

Blair Faculty Handbook



VANDERBILT
BLAIR SCHOOL OF MUSIC

*2400 Blakemore Avenue
Nashville, Tennessee 37212
<http://blair.vanderbilt.edu>
Phone 615-322-7651*

The Vanderbilt Faculty Manual is the guide to University policies and procedures for all Vanderbilt University faculty. Blair faculty follow the policies set forth in this manual:

<https://www.vanderbilt.edu/faculty-manual/>
<https://www.vanderbilt.edu/facultysenate/secure/faculty-manual/FacManSnapshotsof2-7-2020.pdf>

VANDERBILT UNIVERSITY
BLAIR SCHOOL OF MUSIC
MISSION STATEMENT

The Blair School focuses on the personal and professional education of highly talented young musicians who demonstrate an exceptional capacity and motivation to shape our increasingly diverse and complex global century—through music, with music, and in music.

Our unique “Blair Experience” builds on the very foundation of methods, repertoires, and ensembles shared by the world’s most competitive schools of music and conservatories but goes well beyond that, immersing students in the transformative spaces of a world-class research university committed to inclusive excellence with distinction in areas ranging from theology to science, arts to engineering, humanities to business, and education to law.

Graduates of the Blair School are recognized as superior artists and scholars distinguished by their global mindsets, broad interdisciplinary competencies, and unyielding commitments to advocacy, entrepreneurship, and education.

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VU FACULTY MANUAL

<https://www.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 inviting you to authorize your [VUnetID](#) and create an e-password. If you need assistance in claiming your account and creating an e-password, email blair-it@vanderbilt.edu.

E-PASSWORD

<https://it.vanderbilt.edu/services/identity/user/>

During the VUnet ID authorization process, you will select an e-password. Everyone is required to change the password semi-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 expected to check VU email frequently and not to use non-Vanderbilt email addresses for official mail.

ACADEMIC CALENDAR AND FINAL EXAM SCHEDULES

<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 web site: <http://blair.vanderbilt.edu> EMS (Blair calendar and scheduling) and the Official Academic Calendar.

BLAIR WEBSITE

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.

COMMODORE CARD (FACULTY / STAFF ID CARD)

<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.

GETTING STARTED, CONT'D.

KEYS TO BLAIR FACILITIES AND BUILDING SECURITY CARD READERS

Each faculty member is issued keys to the Blair office/faculty lounge, to their studio, and to classroom AV equipment (if needed). Vanderbilt ID cards (with the magnetic chip) provide building and main office access through the card readers when the building is locked. 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:** Send a request via email to the Facilities Manager, Jared Wonderly. Please allow 24 hours for pick up. Requests must be pre-approved by the office of the Dean. 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 register for parking through the VU Office of Parking Services. 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.

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.

PAYROLL AND HUMAN RESOURCES INFORMATION

<https://www.vanderbilt.edu/skyvu/>

Log into Oracle Cloud and faculty and staff will find information to arrange direct deposit, change address information, see payment history, benefits elected and tax information. For general information about Oracle Cloud, see Catherine McRen, Administrative Manager. For special payroll questions, see the Chief Business Officer, Kathryn Dudley.

PUBLICITY SERVICES/OFFICIAL PHOTOGRAPH

<https://www.vanderbilt.edu/photoscheduler/>

To have a studio headshot made for the website and professional use, new faculty are asked to contact John Russell (john.a.russell@vanderbilt.edu) to 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/OFFICE 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

https://it.vanderbilt.edu/services/voice/services_vm.php

Studio Voice Mail service is available and encouraged. For assistance, go to the website above.

Campus calls: 5 digits only (ex. 322-7651 becomes 2-7651)

Outside calls: Dial the number directly, including area code.

SENDING A FAX FROM THE WORKROOM: see instructions on the fax machine

BACKGROUND CHECKS

<https://cdn.vanderbilt.edu/vu-wp0/wp-content/uploads/sites/305/2019/08/26170840/Background-Check-Policy-for-Vanderbilt-Faculty-.pdf>

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).

EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION

<https://www.vanderbilt.edu/eeo/>

615- 343-9336

Loews Vanderbilt Office Building, 2100 West End Avenue, Suite 780

The EEO is Vanderbilt's equal opportunity and affirmative action office. They provide a range of services that support Vanderbilt's commitment to fairness, equity, access and respect. They monitor the University's compliance with applicable equal opportunity and affirmation action laws and regulations. They review discrimination and harassment complaints, provide education and training, and provide religious accommodations, and reasonable accommodations to qualified persons with disabilities.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) <https://registrar.vanderbilt.edu/ferpa/>

Vanderbilt University is committed to the protection and confidentiality of student education records, adhering closely to the guidelines established by the Family Educational Rights and Privacy Act. FERPA is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The FERPA Tutorial is designed to provide faculty and staff with a base-level knowledge of the rules governing the release of student information:

<https://registrar.vanderbilt.edu/ferpa/ferpa-tutorial.php>

NONDISCRIMINATION POLICIES

<http://vanderbilt.edu/faculty-manual/part-iii-university-principles-and-policies/ch2-nondiscrimination/>

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.

VANDERBILT POLICY ON THE PROTECTION OF MINORS

<https://www.vanderbilt.edu/riskmanagement/protectionofminorslanding%20page.php>

The POM policy is available at the link 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 which is found in [Oracle Cloud](#). 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.

TEACHING AT BLAIR

POLICIES CONT'D.

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 (615-343-6601), or report via the Vanderbilt compliance hotline at 615-936-5935. The Tennessee Child Abuse reporting hotline number is 877-237-0004.

ADDITIONAL BLAIR SCHOOL OF MUSIC PROTECTION OF MINORS POLICIES

- The parent or guardian of a minor child (under 18 years of age) is responsible for seeing their student to and from the lesson studio at the lesson time.
- For the safety of the student, if a student is more than ten minutes late for the private lesson or ensemble, the parent will be contacted as soon as possible.
- Private lesson instruction is one teacher, one student. Parents are welcome to attend lessons if desired. Parents should notify the teacher beforehand if they wish to attend lessons.
- Please notify the instructor if the student has any medical condition, allergies, situations, or restrictions that would limit or affect the child's ability to fully participate in lessons and recitals.

SOLICITATION & FUNDRAISING

Soliciting contributions for departmental or individual projects without prior approval from the Dean is prohibited.

TEACHING AT BLAIR

FACULTY RESPONSIBILITIES, CONT'D.

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* and the *Blair Student 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 *Blair Academy at Vanderbilt Student Handbook* and on the *Blair Academy website*. All are expected to be familiar with the Blair precollege scholarship program and the Certificate Program.

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.

COURSE ENROLLMENT MINIMUMS

Course enrollments will be reviewed by the Dean's office prior to the start of classes each semester. Depending on departmental and programmatic needs, in certain circumstances classes may be cancelled due to insufficient enrollment. Group teaching normally requires a minimum of three students. Student groups should be compatible for efficiency.

TEACHING AT BLAIR

FACULTY RESPONSIBILITIES CONT'D.

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 the fall semester. Adjunct faculty members are invited but not required to submit a C.V. or annual list of professional activities.

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)
- 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.

EXCEPTIONAL CIRCUMSTANCES:

- **Class cancellations by faculty:** Faculty who need to cancel a class at the last minute should attempt to contact the students whenever possible (such as using Brightspace to email classes). **Faculty should also call the Receptionist so that a notice can be posted on the class door.**
- **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.

FACULTY MEETINGS

Faculty meetings are held once a month, on Mondays at 12:40 pm. **Full-time faculty are asked to attend all meetings and to notify the Chief of Staff, Heidi Basgall-Favorite, in advance if they must miss.** Adjunct faculty are invited 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.

FACULTY RESPONSIBILITIES, CONT'D.

RECRUITMENT & ADJUDICATION

- Participate in recruitment activities as requested by Dean and Assistant Dean/Director of Admissions
- Fulltime collegiate faculty are expected to participate in all undergraduate admission weekend departmental auditions.
- Faculty may give sample lessons as part of their recruitment responsibilities.
- Faculty will interview and audition prospective precollege and/or non-major university students, as assigned by the Department Chair
- Adjudicate performance examinations, scholarship auditions, recitals (based on departmental needs or as requested)
- Attend student recitals *especially* when one's students perform

OUTSIDE TEACHING

- The University's Conflict of Interest and Conflict of Commitment policies govern outside employment by faculty. A faculty member who does outside work, whether as a consultant, practitioner, or instructor, must report that work as part of the COI/COC policy. Private music lessons that are not for a competing entity would certainly be appropriate as long as it did not directly compete with Vanderbilt commitments, measured both by purpose and time required.
- Adjunct faculty may teach at other educational institutions.
- All Blair students must be taught in Blair facilities.
- Blair Academy students under 19 **cannot** be taught at their home or a faculty member's home, per Vanderbilt Protection of Minors.
- If a faculty member should choose to teach privately:
 - The faculty member cannot use Vanderbilt resources to support private lessons.
 - The lessons cannot take place on campus.
 - The faculty member should use a personal email address rather than their Vanderbilt email address to schedule the lessons in order to make clear that they are being hired in their personal capacity rather than as a Vanderbilt employee.
- **Exceptions to these policies require approval of the Dean.**

PERFORMANCE FACULTY RESPONSIBILITIES

- As you schedule regularly weekly lessons with students, the Wednesday 12:40-1:30 p.m. hour is **reserved** for special events, such as master classes, career workshops, and special information sessions. Do not schedule regular lessons or classes during this time.
- Coach performance classes
- Coach at least one orchestra sectional per semester
- Perform if assigned or desired
- Notify Kristin Whittlesey 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.

TEACHING AT BLAIR

FACULTY RESPONSIBILITIES, CONT'D

SAMPLE LESSON POLICY

It is the policy of the Blair School of Music that no financial payment and/or other compensation is allowed for giving a sample lesson to a prospective undergraduate student. If a prospective student is invited to live auditions, it is up to the faculty member's discretion whether or not to allow for an additional sample lesson, still with no fee.

SUMMER TEACHING

- Full-time performance faculty members holding academic year appointments are paid an hourly rate for summer teaching. The rate per contact hour will be issued in a summer contract.
- 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.
- Course enrollments will be reviewed by the Dean's office prior to the start of classes each semester. Depending on departmental and programmatic needs, in some circumstances classes may be cancelled due to insufficient enrollment.

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 be posted on Brightspace. Faculty must also send all syllabi to the Blair receptionist each semester. Faculty are required to email and hand out Academy syllabi to each student. All syllabi must state detailed expectations and policies regarding grading, and performance syllabi must detail expectations and percentage values as they relate to the performance examination.

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. See the Blair section of the undergraduate catalog for more information. For university students, the Honor Code is to be considered when dealing with student absences. Faculty are responsible for setting their own attendance and participation policies, including procedures for making up work due to documented absences. A detailed attendance/participation policy must be included in the course syllabus. Faculty are expected to keep careful records of students' attendance, of any lessons/classes missed by the teacher, and all make-ups.

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.

Updated collegiate syllabi statements for the honor code, accommodations, hearing protection, Title IX, recording policy, and mental health and wellness are sent to faculty each semester by the Associate Dean.

TEACHING AT BLAIR

FACULTY RESPONSIBILITIES, CONT'D

Blair Academy syllabi must include these statements:

- The parent or guardian of a minor child (under 18 years of age) is responsible for seeing their student to and from the lesson studio at the lesson time.
- For the safety of the student, if a student is more than ten minutes late for the lesson or ensemble, the parent will be contacted as soon as possible.
- Please notify the instructor if the student has any medical condition, allergies, situations, or restrictions that would limit or affect the child's ability to fully participate in lessons, ensembles and recitals.
- The Vanderbilt University Statement on the Protection of Minors: The care and safety of our students is of primary importance to all at Vanderbilt. All 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 (615-936-5935), or report via the Vanderbilt hotline at 844-814-5935. The Tennessee Child Abuse hotline is 877-237-0004.
- If a student must miss a lesson, the teacher should be notified as far in advance as possible. If a teacher must miss a lesson, the lesson will be rescheduled. Please see the Precollege and Adult catalog for additional policy information.
- Private lesson instruction is one teacher, one student. Parents are welcome to attend lessons if desired. Parents should notify the instructor beforehand if they wish to attend lessons.
- Ensembles: The parent or guardian of a minor child (under 18 years of age) is responsible for transportation and seeing their student to and from the ensemble rehearsal room.
- Ensembles which include children under 10 years of age (i.e. Training Choir, Youth Strings, Fiddle Frenzy) should have specific drop-off and pick-up procedures clearly specified. Children under 10 should be accompanied by a parent/guardian at all times.

Files of collegiate and precollege syllabi for all Blair courses are available as a resource to faculty and students. Syllabi archives are kept on file electronically; **please send syllabi to the Blair Receptionist at the beginning of each semester.**

FACULTY APPOINTMENTS AND REVIEW

Faculty members should refer to the *Vanderbilt Faculty Manual*, Part II Appointment and Tenure.

<https://www.vanderbilt.edu/faculty-manual/part-ii-appointment-and-tenure/>

LEAVES OF ABSENCE

In matters of leaves of absence the policy of the Blair School of Music is consistent with that of Vanderbilt University, as stipulated in the *Vanderbilt Faculty Manual*. <https://www.vanderbilt.edu/faculty-manual/part-vi-faculty-benefits/ch4-leaves-of-absence/>

RESIGNATION

In matters of resignation the policy of the Blair School of Music is consistent with that of Vanderbilt University, as stipulated in the *Vanderbilt Faculty Manual*. A faculty member may terminate an appointment effective at the end of an academic year, provided that they give 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.

<https://www.vanderbilt.edu/faculty-manual/part-ii-appointment-and-tenure/ch2-general-principles-rules-and-procedures-for-appointment-reappointment-and-termination/>

PROFESSIONAL TRAVEL

www.vanderbilt.edu/travel

Professional Travel on behalf of the Vanderbilt Blair School *must be booked* through Concur/World Travel Services so that Vanderbilt knows where every employee is physically in the event of an emergency. Examples of this include if someone has to be evacuated due to a personal medical emergency, or must be evacuated due to political unrest/natural disaster in their travel destination country/area. Travel involving absences of a week or more must be approved by the Dean. Instructors must reschedule lessons and notify students, their department chair and the Receptionist.

Currently only domestic travel is allowed without prior approval and all international travel must be approved by the Dean, and then vetted, and approved by travel@vanderbilt.edu. The travel team works with RIM and Global Safety to vet all international travel plans, and will make recommendation to the international traveler regarding additional insurance, medical or otherwise, that they may be required to purchase.

All international travelers at Vanderbilt should make the following three health- and safety-related preparations before leaving Vanderbilt. For detailed information on travel safety and security please see: <https://www.vanderbilt.edu/global/health-safety/>. Faculty traveling with students should also contact the Office of Global Safety (<https://www.vanderbilt.edu/global/global-safety/>) or 615-343-3139.

1. Ensure you have coverage from Vanderbilt's international health insurance: <https://www.vanderbilt.edu/geo/safety-security/#insurance>
2. Arrange for a [travel health consultation](#) with a medical provider; Vanderbilt Occupational Health Clinic provides pre-travel consultations for faculty and staff.
3. Register your travel with the University's travel assistance partner. Faculty, staff, and students making flight arrangements through the university's travel agency are automatically enrolled.

TEACHING AT BLAIR

FACULTY RESOURCES, CONT'D.

It is also highly recommended that you register with the embassy of your host country. US citizens will register with the Department of State's [Smart Traveler Enrollment Program](#). Travel Assistance (VIRT): Vanderbilt Incident Response for Travel is a 24/7 service to aid community members who need health and safety assistance overseas: dial +1 615-322-2745. International SOS offers excellent safety information on its [Vanderbilt web portal](#). In a non-emergency situation, email virt@vanderbilt.edu. Faculty and staff who book travel Concur/World Travel Services as required by university policy are automatically registered.

INTERNAL FUNDING PROGRAMS <https://www.vanderbilt.edu/provost/internal-funding-programs.php>
The university's funding programs help faculty enhance their careers. This [brochure](#) describes the wide variety of possible grants and micro-grants. Application deadlines vary.

VANDERBILT OFFICE FOR RESEARCH <https://research.vanderbilt.edu/for-researchers/>
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 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 Chief Business Officer once a grant has been obtained.

VANDERBILT GLOBAL OFFICE <http://www.vanderbilt.edu/global/>
310 25th Avenue South, Suite 109
The Global Office offers resources or contacts relating to global research, learning, and safety.

VANDERBILT TUITION DISCOUNT
Educational benefits are available 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. Complete information:
<https://www.vanderbilt.edu/faculty-manual/part-vi-faculty-benefits/ch3-other-benefits/>
<https://hr.vanderbilt.edu/policies/dependent-tuition-assistance.php>

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/SHIPPING

Incoming delivery

Each faculty member is assigned a mailbox in the main office next to the workroom. Written notification of oversized packages is left in the faculty mailbox, informing where the package is located. Personal mail and packages should be delivered to faculty at home, not the Blair office.

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 jenny.simpkins@vanderbilt.edu 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 or the Dean. Reimbursement for individuals' approved purchases must be requested through Oracle.

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.
- Photocopier access is obtained by scanning the Commodore card or entering your VUNet ID and e-password. Large print jobs should be 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.

TEACHING RESOURCES

WORKING WITH STUDENTS

CAREER CENTER

www.vanderbilt.edu/career

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.

CENTER FOR TEACHING

www.vanderbilt.edu/cft/

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.

STUDENT ACCESS SERVICES

<https://www.vanderbilt.edu/student-access/>

615- 343-9727

Suites 108 & 975, the Baker Building, 110 21st Ave South

Student Access Services provides resources for Accommodations, Notetaking, Technology, and Accessibility. Students may connect to the office by completing the [New Student Connection form in the Commodore Access Portal](#). This portal is the go-to system for connecting with SAS, requesting accommodations, and scheduling any proctored exams.

TUTORING SERVICES

<https://www.vanderbilt.edu/tutoring/>

Tutoring Services assists students who wish to enhance their academic performance through the power of collaborative learning. Services are free of charge and open to all currently enrolled Vanderbilt students.

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 on the course syllabus.

WRITING STUDIO

<http://www.vanderbilt.edu/writing/>

Curb Center Building (1801 Edgehill Avenue), 615-343-2225; Satellite Office: 217 Commons Center, 615-343-7722

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.

TEACHING RESOURCES

BLAIR CLASSROOM/ STUDIO SUPPORT

COLLABORATIVE PIANISTS

Student Pianists

Studio faculty may 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.

Faculty Pianists

Faculty Collaborative Pianists are available to perform with Blair majors: lessons, juries, recitals, and studio classes. 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. and B. Mus. Arts 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
blair-it@vanderbilt.edu

help.it.vanderbilt.edu
Phone: 615-343-9999

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 Chief Business Officer.

For office support please contact Blair IT Services at the above email or telephone. For Classroom AV/Media support, press the "Help Request" button located at the bottom left corner on the touch panel in all classrooms fitted with AV equipment. The system will prompt you to specify the issue closest related to the troubles you are experiencing. For example, "Audio not working". After making your selection, a splash page should appear indicating that your help request has been sent. At that point, you can press the home button located on the top left of the touch screen. It will return to the normal page where you may resume a/v control functions. You can also call general support at 615-875-9188. If support is not immediately available, please leave a detailed message and your call will be returned as soon as possible.

For more details on IT offerings at Vanderbilt, see the website above. Contact blair-it@vanderbilt.edu for keyboards, mice and other computer hardware. See the Blair receptionist for assistance with printer and copier supplies.

BLAIR CLASSROOM/ STUDIO SUPPORT CONT'D.

COURSE EVALUATIONS

<http://www.vanderbilt.edu/course-teaching-evaluations/faculty.php>

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.

All collegiate performance instruction commentary is aggregated together to preserve student anonymity. Faculty members use summaries to improve their teaching; the administration uses them in encouraging faculty development and in decisions involving faculty evaluation and promotion. 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 Blair Office of Academic Services. Students evaluate courses during "dead week," (week 14) ending on the Reading Day before exams begin. To encourage student participation in the evaluation process, it is recommended that faculty allow class time for students to complete their evaluations via their mobile devices. Faculty will have access to evaluation results after all grades are submitted. These results are maintained on the server indefinitely.

EDUCATIONAL MATERIAL RESOURCES

VANDERBILT BOOKSTORE

Textbook ordering is processed online. If you have questions, call (615) 343-8480.

COPYRIGHT CLEARANCE SERVICES (CCS)/ CLASSPAKS <https://www.library.vanderbilt.edu/disc/copyright/clearance.php>

Manages obtaining permissions, paying royalties, and keeping records for class-related uses. CCS coordinates with Campus Copy/Vanderbilt Printing Services so that ClassPaks can be produced, and with the Vanderbilt libraries so that electronic reserves or online course readings can be posted. In addition, CCS can clear items for faculty seminars, handouts, and other special uses. Please visit the Vanderbilt Copyright page for more resources and policy information.

COURSE ASSISTANTS

Principles: On-Campus Student Work at Blair is an extension of our educational mission and must be approached with an intentionality that is focused on promoting student success. In that respect, every line manager is either a mentor or indirect model for the student and thus serves as a key stakeholder in the broader educational mission of the School.

A successful on-campus student worker is:

- contributing financially to their academic and personal goals
- developing valuable, transferrable professional skills
- building a greater sense of connection and belonging to the campus
- forging new relationships and creating a network of colleagues, peers, and professionals
- enjoying the flexibility of a line manager who works with their class schedules and values them as students first

BLAIR CLASSROOM/ STUDIO SUPPORT CONT'D.

Process: Requests for student workers must be submitted to the Dean's Office via a Redcap survey form. Department Chairs will assist with prioritizing requests based on greatest demonstrated needs in each area. Every request for a student worker must, in addition, articulate **key learning outcomes** for the student and the impact of the experience on any or all of the following areas:

- **Recruitment**
- **Retention**
- **Time to Degree**

If applicable, impact on production of new **Student Credit Hours (SCH)** in any area should be noted.

Timeline for Submissions and Decisions:

- For an appointment in Spring: October 1
- For an appointment in Summer: February 1
- For an appointment in Fall: April 1
- For assignments that are open to new Blair students: July 1

High impact practices:

Experiential learning/direct experience in a work setting, with supervision and coaching from a professional. For example, course assistant status provides an opportunity for those considering graduate school or a career in teaching music to gain experience. The course assistant role could be developed into a role as a peer leader in workshop sessions that supplement the lecture. Studies have found that underrepresented minority groups demonstrate the largest improvement in pass rates with peer-led team learning. A course assistant in a large lecture class helps to facilitate the active learning process.

Departmental letters of award are handled by the department chair. Financial contracts for the students are prepared by the Administrator Manager for finance. 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. Course 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 deposit.

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.**

TEACHING RESOURCES

BLAIR CLASSROOM/ STUDIO SUPPORT CONT'D.

TRANSPORTATION EQUIPMENT

A cargo van is available for use by Blair faculty, staff, and students for official Blair business and activities. Van use is coordinated by the Facilities Manager. In order to use the Blair van, one must:

- Complete Vanderbilt's "VandySafe" program.
- Complete the Driver Orientation through the Learning Exchange. The Certificates of completion must be given, along with a copy of the driver's license, to the facilities manager.
- These are kept on file.
- Complete the consent and disclosure form for Vanderbilt Risk Management. VRM must approve each individual before that person may drive a Vanderbilt vehicle. You may get the form from or return the form to the facilities manager.

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. The keys must be picked up and returned by the documented driver. For assistance, see the Facilities Manager.

TEACHING RESOURCES

GRADING

BRIGHTSPACE

<http://www.vanderbilt.edu/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. <https://www.vanderbilt.edu/brightspace/brightspace-support/>

YES - YOUR ENROLLMENT SERVICES (UNIVERSITY STUDENTS)

<http://www.vanderbilt.edu/yes>

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.

GRADE REPORTING

All university student grade reporting will be submitted in YES. The faculty is notified via email as to online grading availability and appropriate deadlines. An online grade change tool is available. See the YES User Guide: <https://registrar.vanderbilt.edu/documents/YES-User-Guide-Change-of-Grade.pdf>.

MID-SEMESTER GRADES (DEFICIENCIES)

Reporting mid-semester deficiencies gives the Associate Dean and academic advisers helpful information, especially for students who may be experiencing difficulties in multiple classes. 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 the Collegiate Associate Dean before the deadline for withdrawal that semester.

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. Incomplete grades are entered in the final grade roster in YES; a deadline for completion of the work a default grade must be indicated.

GRADE REPORTS

University students and their advisers access students' grades online via YES. (<http://yes.vanderbilt.edu>). Paper copies are not mailed to parents.

GRADE APPEALS

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

TEACHING RESOURCES

GRADING CONT'D.

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.)

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 Employment Opportunity, Title IX and Student Access Services offices) 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*:

https://www.vanderbilt.edu/student_handbook/student-conduct/#appeals-and-the-appellate-review-board

VUPACE (PRECOLLEGE REGISTRATION SYSTEM)

<https://vupace.vanderbilt.edu/>

Faculty use VUPace 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 Director and Office of Academic Services, and a letter will be sent to the family by the Director. 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.

TEACHING RESOURCES

ACADEMIC POLICIES

As stated in "Faculty Responsibilities," Blair faculty are expected to be familiar with the Undergraduate Academy Catalogs. The Undergraduate Catalog (<http://www.vanderbilt.edu/catalogs/>) 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 two degrees: the Bachelor of Music degree (majors in integrated studies, integrated studies/teacher education, performance, and composition, and the Bachelor of Musical Arts degree, which gives excellent performers and composers the flexibility to combine in-depth music study with a second focus in a field outside of music. The five-year Bachelor of Music with a major in integrated studies/teacher education leads to a fifth-year program at Peabody College, which additionally earns the Master of Education degree. Students who meet all requirements will earn the B.Mus. degree in four years and the M.Ed. from Peabody College. The 3+2 Bachelor of Musical Arts/MBA Blair-to-Owen program allows a small cohort of particularly motivated students to overlap their undergraduate coursework with work at the Owen Graduate School of Management toward the MBA, facilitating the earning of both the undergraduate and graduate degrees in five years (ten semesters.) Students are selected for all majors on the basis of both the musical and academic profile.

Prospective first-year and transfer students complete and submit the Common Application (commonapp.org), or the Coalition Application (coalitionforcollegeaccess.org) to Vanderbilt University, along with other required materials listed on Vanderbilt's Quickguide (admissions.vanderbilt.edu/quickguide). In addition, prospective Blair first-year and transfer applicants must complete a Blair School of Music 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, for composition applicants) during one of our audition weekends or the early decision audition day.

Audition and prescreening requirements are posted on the [Blairwebsite](#). During the audition weekends, faculty representing each program adjudicate departmental auditions and interviews. Regular decision 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.

AUDITING COURSES

Performance Instruction

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

Classroom Courses

<https://blair.vanderbilt.edu/academics/audit.php>

A list of approved courses for auditing by VU faculty, staff, and their spouses is available from on the Blair Website. One class free of charge each semester may be audited 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.

TEACHING RESOURCES

ACADEMIC POLICIES CONT'D.

CERTIFICATE PROGRAM (PRECOLLEGE BLAIR ACADEMY)

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 (UNIVERSITY STUDENTS)

Students who are requesting a change of studio should discuss the change with the department chair, or with the Associate Dean if the teacher is the department chair. After a resolution has been reached with the department chair, the student is responsible for speaking with the current teacher.

CHANGING STUDIO TEACHERS (PRECOLLEGE STUDENTS)

- Requests for a specific teacher by a new precollege student or parent are honored whenever feasible.
- If a current Blair student and parent feels a change of teachers is needed for the student's benefit, the parent must first discuss the intended change with the current instructor. After that, the student's parent should consult with the department chair or Associate Dean before talking with a new teacher. The Associate Dean or the department chair will then inform the potential new teacher.
- Any problems regarding a change of teacher should be discussed with the Associate Dean
- 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.**

As an alternative to an overload (and its associated fees), B.Mus. and B.MusA 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: <https://blair.vanderbilt.edu/pdfs/18-19-zero-credit-ensemble.pdf>

DEAD WEEK (UNIVERSITY)

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.

TEACHING RESOURCES

ACADEMIC POLICIES CONT'D.

DIVISION OF UNCLASSIFIED STUDIES

<http://registrar.vanderbilt.edu/dus/>

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.

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 Blair exam.
- Blair students with two exams at the same time should report conflicts to the Blair Associate Dean.
-

PERFORMANCE JURIES, ALL STUDENTS

Jury Schedule

- Academy: The last week of each semester in the Academy is devoted to performance examinations (juries) in lieu of lessons. Due to the 16-week Academy schedule, precollege students may have an additional week of class following jury week in the spring.
- Collegiate: The online jury system (<http://blair.jury-system.com>) is used for collegiate juries during finals week. Please check with your department chair for details.

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

- Academy: Adjudication sheets for Academy students are available on the Blair Website Faculty Tools page by clicking the link to semester reports.
- Collegiate: Upper Division Hearing forms for collegiate students are available on the Blair Website Faculty Tools page by clicking the link to semester reports. Adjudication forms are at <http://blair.jury-system.com>.

TEACHING RESOURCES

ACADEMIC POLICIES CONT'D.

Semester Reports. At the end of each semester after juries, faculty evaluate students' progress in performance instruction and make suggestions for improvement. 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.

- Collegiate: Reports are submitted through the Jury-System.
- Academy: Report forms are available on the Blair Website Faculty Tools page by clicking the link to semester reports. Reports and examination adjudication sheets are stapled together. Academy 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)

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

The Equal Employment Opportunity, Title IX, and Student Access Services Offices may also be of assistance with grievance procedures. <https://www.vanderbilt.edu/student-access/>

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/ 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.

TEACHING RESOURCES

ACADEMIC POLICIES CONT'D.

SCHOLARSHIP REQUIREMENTS

University Students

Students receiving honor scholarships through Blair School of Music must be enrolled full time, taking all assigned music courses, must qualify for class standing, and must maintain each semester minimum grade point averages of 2.0 overall and 2.7 in music. Students receiving the Cornelius Vanderbilt Honor Scholarship must maintain a minimum 3.0 grade point average overall and 3.0 in music each year. Additional requirements may be stipulated in scholarship award letters. Honor scholarship awards are considered for renewal annually. Student work will be reviewed at the end of spring semester for possible renewal for the following academic year. Incomplete grades may adversely affect renewal. A student who falls short of the requirements will normally have the scholarship for one semester of grace, after which, if requirements are still not met, the scholarship will be lost. Students receiving scholarships or grants as part of their financial aid packages (not honor scholarships) must qualify for class standing in order to be considered for renewal each year. Students receiving federal aid are expected to make satisfactory academic progress as outlined in the Undergraduate Catalog. Merit scholarships are only available for 8 semesters; need-based aid may, under some circumstances, be extended beyond 8 semesters. Consult the Director of Blair Admissions for more details.

Blair Academy (precollege) students

PC scholarships require students maintain a “B” average in each course. Full responsibilities are outlined in the Blair Academy at Vanderbilt Student Handbook. Scholarships are not automatically renewed but are awarded for one year only. Each student auditions each year.

PLEASE REFER TO THE UNDERGRADUATE CATALOG FOR THE FOLLOWING AREAS:

<http://www.vanderbilt.edu/catalogs/>

The *Undergraduate Catalog* is the binding document that pertains to the student's degree.

COURSE CHANGES

GRADING SYSTEM

PASS/FAIL OPTION (ELECTIVE)

DEAN'S LIST (UNIVERSITY)

ACADEMIC STANDARDS:

- CLASS STANDING (UNIVERSITY STUDENTS)
- ACADEMIC PROBATION (UNIVERSITY)
- SUDDEN ACADEMIC INSUFFICIENCY
- SCHOLARSHIP STUDENT REQUIREMENTS

GRADUATION REQUIREMENTS

IMMERSION VANDERBILT

RESIDENCE REQUIREMENT

SENIOR RE-EXAMINATION

WRITING PORTFOLIO

CREDIT BY DEPARTMENTAL EXAMINATION

SOLO RECITALS

RECITAL ATTENDANCE

BLAIR ARCHIVES AND SPECIAL COLLECTIONS

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 thousands of concert recordings via the [Blair Performance Archive](#). Staff in the Music Library provide copies of recitals and concerts to performers as requested through an [online form](#). A master list of all faculty publications can be requested at the service desk. In addition, the Music Library houses the Blair School of Music Archives. Faculty are encouraged to submit materials to the Music Library that document that history of the School for long-term preservation.

The Music Library holds a number of [special collections](#) and original manuscripts of works by contemporary composers. 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 Schnauffer, the composer Alfred H. Bartles, and the musician/songwriter John Hartford.

The Music Library boasts a small number of original manuscripts by composers such as Michael Hersch, Alfred Schnittke, and Richard Danielpour. Materials are located both within the Music Library's permanent circulating collection as well as in closed archival collections, but can be accessed through consultation with Music Library staff. Due to space, a number of music-related special collections are located in Special Collections and University Archives located in the Central Library.

FACULTY LOAN PERIODS

A Commodore Card (Vanderbilt University ID) 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
- Reference Books and Reference Scores – as needed
- Laptops, and Umbrellas – 7 days

Faculty members can request items, view lists of loans and holds associated with their account, request delivery of library items to their faculty mailbox, and renew due dates by signing into the library's catalog. Library materials may be returned at any Vanderbilt Library.

[EQUIPMENT](#)

- 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](#) using the University's EMS system for meetings, group study, listening or review sessions. It seats 10 and is equipped with a podium that can be connected to laptops and mobile devices (via cables or wirelessly via the AirMedia app from Crestron), HDTV, combination Blu-ray/CD/DVD player, and a piano.
- Laptops, MIDI keyboards, headphones, audio and video recorders, microphones, portable chargers, audio interfaces, a guitar and a Theremini are available for checkout by students and faculty on a first-served basis.

ANNE POTTER WILSON MUSIC LIBRARY (CONT'D)

- Library workstations are equipped with Finale music notation software. MIDI keyboards can be checked out at the service desk.
- A multi-function copier/printer/scanner is available in the Music Library. Use of the copier requires a VU Commodore Card. Non-VU affiliated users can purchase a copy card for a fee.

STUDY SPACES

The Library offers both group and individual study spaces. Ten private study carrels are available for use on a first come first serve basis. There are ten group study tables distributed throughout the Music Library as well as lounge areas for informal gatherings.

[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. A variety of [Research Guides](#) on music topics, including guides for each instrument and voice, are available on the Music Library's webpage. You can also request a custom guide for your studio or course by contacting Sara Manus.

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

All Blair undergraduates participate in an information literacy program. Modeled on the Association of College and Research Libraries' "Framework for Information Literacy," sessions are delivered at the point of need and are aligned with the larger instructional goals of each course. Studio instruction sessions covering the information needs of performers are also available on request. Instruction sessions can be conducted during classes, but Sara can also develop online asynchronous modules that can be incorporated into Brightspace. Sessions are also available for non-majors enrolled in music courses and students in the Blair Academy. Blair Academy Myra Jackson Blair Scholars receive an orientation in library research and use each fall.

[DIGITAL SCHOLARSHIP & COMMUNICATIONS](#)

Music librarians are available to facilitate collaboration with the Digital Scholarship & Communications staff 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.

[INSTITUTIONAL REPOSITORY](#)

The Libraries maintain an 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. The Institutional Repository 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.

ANNE POTTER WILSON MUSIC LIBRARY (CONT'D)

INTERLIBRARY LOAN (ILL)

Vanderbilt faculty and staff (including spouses) 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. Sign in to the Library Catalog, find the item to be delivered, and use the "Deliver" button to request a loan or copy of the item of interest.

DATABASES AND OTHER RESOURCES

The Music Library subscribes to over thirty databases and online resources including streaming audio/video databases and digital scores databases. Most databases can be accessed from off-campus by providing a VUNetID and password. In addition, Music Library staff curate local collections such as The Global Music Archive, a multi-media reference archive and resource center for traditional and popular music and dance of Africa and the Americas, which was created as a collaborative effort between the Blair School of Music and Vanderbilt University libraries.

COURSE RESERVES

Per faculty request, Library staff can add selections from print, audio and video resources to Brightspace via Course Readings Lists. Although electronic reserves are preferred, but physical copies of library materials and personal items may be placed on reserve for use within the Music Library.

PROXY BORROWER LIBRARY PRIVILEGES FOR TEACHING ASSISTANTS

Faculty members may authorize teaching assistants to check out library materials to their personal account on their behalf. To obtain an application for proxy borrower privileges contact the Music Library.

MUSIC LIBRARY ADVISORY COMMITTEE

The School of Music has a library advisory committee comprised of 4-5 Blair faculty members that works closely with the library director to guide the Music Library's short- and long-range planning. Students are regularly invited to committee meetings to give input on the Music Library's collections and services. Contact the Chief of Staff if you are interested in serving on this committee.

REGISTRATION POLICIES

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 process Blair university student forms and coordinate with the Office of the University Registrar.
- To report accurate records information to the Blair administration, the University administration, and the faculty

BLAIR ACADEMY AT VANDERBILT PRECOLLEGE REGISTRATION

All Academy 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> 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. Precollege & Adult rosters are available through [VU Pace](#), the online system. *Faculty must report any discrepancies to the Office of Academic Services.*

REGISTRATION POLICIES

UNIVERSITY REGISTRATION

UNIVERSITY CREDIT

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

Performance Instruction

Students enrolled in individual performance instruction earn 1-2 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*.

REGISTRATION POLICIES

UNIVERSITY REGISTRATION (CONT'D)

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.

ADVISER 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 Associate Dean of their college or school to take fewer than 12 hours or more than 18 hours in a semester.

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 in YES, even if there are no discrepancies to report.**

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 (Withdrew) 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. 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.**

PERFORMING ARTS CENTER SCHEDULING

Starting in the Spring, halls may be booked for the following academic year. Bookings are accepted according to the Priority Booking Order. The Operations Supervisor will send notifications regarding the opening of each booking period. Rehearsals must be booked at the same time as the concert, otherwise rehearsal time is not guaranteed. Each concert performance is allowed a total of two hours rehearsal time, except for pianists who may book up to four hours of rehearsal time.

After Priority Order booking has concluded, if EMS shows availability, additional time in the halls may be requested. All concerts, recitals, recordings, and one-off classes must be booked at least 30 days in advance. Additional use, including but not limited to lessons, graduate school application or audition self-recordings, or practice time, may be booked no more than 14 days in advance if the hall is available. Dates requested more than 14 days prior will be cancelled. If still available, you may request these dates within the 14-day booking window. EMS requests are typically approved within seven days.

Any Guest Artist performances open to the general public must be approved by the Dean of the Blair School of Music. Unless expressly approved by the Dean, non-curricular activities and events will be billed at the internal Vanderbilt Rate. Events and activities presented by non-Vanderbilt groups, including groups whose members are Vanderbilt University Faculty may request time in Blair Halls at the regular rental rates—subject to availability. Contact the Operations Supervisor for pricing and availability.

Event requests made in EMS must state the event type, title of event, whether or not the event is curricular in nature, and if there are any additional organizations or departments co-producing the event. 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 concerning performance halls will be directed to Seth Soloway, Associate Dean of Presenting and External Relations.

Release of Bookings - To ensure the accuracy and integrity of this process, bookings in any venue may only be cancelled or altered by the person who made the original reservation. The request and confirmation must be made with the Operations Supervisor. Requests from parties other than the original reservation will NOT be honored under any circumstance.

Rental fees are waived for one event per faculty member per academic year. For the purpose of this policy, the event will be credited to the faculty member who books the performance

INGRAM HALL

As the largest venue at Blair, Ingram Hall is the primary venue for Academy and University large ensemble concerts, Blair Concert Series, PAC presented events, and other premier special event productions. As such, those events receive priority booking. Additional use of Ingram Hall may be booked by contacting the Operations Supervisor, who will provide availability for consideration and pricing for approval of non-curricular events. Event staff will be assigned at the discretion of the office of the Associate Dean of Presenting and External Relations based on the stated performance needs. At a minimum there must be one tech staff present when the hall is in use. For performances, a minimum of four tech staff and two front of house staff is required, but more may be assigned based on expected attendance.

Ingram Hall Specifications:

- Capacity: 551 without pit seats, 609 with pit seats
- Stage size: 40' proscenium width
31' proscenium height
29' 5" depth from plaster line
8' 4" depth apron to plaster line
20' stage right wing space
16' stage left wing space
- Food and beverage are not permitted in the hall
- If food and beverage are served in the lobby, there may be a housekeeping charge.

STEVE AND JUDY TURNER RECITAL HALL

Turner Hall is the primary venue for smaller concerts, guest artists, faculty recitals, ensemble concerts, studio recitals, Academy certificate recitals, required junior and senior degree recitals, masterclasses, auditions, daytime classes, and rehearsals. Additional use of Turner Hall may be booked by contacting the Operations Supervisor, who will provide availability for consideration and pricing for approval of non-curricular events. Event staff will be assigned at the discretion of the office of the Presenting and External Relations Associate Dean based on the stated performance needs. For performances, a minimum of one tech staff and one front of house staff is required. More staff may be assigned based on stated performance needs and attendance.

Typically, performances are scheduled weekdays after 8pm and weekends after 1pm.

Turner Hall Specifications:

- Capacity: 272 seats
- Stage size: 46' proscenium width
26' proscenium height
20' 6" depth from plaster line
depth apron to plaster line
6' 6" x 7' stage right wing space
6' 6" x 7' stage left wing space
- Food and beverage are not permitted in the hall
- If food and beverage are served, there may be a housekeeping charge.
- Dobson Organ Policy: <http://blair.vanderbilt.edu/events/pipeorgan.php>

CHORAL HALL

Choral Hall is the primary venue for Academy student recitals, non-required collegiate recitals, and small ensemble recitals. This multi-purpose facility is also ideal for master classes, choral rehearsals and large classes. It is equipped with easy-to-use, full-service recording technologies beyond the standard AV equipment found in other Blair classrooms. It is available at the discretion of the office of the Presenting and External Relations Associate Dean based on the stated performance needs.

Choral Hall Specifications:

- Capacity: 75 seats
- Stage size: 23' stage width
11' 6" stage depth at the deepest point
- Food and beverage are not permitted in the hall

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 and Choral Hall is the “family seating area” near the elevator. Please consult the EMS schedule for the day of your event to see if other receptions will precede or follow your event and plan accordingly so that no recitals are disturbed.

RECITALS

FACULTY RECITALS

Faculty may book a recital in Turner Recital Hall, pending availability. All Faculty requests to hold a recital in Ingram Hall must be expressly approved by the Dean in writing. Faculty members with an approved recital request may submit a scheduling request via the EMS reservation system. Rental fees are waived for one event per faculty member per academic year. For the purpose of this section, the event will be credited to the faculty member who books the performance

Rehearsal Time

- Two hours hall time for rehearsal and preparation
- Rehearsals in Turner Hall must be scheduled at least two weeks in advance. Rehearsals in Ingram Hall require at least four weeks advance scheduling. Rehearsals will be accommodated as the calendar permits, but preference is that rehearsals be booked at the same time the performance is booked.
- No technical personnel are provided for rehearsals in Turner Hall except by special request at the time of booking.

Concert Time

- Two hours concert time
- 30 minutes setup and 30 minutes breakdown
- Concert Program* (see Concert Program Policies)
Recital audio/video copies may be obtained by visiting the Music Library [Blair Performance Archive](#). Staff in the Music Library provide copies of recitals and concerts to performers as requested through an [online form](#).

Deadlines

- Promotional materials: Due at least 45 days prior to concert. If promotional materials are not submitted 45 days in advance, faculty are responsible for their own promotions. [Materials should be submitted online.](#)
- Technical Request Form: Due at least 30 days prior to concert. [Forms should be submitted online.](#)
If a tech form is not submitted 30 days in advance, the following will apply:
 - White area light on stage
 - 1 chair and 1 stand will be set center stage
 - No stage moves will be accommodated
 - The recital will not be live streamed
 - An archival recording will be made
 - A piano may not be available. You are welcome to use a piano if one has been left on stage though a tuning will not have been scheduled for your recital date.
- Concert Program: Due at least 21 days prior to the concert. [Programs should be submitted online.](#) If

a program is not submitted 21 days in advance, faculty are responsible for their own programs.

We are unable to accommodate late requests and appreciate your cooperation in the continued success of Blair School of Music.

GUEST ARTIST RECITALS

Location

All Guest Artist Recitals and choice of venue must have approval from the Dean before booking.

Scheduling

Submit written request via EMS, including Dean's approval, to Operations Supervisor. Once dates have been approved complete the Guest Artist Redcap to begin the process of contracting and paying your artist.

Fees

Funding must be approved prior to booking your guest artist.

Services Included

- Four hours rehearsal time in hall (as calendar permits)
- Stage manager during rehearsal and concert.
- Recital audio/video copies may be obtained by visiting the Music Library Blair Performance Archive. Staff in the Music Library provide copies of recitals and concerts to performers as requested through an online form.
- Online Concert program (if guest artist recital is approved by Dean)
- Specially requested piano tunings will be billed at the current tuner's rate.

BLAIR ACADEMY HONOR SCHOLARSHIP RECITALS

Recital Management

Blair Academy Director Mary Biddlecombe coordinates the Honor Scholarships. Sign-up forms are sent to faculty and students in mid-semester, and the faculty member is responsible for turning in their student's program and collaborative pianist information. Ideal length of piece performed is 5-8 minutes. Students are responsible for requesting a collaborative pianist. 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 three scholarship recitals held at semester end in the fall. The 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 Mary Biddlecombe, the Blair Academy Director.

STUDENT RECITALS MUSO 1000, FRIDAYS 12:20-1:10P

Recital Management

Associate Dean Seth Soloway serves as Instructor of Record for this required course. The Operations Supervisor, Heather White, manages and coordinates these recitals and their programs.

Student Request Emails

Following approval by the major professor, students should complete the Friday Performance Request form no later than 14 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. Performances who do not submit the request form 14 days prior to the concert will not be listed in the program.

A confirmation of performance date is distributed to both student and the major professor within one week of the performance request submission.

Performing

There is a 13-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 are expected to be present.

Recital Programs

Programs are sent out by email on Wednesdays to all faculty and staff by Operations Supervisor Heather White.

STUDENT SOLO RECITALS

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

Location

Steve and Judy Turner Recital Hall or Choral Hall

All Senior, Junior degree required recitals, and Academy Certificate Program Recitals

Choral Hall

Junior, Sophomore, First-Year, Academy Recitals (not required for degree or Academy certificate)

Scheduling

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 Operations Supervisor Heather White in Room 1113.

Services Included

- Two hours rehearsal time (as the calendar allows)
- 70 minutes concert time
- 30 minutes setup and 20 minutes breakdown
- Creation of Recital Program for senior recitals and required junior recitals. All other recitals may submit a completed program to be distributed if they so choose.
- Concert recordings may be obtained by visiting the Wilson Music Library [Blair](#)

[Performance Archive](#). Staff in the Music Library provide copies of recitals and concerts to performers as requested through an [online form](#).

Deadlines

Concert Program: Due **at least** 21 days prior to the concert. [Programs should be submitted online](#). If a program is not submitted 21 days in advance, students are responsible for their own programs.

Technical Request Form: Due **at least** 30 days prior to concert. [Forms should be submitted online](#). If a tech form is not submitted 30 days in advance, the following will apply:

White area light on stage

1 chair and 1 stand will be set center stage

No stage moves will be accommodated

The recital will not be live streamed

An archival recording will be made

A piano may not be available. You are welcome to use a piano if one has been left on stage though a tuning will not have been scheduled for your recital date.

We are unable to accommodate late requests and appreciate your cooperation in the continued success of Blair School of Music.

RECITAL HEARING

Hearings should take place and be passed at least 21 days prior to recital. Consult faculty adviser. [Hearing form available on the Blair website](#) must be filled out by faculty panel and turned in to Assistant Registrar 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.

No change of the hearing/dress rehearsal/recital schedule will be accommodated within three weeks prior to a scheduled recital, except for cancellation of the event. All changes will be accommodated as the calendar permits.

STUDIO RECITALS

Location

Turner Recital Hall or Choral Hall

Scheduling

Submit request via the EMS reservation system.

RECORDING

FACULTY RECORDING

Faculty are welcome to use Turner Recital Hall for various recording projects. Information about the equipment is available from the Supervisor of Technical Services. Projects in Ingram Hall or more than six hours in length must be approved by the Dean. Rental fees are waived for one, six-hour session per faculty member per academic year. Recording engineer fees will not be waived and will be billed at the

Vanderbilt rate. 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. The Operations Supervisor will be able to provide a total cost estimate.

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 if a Vanderbilt engineer is to be used.

Scheduling

1. Consult EMS about possible dates.
2. Faculty ensures all musicians are available for the target date. Arranging a second-choice date is a good idea, just in case.
3. Faculty contacts John Sevier, Director of Technical Services, to arrange for a Vanderbilt recording engineer.
4. Having secured agreements with all the necessary parties if the desired date is still available, it may be booked through EMS.
5. One week prior to recording, Faculty double-checks all arrangements

STUDENT RECORDING

Undergraduate and Academy students will be limited to two recording sessions (including Blair engineer) of two hours each per academic year in Turner Hall. Exceptions may only be made by the Dean, through a special recommendation by a faculty member. The Dean's exception must be in writing. Academy and collegiate alumni may record in Choral Hall at the Vanderbilt rental rate if the room is available.

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 if a Vanderbilt engineer is to be used.

Scheduling

1. Consult EMS about possible dates.
2. Student makes sure accompanist is available for the target date. Arranging a second-choice date is a good idea, just in case.
3. Student contacts John Sevier, Director of Technical Services, to arrange for a Vanderbilt recording engineer.
4. Having secured agreements with all the necessary parties if the desired date is still available, it may be booked through EMS.
5. One week prior to recording, student double-checks all arrangements

PUBLICITY AND MARKETING

BIOGRAPHICAL INFORMATION

Faculty members should submit their personal bios for concert programs and their individual webpages on the Blair website and in the public relations files. Bios for concert programs should be no longer than 300 words total. (You may provide a longer bio for use on your individual webpage if you wish.) Updates to bios may be submitted at any time via the [online submission form](#) and revisions are made on a first-come, first-served basis.

MARKETING

To allow the External Relations team to properly market events, each event will need its own [Marketing Submission form](#). All marketing materials are due 45 days prior to the event. For inclusion in the brochure, marketing submission forms must be submitted by the end of the semester. For example, events in the Spring 2023 brochure must have their marketing submission form completed by the last day of the Fall 2022 semester. Events for the Fall 2023 brochure must have their marketing submission form completed by the last day of the Spring 2023 semester. Any promotional materials printed about Blair must be approved by the office of Presenting and External Relations.

CALLS FOR NEWS

To allow the External Relations team to curate important news and publicize in real time we are moving to a submission-based system in lieu of periodic calls for news. When you have news to share, complete the [Faculty News & Achievements form](#).

THE MEDIA

The Director of Marketing and Communications 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 independently contact the media or Vanderbilt Central Communications.*

PROFESSIONAL PHOTOGRAPHY

Faculty members should have three to five photographs for publicity purposes in their public relations files, maintained by the Director of Marketing and Communications. Faculty should submit high-resolution (300 dpi or above) electronic photos (color and/or black and white) [online](#). To have photos taken, faculty should [contact the Vanderbilt University Visual Media Team](#). Please submit copies of photos you receive from your portrait session via the [online submission form](#). Should faculty use these photos for non-Blair purposes, full credit must be given: "Photo courtesy of Vanderbilt Photographic Services, copyright."

HARPSICHORDS AND ORGANS

DOBSON ORGAN

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. Organ Use Policy: <http://blair.vanderbilt.edu/events/pipeorgan.php>

When a Blair School conductor or performer wishes to use an organist from outside Blair as a collaborator 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 Associate Dean Seth Soloway, copied to [Malcolm Matthews](#), requesting approval for use of the organ. Once the request has been approved, the host faculty member should communicate with Operations Supervisor Heather White for all scheduling matters, and with the tech crew 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.

HARPSICHORDS

Blair is fortunate to have several fine harpsichords among its musical resources. Harpsichord technique is unlike that for other keyboards. Accordingly, use of Blair's instruments is reserved for 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, and guest harpsichordists performing at Blair. Blair students interested in requesting permission to use the instruments should contact [Malcolm Matthews](#). 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 [Malcolm Matthews](#) and will be attended to as soon as possible.

SCHEDULE USE OF THE HARPSICHORDS

The Giuttari is our normal continuo instrument. Use of the harpsichords for performances and dress rehearsals at Blair requiring the moving of an instrument from its usual location is scheduled through Malcolm Matthews; **requests should be made via e-mail**. If the harpsichord is available, the Director of Technical Services will schedule moving and tuning of the instrument as required. **Requests for use of the instruments for required recitals (junior, senior, etc.) should come from the performer's studio teacher.**

Rehearsals involving the Giuttari harpsichord may take place during a harpsichord student's regular reserved practice time. Rehearsals, especially those involving guest performers or upcoming recitals by Blair students (or faculty) should be scheduled through the Operations Supervisor. A move to the performance venue should take place as close to the time of dress rehearsal and performance as possible. 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. Moving is handled exclusively by the assigned tech crew. Untrained faculty, staff, and students must not try to move an on-stage harpsichord.

CONTINUO ORGAN

Use of the Bennett-Giuttari continuo organ is also scheduled by Malcolm Matthews; requests should be made via e-mail. The instrument does not leave the building and is to be moved only by the technical crew.

OPERATIONS AND FACILITY MANAGEMENT

BUILDING HOURS

When the building is locked, 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)

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 Senior Associate Dean for Academic Affairs Melissa Rose and the Office of Academic Services. Booking for the upcoming academic year begins in January. For example, January-February 2023 booking is open for September 2023-May 2024.

With the Dean's approval Blair faculty members may sponsor one outside organization's use of the facility per academic year. A fee schedule and information are available from the Operations Supervisor Heather White.

Outside organizations make reservations directly with the Operations Supervisor.

Because demand for use of these facilities is so great, faculty canceling reservations (either for themselves or their students) should immediately notify the Operations Supervisor in writing or by e-mail.

PIANO TUNING

Blair School of Music technicians/tuners are coordinated by Jeff Stevens, head piano technician. Pianos are tuned and maintained regularly. Requests for tuning or other problems should be submitted to the head piano technician via the online [Piano Service Request form](#).

PRACTICE ROOMS

Practice room sign-up is available the second full week of classes each semester and is coordinated by the Assistant Registrar Rachel Hobbs. Performance majors may reserve up to three hours per day; musical arts majors two 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 fifteen 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.

INSTRUMENT LOANS

The Administrative Specialist in the Blair main office 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.

LOUNGES

Faculty and Staff Lounge

The lounge, room 1150, hosts casual conversations and the occasional interruptible meeting.

Student Lounge (3rd Floor)

Contains Suzie's Cafe, refrigerator, microwave, 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 Facilities Manager, Jared Wonderly. Requests include: Heating/cooling malfunctions, Lights needing replacement, furniture malfunctions. After hours, serious malfunctions should be reported to Plant Operations (615-343-9675).

VENDING SERVICES

Suzie's Cafe - 3rd Floor, Student Lounge;

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

A full listing of Blair School faculty is distributed to all faculty members each fall and is posted at blair.vanderbilt.edu.

ADMINISTRATION AND STAFF

Lorenzo (Frank) Candelaria, Dean

Melissa Rose, Senior Associate Dean, Collegiate Program

Seth Soloway, Associate Dean for Presenting and External Relations

Mary Biddlecombe, Director of the Blair Academy at Vanderbilt

Heidi Basgall Favorite, Chief of Staff

Kathryn Dudley, Chief Business Officer

Kim Zegar, General Manager, Performing Arts Center

Rachel Hobbs, Assistant Registrar

Arianna Schickel, Blair Academy Assistant Registrar

Molly Jewell, Director of Blair Admissions

Jared Wonderly, Facilities Manager

Deanna Schultheiss, Administrative Specialist

Heather White, Operations Manager

Technical Services:

- John Sevier
- Travis Broholm
- Chris Jones
- Sarah Weeks

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**

DEVELOPMENT SERVICES

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, university leadership, and the Dean's Advisory Circle, including requests for capital needs, scholarships and bequests.

Addie Sullivan, Director of Alumni Relations and Stewardship

Responsible for all Blair Alumni Relations activities, including alumni engagement programs and volunteer recruitment efforts. Manages the school's donor society, the Patrons Society, and stewardship of precollege endowed funds. Responsible for securing annual gifts at the Patrons Society level up to the major gift level.

Kanya Womack, Development and Alumni Relations Program Coordinator

With the Associate Dean and Director, coordinates all fundraising, alumni relations, and stewardship activities for the Blair School of Music.

THE BLAIR COMMUNITY COMMITTEES OF THE SCHOOL

Faculty and staff are assigned to committees annually by the Dean. Committees are listed on the Blair website each fall.

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.

BLAIR ACADEMY EDIB (Equity, Diversity, Inclusion, & Belonging)

BLAIR ACADEMY CERTIFICATE PROGRAM COUNCIL

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.

CAREER-RELATED PROGRAMMING

Blair Faculty and staff representatives, the Career Center, Blair Development and Blair students address "life after Blair" and plan programming accordingly.

CONCERTO COMPETITION

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

C.R.E.A.T.E. COMMITTEE

Conversations and Resources for Equity, Accessibility, Transformation & Empowerment. This committee curates open-format panel discussions for Blair students, faculty, and staff surrounding issues of significant interest.

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 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 via the form available 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 Academy 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.
- Organize departmental juries each semester.
- Provide oversight for prospective student placement for both PC&A and collegiate students (including interview process, assessment of teacher availability, etc.).
- Work with Director of External Relations regarding department publicity.
- Provide advisement and consultation for curricular proposals.
- Review collegiate course evaluations of adjunct faculty within the department.
- Participate in recruitment activities.
- Organize and oversee use of course assistants
- Coordinate departmental use of collaborative pianists.

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.

FACULTY SENATE:

Full-time Blair faculty members are elected by the Blair faculty for a three-year term on the VU 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.

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.

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.

STUDENT SHOWCASE COMMITTEE

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

TEACHER EDUCATION ADVISORY COMMITTEE

The Teacher Education Advisory Committee works with the coordinator of the program in implementing the curriculum and requirements of the 5-year Integrated Studies/Teacher Education degree.

WRITING PORTFOLIO ASSESSMENT COMMITTEE (AD HOC)

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.

THE BLAIR COMMUNITY

BLAIR STUDENT ORGANIZATIONS

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. It strives to promote social interaction among students as well as between students, faculty, and administrators. Membership in the Council includes four officers, a representative from each class (freshman, sophomore, junior, and senior), and a faculty adviser. Elections are held in the spring (with the exception of freshman representative) and are governed by procedures established by the Vanderbilt Student Government (VSG.). Term of office is one year, beginning in mid-spring.

MTNA/TMTA (Music Teachers National Association/Tennessee Music Teachers Association)

MTNA collegiate chapters serve as a connection to the larger established community of long-time music professionals across the country. MTNA/TMTA's goal is to be the foundation of educational, musical, social and professional experience for music students/teachers throughout their course of formal study, and to help open doors through professional opportunities and career options in the field of music after graduation.

NAfME

The National Association for Music Education is the professional organization for music educators. Collegiate members of NAfME have many opportunities to network with full-time music educators, attend workshops and clinics, and participate in activities that prepare students for careers in music education. Music Education students are strongly encouraged to join. Students have found that the networking opportunities available to them as members can play a significant role in getting job

interviews, landing jobs, and succeeding in their careers as music educators after graduation. Amy Alley is the faculty adviser.

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. Faculty advisers are Ryan Middagh, Jeremy Wilson and Brian Utley.

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

THE BLAIR COMMUNITY THE DEAN'S ADVISORY CIRCLE

Made up of leaders in the arts, philanthropists, scholars, and alumni, the Dean's Advisory Circle serves as the Blair School's advisory board. Members are:

Dr. Arani Bose
Mrs. Shumita Bose
Mr. Joseph Henry Burnett "*T Bone*"
Prof. Maria Magdalena Campos-Pons
Mr. Tony Danza
Mr. Robert Freeman
Mr. Bzur Haun
Mr. Joseph Horowitz
Mr. Blake-Anthony Johnson
Mr. John McBride
Ms. Martina McBride
Mr. Paul Vasterling
Mr. 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.

APPENDICES

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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 (Retired 2019)

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 Hinchliffe, Caroline Power, Natalie Vlack (2018.)

ACHIEVEMENT IN TEACHING AWARD (ESTABLISHED 2019)

The Achievement in Teaching Award is presented by the faculty to a senior who has demonstrated superior abilities in teaching. The recipient must intend to teach music professionally in an independent studio, classroom, or at the collegiate level. Recipients: Abbey Fitzgerald (2019)

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), Jacob Beranek (2018), Owen Ladd (2019.)

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); Annalyse Clark (2018); Nicholas Townsend (2019).

CERTIFICATE PROGRAM (Precollege)

Blair School of Music awards two certificates to high school seniors who have completed formal programs in performance and knowledge of music theory and history— essential elements for development of advanced musicianship. 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 are listed on the Blair website.

UNDERGRADUATE COMPOSITION AWARD

The Undergraduate 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); Charles Hackemer (2018); Lila Meretzky (2019).

CONCERTO COMPETITIONS

Collegiate Concerto Competition

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 Winstein, Kevin Burson (2012), Anne Goodrich (2013), Keehun Nam (2014), Emma Jackson (2015), Brian Entwistle (2016), Erin Elgass (2017); Tessa Berger (2018); Julia Culp (2019).

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); Luke Harnish (2018); Diana Charlop (2019).

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); Andrew Sledge (2018), Brigit Fitzgerald (2019), Matthew Shorten (2020), Kaila Geisinger (2021).

ANDREW SANG HAN MEMORIAL AWARD

The Andrew Sang Han Memorial Award was established in memory of Sang Han, a clarinet performance major at Blair from 2012 to 2015. Sang's dedication to excellence in all areas of performance, from small chamber ensembles to wind symphony and orchestra, as well as the care and consideration he showed his peers, served as an example to his friends and colleagues at the Blair School. Recipients: Keeheon Nam (2017); Liam Glendening (2018); Julianna Darby (2019), Patrick Mills (2020), Martin Knox Randal (2021.)

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 Concklin, 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); Sabrina Bradford, Hesoo Cha (2018); Rachel Haber, Meghan Leong, Rachel Prendergast (2019), Emily Monroe, Edward Oh (2020), Kingston Ho, Damon Zavala (2021.)

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); Samantha Long (2018); Anighya Crocker (2019), S. Joshua Sheppard (2020), Christopher Elliott (2021).

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 Lobenhofer, 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); Sarah Robinson (2018); Matthew Shorten (2019), Jacob Beranek (2020).

THE ELLIOT AND AILSA NEWMAN PRIZE

Established in 2001 by Mrs. Ailsa Mackay Newman, in memory of her husband, Elliott Voss Newman, M.D., an avid amateur clarinetist. Dr. Newman was the Werthan Professor of Experimental Medicine at Vanderbilt from 1952 until his death in 1973. The prize is awarded to a promising woodwind student for excellence in performance. Previous recipients include Somerlie Aston, Leslie Romero, Jennifer Bernard, Christopher Wilson (twice), Erin Shepherd, Peter Cain (twice), Emily Kubitskey, Lauren Henry and Alina Satterfield, Amanda Tallant, Thomas Crespo, Lindsey Reymore (2012), Zachary Manzi (2013), Katie Cunningham (2014), Brian Cooper and Collin Lewis (2015), Keeheon Nam (2016), Jonathan Hearn and Ann Mozina (2017); Andrew Sledge (2018); Julianna Darby and Brigit Fitzgerald (2019), Zachary Gassenheimer, Kaylee Nielsen (2020), John Di Fatta, Emilia Lew (2021).

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 Kellndorfer, 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); Keeheon Nam (2018), Liam Glendening (2019), Logan Owens, Patrick Mills (2020), Bridget Conley, Andrew Gaffey (2021).

EXCELLENCE IN PIANO PERFORMANCE AWARD

This award is given by Blair faculty member Amy Kane Jarman in memory of her mother, June Kane, a 1947 piano performance graduate of the University of Colorado Boulder, and life-long musician. Recipients are Martin (Max) Randal (2021).

EXCELLENCE IN PERCUSSION PERFORMANCE AWARD

Established in memory of James Harrison Griggs, an outstanding percussion major, B.Mus. '94, this award is made to a percussion major for excellence in performance. Kevin Rilling and Robert Hill (2012), Allison Havlik (2013), Lucas Polson (2015), Liam Underwood (2016), Nicole Long (2017); Clark Hubbard (2018); Thomas Faulkner and Tony Kirk (2019), Madeline Dethloff (2020), Dongbin Hyun (2021).

SPIRIT OF BILLY ADAIR AWARD

The Spirit of Billy Adair Award is given to a sophomore or junior who exhibits the qualities of leadership, mentorship, excellence, musicianship, and service within the jazz program at Blair. Recipients: Andrew Gaffey (2019), Joshua Karas (2020), Julia Reda (2021).

STUDENT CITIZEN AWARD

Awarded to the sophomore or junior judged by the entire faculty to have the musical and personal qualities that best exemplify the spirit and standards of the School, especially by sharing their talent and training in music as a service to others. Established by Madeline Myers, B.Mus. '11, in memory of her father, James Agnew Myers. Recipients: Rachel Miles (2019), Somerset Peede, Lillian Wen (2020), Lucas Legan (2021).

MARK WAIT AWARD

Awarded for academic excellence and exemplary citizenship to a Blair senior with a second major outside of music. The Wait award was created by an anonymous donor in honor of Mark Wait's tenure as dean of the Blair School. Recipients: Samuel Christensen (2021).

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); Evan Bish (2018); Eliza Wong (2019), Hesoo Cha (2020), Isabel Tannenbaum (2021).

THEODORE PRESSER AWARD

In music schools all over the country, the Presser Scholarship is presented to a junior for both musical and academic excellence. At least one-third of the student's credit hours must be outside of music. The recipient must have a cumulative grade point average of 3.25 or higher and have been named to the most recent Dean's List. This award, funded by the Presser Foundation to honor the memory of American publisher and musical philanthropist Theodore Presser, is selected by the entire faculty.

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 (2013); Kelby Carlson (2014); Michaela Novakovic (2015); Ryan Bitar (2016); Zachary Kleiman (2017); Gloria Liu (2018); Patrick Mills (2019), Kaila Geisinger (2020), Somerset Peede (2021).

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 (2015); Nathan Lowry (2016); David Rodgers (2017); Lauren Urquhart (2018); Eliza Wong (2019), Hiram Rodriguez (2020), Martin (Max) Randal (2021).

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, Tessa Berger, Sarah Bronchetti, Rachel Haber, Kaila Geisinger.

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 Kellndorfer, Alina Satterfied, Arreanna Rostosky, Katie Heaton, Lindsey Reymore (2012), Jennifer George, Julia DiFiore, Charlotte Ulrich, Laura Williamson, Lydia Nance, Hannah Johnsrud, Corinne Fombelle, Sarah Clements, Jess Abbattista.

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 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; Lila Meretzky (2018); Brittany Carey Fox and Isabelle Krieger (2019), Whit Fitzgerald (2020), Jason Brauer (2021).

MAGDA AND JULIUS 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), Lauren Urquhart (2018); Reilly McNamara (2019), Bethany DiSantis (2020), Grace Brega (2021).

MICHELSON 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); Maggie Hinchliffe and Lauren Urquhart (2018), Callie Emery, Martin (Max) Randal (2020), Matthew Youngblood, Sean Yang (2021).

THE BLAIR VOLUNTEER SERVICE THROUGH MUSIC AWARD

This Award recognizes a student who, using music in service to others, has performed with extraordinary effort and distinction. Recipients have been Madeline Myers (2009), Lara Pitts (2010), Michelle Godbee and Drew Silverstein (2011), Tiffany Tieu (2012), Ann Goodrich (2013), Alyze Rabideau (2014), Meghan Dewan and June Kim (2015), Michaela Novakovic (2016), Nicole Long (2017); Gabe Newsham (2018); Corinne Fombelle (2019), Andrew Gaffey (2020), Whitney Roberts (2021).

APPENDIX B.1

COLLEGIATE SCHOLARSHIPS

Need-based Scholarships for university students are handled through Vanderbilt's financial aid office. Music merit scholarships funded by Blair are awarded by the Dean, upon recommendation of the departments, and are based on an applicant's audition and accompanying academic profile. They are renewable annually, as long as academic requirements are met, the student maintains full-time status as a Blair major in good academic standing, and are enrolled in the appropriate large ensemble each semester (regardless of degree requirements). Generally, these awards increase proportionately each year as tuition increases. Music merit scholarships become part of a student's financial aid package if need-based aid is

awarded. Need-based grants are awarded by the financial aid office; financial aid awards are based solely on the information submitted in the FAFSA and CSS Profile. 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 Administrative Manager. Blair students with concerns about financial aid should contact the Undergraduate Financial Aid Office. Questions concerning Blair Merit Scholarships should be directed to the Assistant Dean of Blair Admissions. Non-majors who wish to enroll for performance instruction may arrange to have the cost of lessons included in their package by speaking with anyone at the Undergraduate Financial Aid office, providing proof of enrollment and fee information.

ACADEMIC ACHIEVEMENT SCHOLARSHIPS

These awards are given to students who show outstanding academic achievement and strong musical promise.

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 \$5000 for one summer of study, either domestic 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.

APPENDIX B.1

COLLEGIATE SCHOLARSHIPS, CONT'D.

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 GPA required of Blair Dean's Honor Scholars. The four-year scholarships also include a summer stipend of \$5000 for one summer of study, either domestic or abroad.

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 GPA required of Blair Dean's Honor Scholars.

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 GPA, with a 2.7 in music. In addition, scholarship pianists are required to collaborate (in a capacity to be worked out with their major professor); and instrumentalists and vocalists are required to participate in the ensemble 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 the 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 GPA 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 GPA overall and a 3.0 in music. These scholarships are funded by the University. The four-year scholarships also include a summer stipend of \$5000 for one summer of study, either domestic or abroad. The Lanier Honor Scholarship is also a CV award. The Michelson Scholars Program is given as a CV award every other year, with only a total of two students at any given time in Blair.

HUMPHREYS SCHOLARSHIP

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

APPENDIX B.1

COLLEGIATE SCHOLARSHIPS, CONT'D.

MARTHA RIVERS INGRAM SCHOLARSHIP

Given by Board of Trust President Martha Ingram in 2006, this merit-based scholarship is given for four years 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.

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 based on merit for deserving undergraduate students at the Blair School of Music.

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 GPA required of Blair Dean's Honor Scholars.

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.

OTHER SCHOLARSHIPS

VU National Merit Scholarship
Marianne Byrd Scholarship
Undergraduate Music Scholarship
Michael A. Geraciotti Scholarship (need-based)
Karin Dale Coble Scholarship (need-based)

APPENDIX B.2

PRECOLLEGE SCHOLARSHIPS

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 collaborative piano 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.

UNIVERSITY CALENDARS AND SPECIAL DATES

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

Complete Academic Calendar <https://registrar.vanderbilt.edu/calendars>

Academy 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.

Since the many public and private school systems have different spring breaks, Academy 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 holy days 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 makeup 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.

The Vanderbilt Holy Days Calendar was developed to broaden the University community's recognition of its diverse religious perspectives. The listing is not exhaustive of all major holy days in every religious tradition and some variances of dates will exist due to regional differences. It was developed based on the Anti-Defamation League Calendar of Observances and additional multi-faith resource guides.

<https://www.vanderbilt.edu/religiouslife/wp-content/uploads/sites/138/2021-2022-Vanderbilt-Holy-Days-Calendar.pdf>

APPENDIX D

HEALTH, WELLNESS AND SAFETY AT VANDERBILT

Suspicious behavior should be reported to Vanderbilt Security (**Non-Emergency 615-322-2745 or Emergency 911 or 615-421-1911**) and during office hours to Heidi Basgall Favorite (2-7660) and Jared Wonderly (3-8415). If faculty file a Police Report, the file number should also be reported to Heidi Basgall Favorite. Community Service Officers patrol Blair frequently during evening hours.

BUILDING HOURS

When the building is locked, Blair faculty, staff, and university students may use their 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.

VANDERBILT POLICE *police.vanderbilt.edu 615-322-2745 (non-emergency) or 911 Emergency*

VUPD provides many services to the members of the VU Community, including assistance with automobile lock-outs & jump starts, Rape Aggression Defense System program, Emergency Planning and Crime Prevention tips. <https://police.vanderbilt.edu/services/>

SAFE VU APP *SafeVU app*

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, VandyRide, Virtual Walkhome, and more.

AlertVU <https://alertvu.vanderbilt.edu/>

AlertVU rapidly sends messages to the delivery points the user has chosen—cell phone (voice or text), landline, and Vanderbilt email account—in the event of an emergency that poses an imminent threat or danger to the Vanderbilt community. Examples include a tornado or an active shooter.

VANDYRIDE

<https://police.vanderbilt.edu/services/vandyride.php>

615-421-8888 (on campus, 1-8888)

The Vanderbilt Police Department administers the VandyRide shuttle bus at Vanderbilt University. The service consists of vans that operate from 6:00 p.m. to 1:00 a.m. See website for full schedule and route maps. <http://vandyvan.doublemap.com/map/>

WALKING ESCORTS

Supplements the vans as a service to all faculty, staff, and students. Call 615-322-2745 for assistance.

EMERGENCIES

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

Ambulance	9-911 or 615-244-6101
Emergency—Vanderbilt	911 or 615-421-1911 from off campus
Fire - Metro Fire Dept.	911 or 615-327-1300
Plant Operations – Vanderbilt	615-343-9675 (Work Management)
Blair Receptionist	615-322-7651

The fire alarm control box is located in the 1st floor Mechanical room. Plant Operations should be called at 343-9675 and notified immediately if the fire alarm sounds. Office staff will notify Plant Ops of any

HEALTH, WELLNESS & SAFETY AT VANDERBILT (CONT'D)

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. <https://www.vanderbilt.edu/plantops/>

VANDERBILT UNIVERSITY POLICE DEPT: VICTIM ASSISTANCE <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.

EMERGENCY PREPAREDNESS: GUIDELINES FOR ACTIVE SHOOTER INCIDENT

<http://emergency.vanderbilt.edu/vu/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. **Run, Hide, or – as a last resort -- Fight**

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 subject of performing arts medicine are available in the music library. Courses in Alexander Technique, Meditation for Musicians, Yoga, 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.

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.)

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 & SAFETY AT VANDERBILT (CONT'D)

HEARING PROTECTION (615) 936-5000 <https://www.vanderbilthealth.com/program/musicians-hearing-center>

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.

MASSAGE THERAPY <https://www.vanderbilthealth.com/osher/>

There are many qualified massage therapists in the Middle Tennessee area. On campus, the **Osher Center for Integrative Medicine** offers therapy for an hourly fee. The Osher Center combines traditional medicine with complementary therapies that are proven, safe and effective. It serves in a complementary role for the primary care physician.

THE VOICE CENTER (615) 343-7464 <https://www.vanderbilthealth.com/program/voice-center>

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 with Student Health Insurance seeking evaluation at the Voice Center may need to check with Student Health for a referral. The initial Voice Center visit involves a thorough, expensive evaluation; prior consultation regarding insurance coverage is encouraged.

STUDENT OF CONCERN REPORTING FORM

This form should be used to provide information about a student who is exhibiting behaviors that are of concern in relation to their person, physical, or emotional wellbeing; to provide information about a student who is experiencing a triggering event; or when you believe a student could benefit from increased support.

https://cm.maxient.com/reportingform.php?VanderbiltUniv&layout_id=4https://cm.maxient.com/reportingform.php?VanderbiltUniv&layout_id=4

HELPING OTHERS: A GUIDE AND REPORTING TOOL FOR VANDERBILT FACULTY & STAFF

<https://www.vanderbilt.edu/studentcarenetwork/helping-others/>

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. A link to the Student of Concern reporting form is found on the site as well.

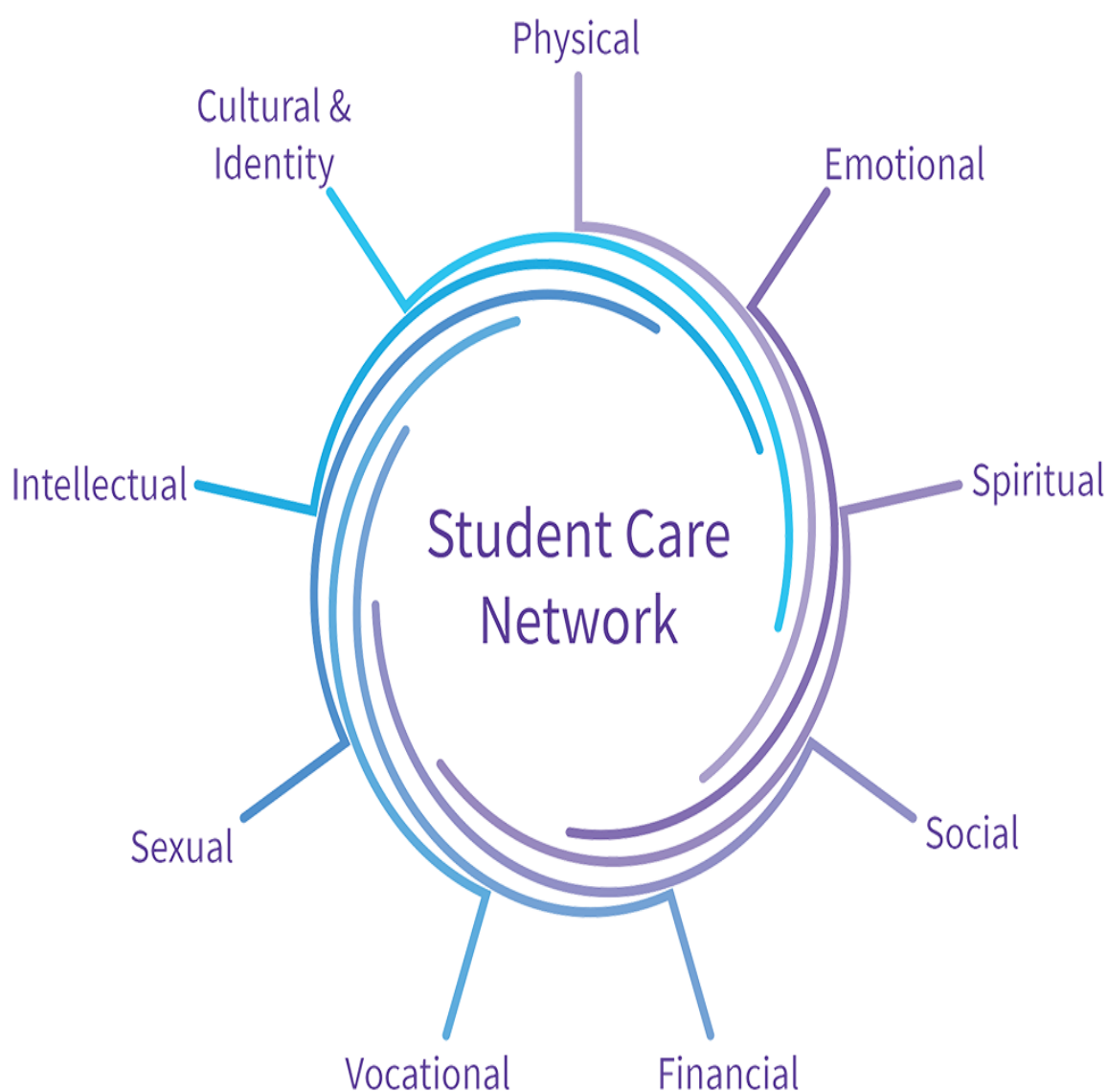
CENTER FOR STUDENT WELLBEING (615) 322-0480

[HTTPS://WWW.VANDERBILT.EDU/HEALTHYDORES/](https://www.vanderbilt.edu/healthydores/)

The mission of the Office of Wellness Programs is to create a culture that supports the personal development and academic success of students using an integrative, holistic framework. Through various outreach programs and support services, the office focuses on teaching coping skills in order to enhance resiliency.

HEALTH, WELLNESS & SAFETY AT VANDERBILT (CONT'D)**STUDENT CARE NETWORK (615) 343-WELL (9355)** <http://www.vanderbilt.edu/studentcarenetwork>

The Student Care network is a holistic network of services pertaining to health and wellness and it is available to all Vanderbilt students. The primary offices of the SCN are the Office of Student Care Coordination where students are referred to the appropriate agency for assistance. The SCN acts as a triage agent to support the student and refer them forward to either the [University Counseling Center](#), [Center for Student Wellbeing](#), [Student Health Center](#), or in some cases to an outside provider. The SCN is located in Rand Hall, Suite 305.



HEALTH, WELLNESS AND SAFETY AT VANDERBILT (CONT'D)

EDUCATION AND TRAINING RESOURCES

<http://www.vanderbilt.edu/healthydores/faculty-staff/education-and-training/>

KOGNITO: AT-RISK MENTAL HEALTH FOR STUDENTS

<https://www.kognitocampus.com/login>

Kognito 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.

TITLE IX REPORTING

<https://www.vanderbilt.edu/title-ix/>

Vanderbilt's Equal Employment Opportunity, Title IX and Student Access Services Department
Suite 975, Baker Building; 615-343-9004; titleix@vanderbilt.edu

Any Vanderbilt student, staff or faculty who has been subjected to sexual harassment or misconduct is encouraged to immediately notify law enforcement and/or seek immediate medical attention. VUPD will provide transportation upon request. Faculty are mandatory reporters and must report incidents of sexual harassment, sexual misconduct or power-based personal violence to the Title IX Coordinator. To report sexual harassment, sexual misconduct, harassment, discrimination, or retaliation please use this form: <https://vanderbilt.guardianconduct.com/incident-reporting/>

In an emergency contact VUPD at (615)322-2745.

Faculty are expected to be familiar with the Sexual Misconduct Policy:

<https://www.vanderbilt.edu/title-ix/docs/SexualMisconductPolicy.pdf>

Sexual Misconduct Support and Resource Information:

<https://www.vanderbilt.edu/title-ix/resources.php>

The Blair School of Music desires to establish and maintain a safe, healthy environment. Anyone who believes they have been the subject of a violation of University policy pertaining to matters of sexual harassment, discrimination, or retaliation should contact the Title IX office. Complete information about sexual misconduct policies of Vanderbilt University can be found in the Vanderbilt Student Handbook:

http://www.vanderbilt.edu/student_handbook/.

MARGARET CUNNIGIM 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.

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.

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 are available.