party or non-Vanderbilt personnel who work with, instruct, or otherwise engage with Minors on Vanderbilt’s campus, as well as Vanderbilt administrators, faculty, staff, students, and volunteers who work with, instruct, or otherwise engage with Minors. Background checks that are defined by and acceptable to the University must be conducted and the results evaluated prior to the adult beginning to work with, instruct, or otherwise engage with Minors. Individual Programs or units may require more frequent updates. Following the completion of an initial background check, there is an affirmative duty for all faculty and staff to notify Vanderbilt University of new arrests and the disposition of any outstanding charges within three business days of such occurrences, and to cooperate in providing information necessary to evaluate the circumstances of the arrest and charges. There is also an affirmative duty for faculty and staff to report within three business days any adverse information resulting from subsequent background checks obtained at any practice site and to cooperate in providing information necessary for evaluating the circumstances of the adverse information. Likewise, faculty and staff members have a duty to disclose within three business days any protective orders related to a criminal charge.

It is the responsibility of the Program Director or Director’s designee of the Program to ensure that each participating adult has submitted the background request information and has subsequently received clearance to participate. The Office of Risk and Insurance Management will maintain a catalog of individuals who have been cleared to participate. A decision not to allow an individual to participate in a Program covered by this Policy based on the background check will be made by Office of Risk and Insurance Management after consultation where applicable with the Vice Provost for Faculty, Associate Vice Chancellor for Health Affairs/Senior Associate Dean for Faculty Affairs, Office of General Counsel, Office of Human Resources, Dean of Students, or appropriate school Dean. Any decision to deny participation in a program involving minors must be consistent with applicable university policies on the use of background checks.

D. Training
Vanderbilt University requires that each adult shall complete training before he or she participates or engages with Minors in a Vanderbilt Program or a Program that takes place on Vanderbilt’s campus. The training shall be completed annually and will be documented with the adult signing a statement indicating his or her understanding and receipt of Vanderbilt University policies and procedures. The training shall include but is not limited to: Vanderbilt University’s policies regarding interactions with Minors, behavioral signs that Minor victims may exhibit, sexual abuse and sexual harassment, inappropriate behavior with Minors, reporting requirements and procedures, and other topics as appropriate. Training resources may be obtained from the Office of Risk and Insurance Management at https://www4.vanderbilt.edu/riskmanagement/index.php or by calling 936-0660.
IV. REPORTING REQUIREMENTS

Every member of the University community (not limited to individuals who interact with minors) is required by law to report known or suspected instances of the abuse of, neglect of or inappropriate interactions with minors. Members making a report in good faith will be protected from criminal and civil liability for making the report. It is important to understand that every member is required to report any type of suspected abuse, neglect or inadequate care rather than just child sexual abuse.

Two reports, one external and one internal, must be made:

External Report
Tennessee law requires every person to make a report when they suspect sexual or physical abuse or neglect of a minor. Failure to report is a Class A misdemeanor. The required report may be made to the State of Tennessee Child Abuse Hotline at 1-877-237-0004, online at https://reportabuse.state.tn.us/ or to a Tennessee sheriff’s office or police department, including VUPD at 615-322-2745. If the situation is a life threatening emergency, contact 911.

Internal Report
Every member of the University community has a further obligation to report known or suspected abuse or neglect of a Minor on campus or in a Vanderbilt program immediately to Vanderbilt University. The preferred method is to immediately contact the Director of Minors Programs in the Office of Risk and Insurance Management at 615 322-5155. Alternatively, known or suspected abuse or neglect of a Minor on campus or in a Vanderbilt program shall be reported to the University and Medical Center hotline at 1-866-783-2287 or website at https://apps.tn.gov/carat.

Appendix A
Code of Conduct for Interacting with Minors and Identifying Child Abuse

This document provides
- guidance on your conduct in order to prevent child abuse.
- guidance on how to identify child abuse.

Code of Conduct for Interacting with Minors

You are required by Tennessee law and Vanderbilt University policy to report actual or suspected abuse or other improper conduct involving a Minor. You also are also required to comply with the following code of conduct when interacting with Minors.

- Do not spend time alone, either on or off campus, with a Minor away from others. If one-on-one interaction is required, meet in open, well lit rooms or spaces with windows observable by other adults from the Program.
- Do not engage in any sexual actions, make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of Minors.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate.
- Do not shower, bathe, or undress with or in the presence of a Minor.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, hitting, punching, poking, or restraining, except as required to protect a Minor or others from harm. All incidents involving such conduct,
whether or not required to protect a Minor or others from harm, must be documented and disclosed promptly to the Program Director and the Minor’s parent/guardian.

• Be aware of the impact of your words and language on Minors.
• Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor’s welfare.
• Do not meet with Minors outside of established times for Program activities. Any exceptions require parental authorization and must include more than one adult from the Program.
• Do not engage or converse with Minors through email, text messages, social networking websites, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Program and the university.
• When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.
• Do not tell children “this is just between the two of us” or use similar language that encourages Minors to keep secrets from their parent/guardians.

Identifying Child Abuse

Different forms of child abuse include physical abuse, neglect, sexual abuse, and emotional abuse.

Physical Abuse
Physical abuse exists when a person under the age of eighteen (18) is suffering from, has sustained, or may be in immediate danger of suffering from or sustaining a wound, injury, disability, or physical or mental condition caused by brutality, neglect, or other actions or inactions.

Physical abuse may be detected by signs such as:
• Injuries such as burns, marks, and scalds.
• Bruising which is repeated and on parts of the body where accidental injury would be unlikely to occur.
• Untreated injuries.

Neglect
Neglect may be detected by signs such as:
• A Minor failing to attain age-appropriate development. Neglect may be a long term problem, so in addition to awareness of a lack of care, it is important to notice physical and behavioral signs.
• A Minor being left alone and unsupervised.
• A Minor’s basic physical needs (food, shelter, clothing) not being met.

Sexual Abuse
Sexual abuse is any sexual act between an adult and a Minor or between two Minors when one exerts power over the other.

Warning signs differ by the age of the Minor. You should be aware of the following possible warning signs:
• Sexual behavior or language that is not appropriate for the child’s age.
• Overly compliant behavior.
• Withdrawal or depression.
• Unexplained anger.
• Refusal to be left alone.
• Finding reasons not to go home.
• Finding reasons to avoid being with a specific person that the Minor used to spend time with.
• Self-mutilation.
• Failing grades or a change in school behavior.
• Bed-wetting or bowel-movement accidents in children who have previously outgrown it.

**Emotional Abuse**

Emotional abuse means an injury to the intellectual or psychological capacity of a child as evidenced by a discernible and substantial impairment in the child’s ability to function within the child’s normal range of performance and behavior, with due regard to the child’s culture. Emotional abuse includes:

• Persistent lack of love or affection.
• Shouting, taunting, or making negative remarks directed at the Minor.
APPENDIX G

VANDERBILT UNIVERSITY
THE BLAIR SCHOOL OF MUSIC
PROCEDURES AND CRITERIA FOR
APPOINTMENTS, RENEWALS, PROMOTION, and TENURE

PREAMBLE
We, the faculty of the Blair School of Music, adopt these guidelines in order to facilitate consistency in peer evaluation methods, harmonious professional interaction among faculty of all ranks, and the pursuit of excellence by the faculty. This document outlines procedures for appointment, review, and promotion for all full-time ranks; it establishes guidelines for mentoring junior faculty; and it coordinates these procedures with university policy.

I. General Guidelines

A. All procedures outlined here should concur with the rules and procedures in the Vanderbilt University Faculty Manual (hereafter VUFM), Chapters 1, 2, and 3.

B. Faculty appointments will carry those titles outlined in Chapter 2, Section B of VUFM, e.g., "Professor," "Associate Professor," Assistant Professor," "Instructor," "Senior Artist Teacher," "Artist Teacher," "Senior Lecturer," "Lecturer," or other titles as may come to be included in that document. The titles "Professor," "Associate Professor," and "Senior Artist Teacher" are considered ranks of senior status. Although these titles all convey senior status within the Blair School, certain distinctions may be made by Vanderbilt University between the precollegiate ranks of Senior Artist Teacher and the collegiate ranks of Professor / Associate Professor, including possible differences in benefits, eligibility to participate in university governance, etc.

C. In the interest of equitable and consistent procedures, the same schedule of appointments usually applies to all parties of the same rank. However, it is recognized that programmatic needs or faculty qualifications may warrant a specifically different appointment. If such conditions arise, that term will be clearly outlined in the letter of appointment provided to the candidate (see II.A.1, below). Such appointments will be regarded as exceptions to normal procedures. Although faculty are encouraged to adhere to the schedule outlined in I.D. below, this policy does not prohibit faculty who have demonstrated unusual progress from requesting consideration for early promotion. Faculty who have been appointed at senior ranks will normally receive an initial appointment of seven years for collegiate faculty (Associate Professors and Professors) and seven years for precollegiate faculty (Senior Artist Teachers). (See VII.B.3, below, for information regarding the criteria for promotion to the rank of Professor.) All full-status faculty will receive notification of approaching reviews from the Dean and will also receive guidance in their professional development through yearly reviews with the Dean, mentoring by senior faculty, and advice from the department chair.

D. Unless prior service has been negotiated at the time of initial appointment (see II.A.1, below), Assistant Professors appointed after July 1, 2003 will normally receive an initial appointment of three years, followed by appointments of two and then three years. This plan will lead to reappointment reviews in the candidate's second and fourth years, and review for reappointment, the award of tenure, and promotion to the rank of Associate Professor during a candidate's seventh year. Any change of title will take effect as soon as it receives final approval (see III.F, below), and under this plan the promotion and award of tenure will take effect at the beginning of the candidate’s eighth year. Candidates at the rank of Assistant Professor are normally expected to demonstrate qualifications appropriate for eventual promotion to Associate Professor. The absence of such qualifications at the time of the seventh-year review normally will be considered grounds for non-renewal unless a change of appointment (e.g., shift of track) has been granted by the Dean (see I.G, below).
E. Unless prior service has been negotiated at the time of initial appointment (see II.A.1, below), Artist Teachers will normally receive an initial appointment of three years, followed by a second appointment of three years. This plan will lead to reappointment reviews in the candidate's second and fifth years. The review in the fifth year will normally be for promotion to Senior Artist Teacher with renewable seven-year contracts thereafter. An Artist Teacher not promoted will usually receive a one-year terminal contract.

F. The ranks called “Instructor,” “Lecturer” and “Senior Lecturer” shall be on an appointment schedule following the policy in VUFM, Part II, Chapter 1, Section B. Though not a rank of senior status (see I.B., above), the rank of Senior Lecturer usually connotes significantly more experience or responsibility than the rank of Lecturer.

G. Faculty holding the ranks of Instructor or Assistant Professor and whose titles became effective prior to July 1, 2003 may request a change of title (but may not be forced to change title) to the Lecturer/Senior Lecturer track with the approval of the Dean, the new contract to take effect at the beginning of the following academic year.

H. The Blair School of Music differs from other units in Vanderbilt University in that some appointments are for a specified term only, as identified herein, and without tenure; other appointments will carry tenure or be considered as leading to eligibility for eventual consideration for the award of tenure. However, policies and benefits listed in VUFM which pertain to “tenured” faculty will be applicable to all Blair collegiate faculty of senior rank.

I. All faculty appointments taking effect on or after July 1, 2003 at the rank of Assistant Professor, Associate Professor, or Professor will be tenure-track or tenured appointments. Of these, all appointments at the rank of Assistant Professor will be subject to Vanderbilt University’s normal schedule of review for reappointment and consideration for promotion and the award of tenure.

J. All full-status Blair School faculty members holding the titles Assistant Professor, Associate Professor, and Professor in AY 2002-2003 will be given the choice of electing the tenure-track system or of continuing on the term-appointment system through the remainder of their careers at Vanderbilt University. In the case of Assistant Professors, the choice of review for either reappointment/promotion (on the term appointment system) or promotion with the award of tenure will occur at the time of the seventh-year review, with appropriate adjustments that may already have been agreed upon (e.g., delays in the schedule due to parental leave). For those who were Associate Professors or Professors in AY 2002-2003, the opportunity to choose to be considered for tenure or to continue on the term-appointment system will occur at the time of the next regular review for reappointment. For all faculty members holding professorial titles in AY 2002-2003, the opportunity of choice will be given only once. After the candidate has made the choice of an appointment system, it will not be possible to choose the other system.

K. For Associate Professors and Professors on the term appointment system, the length of terms following the first normally scheduled review after July 1, 2003, shall be seven years.

L. The review mechanism for the fourth-year and seventh-year reviews of tenure-track candidates, and for the reviews of tenured candidates for promotion to the rank of Full Professor, will be the Tenure Review Committee (TRC), whose membership is described below (see section V).

M. The review mechanism for the second-year review of tenure-track candidates, all reviews of non-tenure-track appointments (including promotions), and all post-tenure evaluations will be the Faculty Review Committee (FRC), whose membership is described below (see section IV).

N. Reviews for all faculty positions (reappointments, tenure/promotion decisions, and post-tenure evaluations) will proceed from the TRC or FRC to the Dean and then to the Provost.
O. During the seventh year following the award of tenure at Vanderbilt University, and in every seventh year thereafter, tenured faculty members will be evaluated by the Faculty Review Committee. The evaluation will be comprehensive, entailing considerations of scholarly and/or creative work, teaching, and service to the profession and the University. This evaluation will be complementary to the annual merit evaluations conducted by the Dean. It will be conducted by the FRC, which will report its findings and recommendations to the Dean. If improvement is deemed advisable, these recommendations may include suggestions regarding means by which the faculty member could improve performance in any of the areas being reviewed, or general ways in which the faculty member might contribute more effectively to the Blair School, the University, and the profession.

P. The titles “Emeritus” and “Emerita” may be awarded upon retirement, according to the guidelines set forth in VUFM, Part II, Chapter 1, Section D and Chapter 2, Section K.

II. Initial Appointments for Full-status Faculty

A. At the earliest practical date following an informal agreement between a prospective faculty member and the Dean, and prior to the beginning of the new faculty member's duties, the Dean shall provide the following items to the new faculty member:

1. An official letter of appointment, formulated by the Dean in consultation with the search committee, which will, with the exception of salary information, become a part of the faculty member's review portfolio and which will contain the following information:

   a) The year in which the first review for reappointment is anticipated.

   b) For junior faculty, the year in which the first review for promotion to senior rank is anticipated; and, if prior service was agreed upon at the time of hiring, the earliest year in which review for promotion may be requested by the faculty member (see I.D and I.E, above).

   c) For junior appointments, the name of a faculty mentor of senior rank, appointed by the Dean, who shall have the responsibility, as mentor, to provide informal counsel regarding professional development, teaching, and preparation for contract reviews. This mentor must be changed if requested by the junior faculty member or by the mentor.

   d) A description of duties expected of the position, if those duties are distinct from those outlined in the Blair Faculty Handbook and VUFM. These might include development of a certain area of the curriculum, performance in a specific ensemble, or certain administrative responsibilities.

   e) Advice to the new faculty member concerning responsibilities or expectations to be considered during the first review, where they may differ from the general criteria below (see section VII, below), or where greater weight will be assigned by the review committee to a particular area of teaching, professional activity, or service.

   f) Salary information (goes to faculty member only).

2. A copy of the Vanderbilt University Faculty Manual and the Blair Faculty Handbook, the latter to include a copy of the Procedures and Criteria for Appointments, Renewals, Promotion, and Tenure in the Blair School of Music.
III. Calendar of the Review Process and Contents of the Review Portfolio

A. By November 15 prior to the academic year of review, and again by February 15, the Dean will notify candidates seeking reappointment or promotion to submit review portfolios to the Dean no later than May 31. The Dean will forward these materials to the Faculty Review Committee (FRC) for second-year reviews of tenure-track appointments, for non-tenure-track appointments, and post-tenure evaluations. The Dean will forward materials for fourth- and seventh-year reviews of tenure-track appointments, and for promotion of tenured faculty to the rank of Professor, to the Tenure Review Committee (TRC).

B. May 31: the review portfolio is due to the Dean’s office. Until the following January 10, faculty may submit additional supporting materials directly to the chairs of the FRC or TRC.

C. February 1: recommendations of the FRC and TRC are due to the Dean's office. A copy of the respective committee's cover letter is given by the Dean to the faculty member within approximately one week (see VIII.B.8, below).

D. March 1: written notice of the status of the review is due from the Dean to the FRC and to the faculty member.

E. March 1: written notice of renewal or non-renewal is due from the Dean to a faculty member holding a one-year appointment.

F. June 1 (or, in the case of renewals, upon notification from the Office of the Provost): written notice of renewal or non-renewal is due from the Dean to the candidate during the penultimate year of an existing multi-year appointment. (See VUFM, Part II, Chapter 3, Section B.5.)

G. Contents of the review portfolio -- may vary as appropriate to a faculty member's rank and type of appointment, but all portfolios must include at least the following:

1. A current curriculum vitae.

2. A teaching portfolio including:
   a) course syllabi or studio guidelines,
   b) representative samples of self-designed instructional materials or class-packs,
   c) semester reports and performance examination comment sheets as appropriate,
   d) course evaluations, and
   e) other documentation of student learning or student accomplishment (e.g., in competitions or admission to graduate school).

3. Unless part of the faculty member's c.v., documentation of professional activities in the candidate’s discipline (performance, research, scholarship, or creative expression), including such items as a list and representative samples of published books, articles in professional journals and magazines, papers delivered to national and regional conferences, participation in significant symposia or colloquia, reviews or program notes, research projects, publications or public performance of compositions, arrangements, editions of music, a list of performances, workshop appearances, master classes, adjudication of competitions, participation in summer programs, professional recordings, broadcasts of live or previously recorded concerts, and lists of grants, awards, fellowships, prizes, or other honors. (Artist Teachers and Senior Artist Teachers do not usually present this material; see VII. A, below.)

4. A description of service activities, including items such as committee assignments, student advising, evidence of participation in professional and learned societies, contributions to the Vanderbilt community, and volunteer work. Documentation of these activities should be available to the FRC upon request.
5. For reviews entailing promotion to the ranks of Associate Professor or Professor, the TRC/FRC may solicit comments from the department chair, and may consult with outside references (see VIII.B.6, below). Both the TRC/FRC and candidates for promotion will contribute to a list of names and addresses of referees whose qualifications in the candidate's professional field enable a fair and accurate evaluation. Those referees holding an academic appointment should have already attained a rank comparable to the one being sought by the candidate; an exception might be a highly distinguished performer who holds an adjunct appointment. Normally, the candidate for promotion will supply six names to the TRC/FRC, from whom the Committee will solicit at least three evaluations. The TRC/FRC will also obtain evaluations from three independent outside sources, to whom the candidate’s resume and samples of the candidate’s work will be submitted (the candidate should participate in the selection of materials to be sent).

6. Candidates being reviewed for promotion to the ranks of Associate Professor or Professor may submit a written description of their research or creative activity. This document would allow faculty to clarify and support their creative work to members of the TRC/FRC and to administrators involved in the review process.

IV. The Faculty Review Committee

A. The FRC is the body responsible for the execution of the review process for the second-year reviews of tenure-track candidates, all reviews of non-tenure-track appointments (including promotions), and all post-tenure evaluations.

B. Membership on the FRC:

1. The FRC shall normally consist of six members of senior Rank, including at least one Senior Artist Teacher, nominated by the Faculty Advisory Council and subject to approval by the Dean.
   In addition, the FRC shall include at least one representative of the Tenure Review Committee for all second-year reviews of Assistant Professors; this person shall serve in a non-voting capacity.
   In reviews of term-appointment candidates for promotion to the rank of Professor, the FRC shall be supplemented by all full professors in the Blair School of Music (with the exception of the Dean).

2. Representation on the committee reflecting the distribution of departments within the school is desirable, but no specific quota is required.

3. The normal term of appointment for regular members of the FRC shall be three years, after which at least one year must pass before reappointment. Normally, rotation should be planned so that no more than two new members join the committee each year.

4. Each year the FRC shall elect its own chair by Oct. 1, subject to approval of the dean; an incumbent chair may be re-elected.

5. The FRC may choose, with the Dean’s approval, to appoint to the committee, for a particular review, a maximum of two ad hoc voting members of any rank from the full-time, collegiate faculty.

6. If the candidate’s responsibilities include participation in an established faculty ensemble, another member of that ensemble must serve on the FRC for that review.

C. It is the responsibility of the faculty member to provide the FRC sufficient, demonstrable evidence of excellence to merit reappointment or promotion; mere avoidance of inadequacy is not enough. It is the responsibility of the FRC to weigh all evidence with reasonable and prudent objectivity. If the candidate’s review file seems incomplete in some area(s), the FRC may ask the faculty member to submit the supplementary material. It is the responsibility of the FRC to maintain confidentiality in all its deliberations and to work in a discreet and timely manner to meet the schedule set forth in this document.
V. The Tenure Review Committee

The Tenure Review Committee (TRC) is the body responsible for the execution of the review process for the seventh-year reviews of tenure-track candidates, and for the reviews of tenured candidates for promotion to the rank of Professor.

A. Membership on the TRC:

1. The TRC shall consist of (a) all full Professors of the Blair School of Music, with the exception of the Dean; (b) two full Professors at Vanderbilt University from academic disciplines outside music; and (c) two full Professors of music from outside Vanderbilt University. In addition, the TRC shall include at least one member of the FRC in a non-voting capacity. Members outside the Blair School of Music shall be appointed by the Dean in consultation with the candidate and the department chair.

2. Among the Professors outside the Blair School of Music ([b] and [c] above), representation on the Committee should reflect credentials and expertise appropriate to each candidate. Accordingly, TRC membership may vary according to the discipline of the candidate under review.

3. Each year the TRC shall elect its own chair by October 1, subject to approval of the Dean; an incumbent chair may be re-elected.

4. If the candidate’s responsibilities include participation in an established faculty ensemble, another member of that ensemble must serve on the TRC for that review, even if the additional member is not a full Professor.

B. It is the responsibility of the faculty member to provide the TRC sufficient, demonstrable evidence of excellence to merit reappointment or promotion and the award of tenure; mere avoidance of inadequacy is not enough. It is the responsibility of the TRC to weigh all evidence with reasonable and prudent objectivity. If the candidate’s review file seems incomplete in some area(s), the TRC may ask the faculty member to submit the supplementary material. It is the responsibility of the TRC to maintain confidentiality in all its deliberations within and outside the Blair School of Music, and to work in a discreet and timely manner to meet the schedule set forth in this document or other established schedules.

VI. Procedures for Annual Faculty Review--Statement of Policy

A. During every academic year each full-status faculty member shall meet with the Dean of the Blair School of Music for the purpose of reviewing the faculty member’s job performance. Adjunct faculty are invited but not required to participate in this process.

B. For this annual review each full-status faculty member shall submit an activity report, that is, a list of activities for the calendar year within and outside of the Blair School of Music, such as those listed in III.G.1-4, above.

C. The faculty member should be fully advised by the Dean of any strengths, weaknesses, items of concern, and progress or lack thereof in the three areas that the FRC/TRC examines and that are stated in VUFM, Chapter 1, Section E, specifically: 1) professional activities in the candidate’s discipline (performance, research, scholarship, or creative expression), 2) teaching, and 3) service. The faculty member will be given a brief written summary of the Dean's comments, which will become a part of the individual's personnel file in the Dean's office. A statement of concern by the Dean does not necessarily imply a later negative review by the FRC/TRC, particularly if the concerns have been addressed prior to the review.
VII. Criteria for Reappointment and Promotion

A. Precollegiate Ranks

1. Artist Teacher. In reviewing an Artist Teacher, the FRC will seek to confirm excellence in teaching, and when applicable, professional activities in the candidate’s discipline. Satisfactory service, as defined above in III.G.4, is required. Excellence in teaching is expected.

2. Senior Artist Teacher. Promotion to the rank of Senior Artist Teacher follows the same criteria as Artist Teacher. The rank of Senior Artist Teacher assumes significantly more experience or responsibility than Artist Teacher.

B. Professorial Ranks

1. Assistant Professor. In reviewing an Assistant Professor, the FRC/TRC will normally look for evidence of progress toward fulfilling the criteria for promotion to the rank of Associate Professor (see VII.B.2., below). Junior faculty are encouraged to seek guidance available through the Dean's office. In addition to the yearly conference with the Dean, mentoring by senior faculty and advice from the department chair are available to faculty.

2. Associate Professor. The criteria for promotion to Associate Professor parallel those of other schools and colleges of Vanderbilt University, and of other comparable schools or departments of music. Thus the Blair School of Music requires the level and quality of achievement in both (1) professional activities in the faculty member's discipline (performance, research, scholarship, or creative expression) and (2) teaching, to be equivalent to that required for tenure at Vanderbilt or in music departments or schools of comparable universities; and requires satisfactory performance in (3) service. As specifically adapted for Blair School of Music, these criteria will be assessed according to the following standards:

   a) Faculty members must provide evidence of excellence in their professional activities (performance, research, scholarship, or creative expression) such as to gain favorable recognition within their discipline and at a national level. This may include any or all of the items listed in III.G.3, above, as appropriate for the position.

   b) Faculty members must demonstrate a high level of effectiveness as teachers, including the skills required to disseminate knowledge and to nurture the spirit of inquiry. Command of the subject, clarity in communication, and sensitivity to the needs of students are essential. Evidence would include items listed in III.G.2, above. In assessing each candidate, the committee may assign greater weight to the teaching or to the professional activities portion of the criteria if the initial letter of appointment from the Dean specifies such expectation. In all cases, however, substantial professional accomplishment beyond the confines of the Blair School of Music is expected.

   c) Faculty members have obligations in such areas as internal governance, university outreach, and outreach and contributions to professional and learned societies. The Blair School of Music requires its faculty to assume a fair share of such work, to perform it satisfactorily, and to do so in a collegial manner.

   d) In considering faculty members for reappointment at the rank of Associate Professor, the FRC will expect continued excellence in the areas of professional activity (performance, research, scholarship, or creative expression), and teaching, in addition to satisfactory service. Associate Professors are reviewed for reappointment in the sixth year of a seven-year contract. Tenured Associate Professors are reviewed during the seventh year following the award of tenure (see section I.O, above), and in every seventh year thereafter.
3. Professor. The criteria for Promotion to the Rank of Professor parallel those of other schools and colleges of Vanderbilt University. In general, the criteria are the same as those specified for Associate Professor (see VII.B.2, above), with the following additions:

   a) The process ordinarily requires a positive recommendation by a majority of Blair faculty holding the rank of Professor.

   b) The level of achievement and quality in the candidate’s professional activities (performance, research, scholarship, or creative expression) shall be substantially more completely developed and recognized at a national or international level. The quality of professional activities and teaching will be equivalent to that required of music Professors at institutions comparable to Vanderbilt University.

   c) Consideration for promotion to the rank of Professor may be requested by an Associate Professor at any time, according to the schedule described in section III., above. If promotion to Professor is not granted, review for promotion may be requested by the candidate during any subsequent year, without waiting until the next seven-year review.

   d) In considering faculty members for reappointment at the rank of Professor, the FRC will expect continued excellence in the areas of professional activity (performance, research, scholarship, or creative expression), and teaching, in addition to satisfactory service. Professors on the term appointment system are reviewed for reappointment in the sixth year of a seven-year contract. Tenured Professors are reviewed during the seventh year following appointment at or promotion to the rank of Professor (see section I.O., above), and in every seventh year thereafter.

C. Other Collegiate Ranks

1. Lecturer. (see I.F., above). Faculty holding the title of Lecturer may be part-time or full-time and are reviewed and appointed by the Dean on an annual basis.

2. Senior Lecturer. Senior Lecturers hold full-time teaching positions and may be appointed for a term of not more than three years at a time. Senior Lecturers are reviewed by the FRC in the penultimate year of their contract. Candidates for renewal may submit any items listed under III.G., above, but the review focuses primarily on III.G. 1 and 2, the pedagogical aspects of the position.

3. Instructor. Instructors are appointed by the Dean and reviewed from year to year by the FRC. Normally, the years as an Instructor, followed by promotion to Assistant Professor, are counted as part of the probationary period leading to the review for promotion to Associate Professor.

VIII. Procedures in the Review of Materials

A. Role of the Dean's office in the Blair School of Music

1. The Dean's office will notify candidates in writing of their scheduled review, as outlined in III.A-F, above.

2. Programs and faculty responsibilities may change, but it is the responsibility of the Dean, as chief academic officer for the Blair School of Music, to identify the assignment of responsibilities of faculty appointments in a manner clear to all parties. See II.A.1.d and e, above, and VUFM, Part II, Chapter 2, section C.
3. As chief liaison with the offices of central administration, the Dean is also responsible for the timely (i.e., without unnecessary or unexplained delay) submission of all appropriate materials to the Provost and for timely notification of the TRC/FRC and the candidate of decisions regarding reappointment and promotion.

B. Procedures for Faculty Review

1. All candidates for reappointment and promotion will prepare a portfolio consisting of items listed in III.G, above.

2. The review portfolio will be submitted to the Dean's office by May 31 (see III.B, above).

3. The TRC/FRC may solicit from the department chair or coordinator a written statement addressing the role and function of the candidate within the department.

4. The TRC/FRC may solicit from the Dean's office copies of the Dean's written summaries of yearly reviews (see VI.C, above).

5. Members of the TRC/FRC or their representatives from the senior faculty will observe teaching sessions (class, private lesson, coaching, etc.) by junior faculty each time they are reviewed. The visit(s) will take place at a mutually agreeable time and in a manner that disrupts the teaching as little as possible. Senior faculty will be observed only if a promotion is involved or the faculty member requests it. Each peer observer will submit to the TRC/FRC a written report, to be attached as addenda to the report it sends to the Dean (see VIII. B. 8, below).

6. When a review involves promotion to Associate Professor or Professor, the TRC/FRC will solicit outside evaluations, as described in III.G.5, above. All evaluations will become a part of the candidate's dossier and will be forwarded to the Dean's office. At its discretion, the TRC/FRC may also solicit information from other university personnel concerning a candidate's professional activities when appropriate.

7. The TRC/FRC will evaluate a candidate's dossier according to the schedule outlined in III B. and III.C. above, using the criteria established in VII, above, and according to the following:

a) If at the time of the first review the majority of the FRC approves a candidate's reappointment, the Committee will recommend a further appointment of three years for an Artist Teacher and two years (i.e., the fourth and fifth years) for an Assistant Professor. If the committee's decision is negative, it will recommend termination at the end of the current contract.

b) For Assistant Professors, appointed after July 1, 2003, a second review by the TRC takes place in the penultimate year of a faculty member's second contract (usually the fourth year following the initial appointment). If the second review indicates that the candidate likely will qualify eventually for senior rank, the TRC will recommend that the appointment be extended three years (i.e., years six through eight). If the second review indicates that the faculty member is unlikely to qualify for eventual promotion, the TRC will recommend non-renewal, and the remaining year of the current contract will become the terminal year. Review for promotion normally takes place in the seventh year, resulting either in a terminal final year or a new appointment beginning in the next year (whether the faculty member is promoted, requests to be shifted to another track [see I.G, above], or renewed without promotion).
8. According to the schedule established in III.C, above, the TRC/FRC shall submit to the Dean of the Blair School of Music, in writing: a notice of the vote of the committee (number positive, number negative, without identifying individual votes); the recommendation of the committee based upon that vote; the signature of all committee members verifying the recorded vote; a cover letter with any comments the TRC/FRC wishes to convey to the Dean and to the candidate; and all peer teaching observations and outside evaluations (these observations and evaluations will not be shown directly to the candidate, but the substance of them may be conveyed to the candidate by the Dean). The TRC/FRC may attach other supporting documents, as desired. The TRC/FRC will forward the candidate’s entire portfolio to the Dean’s office for return of appropriate materials to the candidate.

9. The Dean may accept the recommendation of the TRC/FRC, whether positive or negative, or return it once for reconsideration.

10. A positive recommendation by the TRC/FRC and a positive recommendation by the Dean will be forwarded to the Provost. A negative recommendation by the TRC/FRC but a positive recommendation by the Dean will be forwarded to the Provost. A positive recommendation by the TRC/FRC but a negative decision by the Dean will not be forwarded to the Provost, but the decision may be appealed to the Provost if two-thirds of the faculty members eligible to vote on the original recommendation support the appeal (see IX.B, below), in which case the candidate's materials, including the letter of appeal, are sent to the Provost.

11. Any recommendation sent to the Provost (see VIII. 10, above) may be approved or rejected by the Provost, or the Provost may return the matter to the Blair School (Dean and/or TRC/FRC) for reconsideration.

IX. Provisions for Candidate to Respond to Reviews

A. Blair faculty whose TRC/FRC recommendation is negative may appeal in writing to the Dean within two weeks of receiving notification from the Dean regarding the TRC/FRC report.

B. In the instance of the Dean's non-concurrence with a positive recommendation from the TRC/FRC, an appeal to the Provost may be made if at least two-thirds of the faculty members eligible to vote on the original recommendation support the appeal.

C. If the Provost concurs in a negative decision, the collegiate faculty member's recourse is outlined in VUFM, Chapter 3, Section G. Faculty may file a grievance with the Chair of the Faculty Senate Committee on Professional Ethics and Academic Freedom within sixty days of notification of the Provost's decision.

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