

# Policies of the University, College and Department

## Instruction

Faculty must adhere to the “Scholastic Regulations” section of the *Clemson University Undergraduate Announcements*. In delivering quality instruction, the department’s teaching staff should be guided by a common set of guidelines. At the initial class meeting, each instructor should distribute a course syllabus containing:

1. An outline of course objectives and student responsibilities.
2. A list of required materials (texts, *et. al.*)
3. A specific statement concerning your attendance policy.
4. A detailed explanation of evaluation procedures (test, papers, projects, discussion, book review, etc.) which must include their relative weight in determining a final course grade.
5. A schedule of office hours with a minimum of six hours spread over three days including availability in mornings and afternoons. These office hours must be posted on every faculty member’s door.
6. A policy for class dismissal if the instructor is late.

## MANDATORY!

UNIVERSITY POLICY REQUIRES ONE COPY OF EACH SYLLABUS FOR EACH CLASS TAUGHT EACH SEMESTER – INCLUDING ALL SUMMER SEMESTERS – MUST BE UPLOADED TO THE ONLINE SYLLABUS REPOSITORY.

The online Syllabus Repository may be found at <https://syllabus.app.clemson.edu/> .

In addition, there are several other practices to which we must subscribe:

1. Faithfulness in meeting classroom obligations both by presence to the end of the assigned period and by presentation. (If you must be absent, submit a "request for leave" form, inform the Department Chair and arrange for a colleague to teach, not just meet the class.)
2. Rigor in the administration of examinations so there are no opportunities for cheating.
3. Adherence to the policy requiring written examinations at the end of each semester and adherence to the published final exam schedule.
4. Reasonable promptness in the evaluation and return of student work.
5. Application of University policies on withdrawing from classes. In the fall semester, the deadlines are September 6, 2011 for withdrawal without a W grade and November 1, 2011 for withdrawal without final grades. In the spring semester, the deadlines are January 25, 2012 for withdrawal without a W grade and March 16, 2012 for withdrawal without final grades.

## Faculty Absences

1. All faculty must complete a “Request for Leave of Absence” form and have the Department Chair sign it at least one week prior to any planned travel during each semester. International travel requires a 3-week notification.

Note: State medical insurance is not effective without a completed form on file. This is for your own protection; and, if the absence involves travel reimbursement, it is to your benefit that the Business Manager be informed prior to the travel.

2. Travel with student groups and as an individual to conferences, etc., should be planned in advance. Please confer with the Business Manager regarding travel policies, regulations, and the procedure for reimbursement.
3. If, unexpectedly and for reasons beyond your control, you are unable to meet a class, please call the office (656-3043). If possible, try to secure a substitute for your class. At your request, a staff member may be available to take roll, receive papers, make assignments, or cancel the class.
4. If your absence from class is due to illness, fill out a “Request for Leave” form upon your return. Submit this to the Department Chair for approval. Your absence will be posted to your sick leave by the Business Manager.

## Applied Music Lessons

Students have the opportunity to register for applied music lessons each semester. These lessons are sequentially listed for non-performing arts majors as MUSIC 151, 152, 251, 351, 352, 451, and 452 and for music concentration students as MUSIC 153, 154, 253, 254, 353, 354, 453, and 454. Non-major students will receive a minimum of twelve 30-minute lessons each semester. Music concentration students will receive a minimum of twelve 45-minute lessons each semester.

Non-major students are charged a fee of \$305 each for each credit hour of lessons of which \$250 goes to the instructor of record. Music concentration students are charged a fee of \$400 for each credit hour of lessons of which \$350 goes to the instructor of record. The balance of the funds are required to pay for fringe benefits costs.

All Fall 11 applied lesson class rolls must be verified and confirmed with the office manager by September 14, 2011 so that pay rates can be submitted to HR. There will be no “adds” or pay adjustments made after that date.

All credit-generating lessons must be offered in the Brooks Center unless specifically approved in advance by the department chair.

### Applied Music Instructor Expectations

1. Each applied instructor is required to provide a syllabus to every student every semester.
2. Attendance at juries and half/full recitals is required.
3. Attendance at entrance auditions, departmental recitals, and ensemble concerts is encouraged.
4. Instructors are to assign pieces in ample time before a performance.

Recital accompanists will be provided by the Department of Performing Arts as administered by the faculty accompanist. The faculty accompanist will provide recital rehearsal guidelines to each applied faculty member each semester. Applied faculty have the following requirements:

1. Lesson assignments are to be written down at each lesson.
2. Instructors must provide lesson expectations; i.e. warming up, practicing, etc.

3. Instructors are to provide a list of materials to be purchased by the student (e.g. books, music, equipment, etc.).
4. Instructors are to provide an attendance and make-up lesson policy.
5. Instructors must provide clear grade/evaluation criteria and expectations.
6. Program information for recitals is due to the Brooks Center Coordinator (Brooks Room 221D) 2 weeks prior to a performance. Program information must be typed and include the student's name and instrument, the date, time, and place of the recital, title and composer of all pieces, composer dates (if available), and if applicable, translations and accompanist's names and instruments.
7. Instructors are to provide repertoire guidelines for each year of study (153-154, 253- 254, 353-354, 453-454). The list should be instrument specific and may include the phrase, "At the level of, or comparable to..." The works listed by the instructor are not to be construed as the course of study, but merely indicate the comparative levels of achievement to be attained. Repertoire should include compositions representing all musical styles with particular focus on original compositions for the instrument whenever possible. Each semester of study and subsequent jury is considered a prerequisite for continuing study.
8. Vocal and instrumental students requiring piano accompaniment are allotted two twenty-minute rehearsals before a performance. This includes lesson time. The student and instructor may decide how they want to use those rehearsals. All applied students are allowed two one-hour rehearsals for a half or full recital. Additional rehearsals may be arranged with the accompanist for a fee.

The following information must be included in each instructor's music concentration syllabus:

## Juries

### Requirements

Juries will serve as the final examination in private instruction for all music majors. In a ten-minute jury, the student will present a performance representative of that semester's study. Juries are required every semester.

### Repertoire

Students are expected to perform one or more solos demonstrating technical and musical proficiency appropriate to course level. Pieces will be selected by the student and teacher prior to the examination. The content of the material presented is at the discretion of the instructor but should exhibit continual progress and study undertaken during the semester. No scales are required.

### Evaluation

Written comments on a "Jury Evaluation Sheet" must be given to each student. A copy of this sheet will be retained by the instructor. The instructor's copy, along with each student's "Semester Repertory Report" and the recommendation of the jury panel, will be placed in the student's permanent file. The jury panel reserves the right to recommend or deny advancement to the next level, regardless of the grade awarded.

*Each student who performs a jury is required to bring a completed Semester Repertoire Report signed by the applied instructor. The form will include compositions begun and completed during the semester, completed compositions begun the previous semester, compositions begun but not completed, technical studies, and any ensemble music, chamber music, or accompaniments. This documentation will help faculty evaluate the progress of each student and allow the jury performance to consist of solo repertoire only. The semester repertoire report will prove invaluable to the student if there is ever a need to provide a comprehensive repertoire list.*

### Panels

Jury panels will consist of the applied instructor and two full-time faculty members.

## Benchmark Juries

Benchmark Juries will be held for sophomore majors, or majors who are in their 4<sup>th</sup> semester of applied lessons (MUSIC 254). Instructors should inform their student at their first lesson as they “begin with the end in mind” and plan ahead for the jury.

1. The benchmarks are meant to give students positive feedback and a sense of accomplishment, showing them they are on track and putting them in a position to succeed.
2. Music benchmarks are: 1) A or B jury grade, and 2) minimum 2.5 GPA in major courses.
3. In March, the music faculty will meet to review degree progress reports for these students. Students will be contacted (by student’s advisor, Director of Music, or chair) regarding their progress (or lack of) towards meeting the GPA benchmark.
4. In May, once grades are in and juries are complete, students will receive a letter from the chair on their status to continue in the major.
5. If a student does not meet the GPA benchmark, they will be prohibited from taking PA 301. If they do not meet the jury benchmark, they will be prohibited from taking MUSIC 353. Students can register for all other major courses, as grades in those courses could potentially raise their GPA.
6. A student who earns a D or F can retake a course via grade redemption in an effort to raise GPA to 2.5.
7. “Fast-track” change-of-major/transfer students would be evaluated on meeting the benchmarks after taking PA 201.

## Recitals

### Half Recital

A half solo recital is required for students in MUSIC 354. Each student in a half-recital is required to perform a minimum of twenty minutes of music. Students must perform at least one work composed specifically for their instrument.

### Full Recital

A full solo recital is required for students in MUSIC 454. Full recitals require a minimum of forty-five minutes of music. Students must perform at least three works composed specifically for their instrument.

### Applied Lesson Refund Schedule - FALL

Full refunds will be offered through September 6, 2011.  
There will be no refund of applied music fees after September 14, 2011.

### Lessons for Non-Clemson Students

Departmental faculty who use space in the Brooks Center to teach private students (students not enrolled at Clemson University) will pay a rental fee of \$1.00/lesson/student with a maximum fee of \$20.00/day. Payment may be in the form of a check (made payable to Clemson University) or cash. Each faculty member is responsible for tracking the amount owed and turning the fees in to the department's Business Manager on a monthly basis

### Course Assignments

In concert with the departmental mission and needs, the Department Chair will solicit the faculty’s course preferences for scheduling purposes. The Department Chair will make final teaching assignments.

## Graduation

By college policy, tenured and tenure-track faculty members are required to attend (in full academic regalia) one graduation ceremony per year. The Department Chair will poll the faculty to determine which faculty members shall attend each ceremony and submit those lists to the Dean in writing.

## Faculty Offices and Classrooms

1. It is required that you lock your office door when you are not in your office. Please lock all classrooms after each class and make sure that audio-visual equipment is turned off and the cabinets are locked.
2. No faculty or staff members are authorized to move furniture from one room to another. If there are special needs, please coordinate with the departmental office.
3. The Brooks Center is a smoke-free building.
4. Report any maintenance problems in your office or classrooms (air conditioning/heating, ceiling leaks, unemptied wastebaskets, lighting, etc.) to the Office Manager.

## Office Hours

All faculty are required to post and observe office hours as specified by college policy (a minimum of 6 hours spread over 3 days including availability in mornings and afternoons). At the beginning of each semester, post your class schedule outside your office and office hours on your calendar in Outlook. A copy of one week's schedule can be printed for posting purposes. Office doors are expected to be open during office hours.

## Final Examinations

Examinations are required in all subjects at the end of each semester, except in certain laboratory/applied courses in which final examinations are not deemed necessary by the department. Faculty are required to give their final exams according to the published final exam schedule.

## FALL 2011 FINAL EXAM SCHEDULE

Please go to (<http://www.registrar.clemson.edu/html/fallExam.htm>) for the Final Exam Schedule.

## Textbook Ordering and Desk Copies

The University Bookstore has set up deadlines for faculty to turn in book lists. This process can be completed on line at <http://depts.clemson.edu/campserv/bookstor.htm>. It is essential to have all requests turned in by the appropriate deadlines for your books to be in stock at the start of the semester. The practice of submitting book requests at the last minute must be avoided. If you decide to choose a new text, please start your search early in the semester. Some new books have late publishing dates and the bookstore must be able to place the order as early as possible to have stock available before classes start. The Office Manager will be responsible for ordering textbooks for new faculty and for ensuring that the order is submitted to the University Bookstore by the established deadline. Faculty members can write or call the publisher directly for desk and complimentary copies. Contact the University Bookstore at 656-2050 for publisher information. The Department of Performing Arts cannot act as the authorizing agent for faculty members to pick up desk copies at the University Bookstore.

## Registration and Drop/Add Procedures

Clemson University uses an on-line, ongoing registration system. Class rolls come via e-mail. When classes begin, students are responsible for conducting drop/add procedures via computer. After the drop/add date, faculty or the office manager may drop/add students via CRSM.

A few weeks into the semester, faculty will receive a class check-up form. Please follow the instructions carefully and return this form to the registrar's office. All faculty are responsible for verifying accurate student rolls through CRSM throughout the semester.

## Student Evaluation of Faculty

During the final four weeks of each semester, the department's "Student Evaluation Forms" will be distributed to each faculty member in a separate envelope labeled for each class taught. The Performing Arts faculty has approved these forms which contain instructions for the students to follow in filling them out. Evaluation forms are to be distributed in each class by a student volunteer and completed without the faculty member present. They are then sealed in an envelope and delivered by a student volunteer to the departmental office. The forms are stored, unopened, until final grades are collected. They are then turned over to each faculty member. The forms must be retained for annual reviews, reappointment, tenure, and post-tenure review decisions.

## Faculty Evaluation System

Clemson University mandates an annual evaluation of all faculty members. Each year, the Department Chair meets individually with each faculty member to establish goals and a plan of work. This plan is recorded on the Faculty Activity System.

During the year, faculty members are encouraged to invite the Department Chair and members of the Personnel Committee to attend selected classes as well as other appropriate events. These visits have several benefits: they help the Chair and Personnel Committee gain an appreciation for the variety of subject matter and teaching approaches used by a diverse faculty, and they allow the Chair and Personnel Committee to give annual evaluations the weight of first-hand observation. These visitations are meant to be a chance to extend the sense of collaboration between the Chair, Personnel Committee and faculty members and are done in the spirit of teaching and professional development. It is a voluntary practice, but one that helps both faculty, Chair, and Personnel Committee.

Faculty are to record their annual goals and accomplishments on the Faculty Activity System. Annual reappointment, promotion, tenure, and post-tenure review procedures are governed by policies stated in the Department of Performing Arts By-Laws.

The annual review will evaluate a faculty member's teaching, creative activity, publications, research, service, and other factors relating to the faculty member's performance. Faculty members sign the annual review and have an opportunity to respond before being forwarded to the Dean.

The Department Chair submits the annual evaluation to the Dean for signature and comments. When the Dean returns it to the Department Chair, the evaluation is submitted to the faculty member again for signature. At that time, the faculty member is given a copy, a copy is made for the Department Chair's files, and the original is returned to the Dean.

## Summer Employment

Summer employment may be available on a limited basis for faculty. Because the actual number of teaching assignments is often fewer than the number of faculty who wish to teach, a system of rotation and priority helps determine who will teach and when. The highest priority for assignments goes to interested and qualified tenured and tenure-track faculty. If interested faculty out-number course offerings, an

alternate-year rotation is established. The second level of priority is for faculty in continuing, non tenure-track lines.

A single-course load may be assigned to each interested and qualified tenured or tenure-track faculty member. A second course may be assigned to interested and qualified faculty if available, and on an alternate year rotation if necessary. If the course demands exceed the availability of tenured and tenure-track faculty, continuing, non tenure-track faculty may be offered course assignments following the same procedure.

All summer courses are enrollment dependent with twelve pre-registered students considered the minimum class size. Compensation for summer school teaching is computed on the basis of 3.25% per credit hour of the faculty member's base salary. Per South Carolina state law, the total compensation for summer school employment may not exceed 30% of the faculty member's base salary for the preceding academic year.

### Long Distance Calls

It is assumed that business-related long distance phone calls are a necessary part of the duties of teaching faculty in connection with consulting, professional membership, and responsibilities in professional organizations, research, creative activity, management of student activities, etc. In consideration of budgetary limitations, long distance usage should be kept at a minimum. According to college regulations, personal long distance calls may not be charged to your university ID code. A monthly accounting of phone calls is audited per each individual ID code.

### Professional Travel

For professional travel, faculty must gain approval from the Department Chair. Foreign travel must receive departmental, college and university approval. If the faculty member requests funding from departmental or endowment accounts, the request will be routed to the Advisory Committee for evaluation, ranking, and potential funding.

Typically, faculty travel requests exceed available funding. The advisory committee will use a system of priority in granting travel support. Faculty in tenure or tenure-track positions and traveling for the purpose of presenting a program will receive first priority in the awarding of funds. Faculty in continuing, non tenure-track, and visiting positions or faculty traveling to attend meetings will receive second priority.

Once the advisory committee has recommended the distribution of travel funds, each requesting faculty member will receive notification of the amount of support. This support will generally cover only a portion of the annual travel funds requested.

The "Request for Leave of Absence" form must be submitted to the departmental office no later than one week prior to travel. This form will be forwarded to the Department Chair for approval, a copy retained for budget purposes, and the original returned to you. International travel must be approved three weeks prior to travel.

There are a number of specific regulations governing travel by employees and student organizations. Generally speaking, individuals are reimbursed for travel after a trip has been made. Items for reimbursement may include pre-paid registration fees, transportation, housing, meals, and taxi. A state employee rate sheet is included in the forms section of this manual. Receipts must be retained (except for meals) for reimbursement. Travel reimbursements are due one week after you return. Forms are available in the departmental office and need to be returned to the Business Manager. The University will not reimburse a faculty member after 30 days. When possible, pre-pay registration fees and transportation with the departmental Visa account.

Please note: Special forms and regulations govern international travel. See the Business Manager for forms and details. International travel regulations and forms are required before a faculty member travels abroad, regardless of funding, if the travel occurs during the academic year.

### Student Travel

In all cases, students traveling off-campus for any purpose relating to a class, curriculum, or a performance, must have prior approval of the chair. In all cases, individual student indemnity insurance must be purchased through the Office of Risk Management for all departmentally sponsored off-campus trips. Contact the department Business Manager to initiate this process. (See “Risk Management” form in Section 6.)

### Consulting

The *Faculty Manual* defines “consulting activity” as “professional work performed outside University auspices that is substantively related to a faculty member’s area of expertise and duties at the University.” It further states, “The University... encourages consulting activities, provided that they present no conflicts of interest and result in no diminution of the quantity and quality of professional services rendered to the University as part of the faculty member’s normal duties and responsibilities. The primary safeguard is the requirement that the faculty member secure advance approval for consulting activities from the Department Chair and the Dean.” A Consulting Approval Form must be completed and returned to the Department Chair two weeks prior to any consulting activity.

### Dual Employment

Faculty and staff members may be employed on an overload pay basis for services that are outside the requirements of their primary job responsibilities. The maximum annual compensation allowed is 30% above the base salary (semester, academic year, or calendar year, as appropriate). Such dual employment may be either internal (e.g., overload teaching or consulting at Clemson) or external (work for another state agency). Dual employment requests must be submitted on the appropriate forms and approved through administrative channels. Remember that this policy extends to all employees of the University, including those you may wish to hire to assist with your programs. It is the faculty member’s responsibility to ensure that the proper approvals have been secured prior to beginning work for another department or state agency.

As a rule, the department does not “dual employ” its own full time faculty or staff to perform services. Faculty are encouraged to collaborate and manage interdisciplinary projects to the best advantage of the various programs.

### Guest Artists/Clinicians

All visiting guest artists or clinicians are generally considered temporary employees of the department, thus, prior approval of the chair must be granted before any verbal or written contractual agreements are offered.

### Recording Studio Fees

Faculty, staff, and students may rent time in the department recording studio. Arrangements must be made at least two weeks in advance with the Director of Music Technology. The studio fees are \$25 for the first hour of the session plus \$6/hour for every additional hour of recording and/or editing time. The client is required to provide the recording media (DAT, CD-R, etc.).

## Scheduling

The Office Manager is responsible for reserving all classroom space in the Brooks Center. All regularly scheduled Department of Performing Arts credit-generating classes are given priority in the scheduling of space in the Brooks Center. Faculty and staff who need to reserve classrooms outside of their normal class time must reserve the rooms using the reservation form found in the Appendix. Students may reserve Brooks Center classrooms with approval in advance from the department chair and subject to availability. Outside clients may also rent spaces in the Brooks Center as outlined in the Brooks Center Manual

## Sabbatical Leave Guidelines

Under the conditions outlined by the *Faculty Manual*, the College of Architecture, Arts and Humanities will administer its sabbatical leave policy within these guidelines:

*Purpose:* "To relieve faculty of normal duties so that they might pursue significant projects facilitating their professional growth and development such as to pursue independent study, to engage in research or creative endeavors, to improve teaching, and/or to conduct other appropriate pursuits, thus enhancing their future contributions to the mission of the University."

*Eligibility:* Tenured faculty members who have completed at least six years of full-time service at this institution, and with at least six years of service since the last sabbatical leave from Clemson University. For individuals seeking a second sabbatical: 1) documentation concerning fruits of first leave is essential; and 2) preference may be shown to those with year-long sabbaticals.

*Calendar:* Each year the Provost announces calendar guidelines. These guidelines will be circulated.

*Compensation:* One semester at full pay or two consecutive semesters at one-half pay.

*Coverage:* Normally, the recommending department will assume the applicant's responsibilities during the absence without increments to the departmental budget.

*Procedure:* Submit to the Department Chair a statement outlining the proposal, a copy of the University cover sheet and a current curriculum vitae; Chair in turn assesses quality of project, assures coverage of candidate's responsibilities, ranks multiple applications, and transmits to the college.

*Approval:* Requests must be additionally reviewed and approved by the Dean of the College, the Provost, and the President of the University.

*Obligation:* Following the expiration of the leave, the recipient is expected to remain in the service of the University for at least one year. Upon conclusion of the study, research, and/or other pursuits, the recipient will submit a summary of the nature of the accomplishments through the Department Chair to the Dean, and in the semester following the sabbatical, is required to share the results of this professional activity by giving an oral presentation to students and colleagues.

## Office Staff Positions

### Business Manager

This position is primarily responsible for all financial activities of the department. Duties include budgetary planning and implementation, advisement on financial policies and procedures, and department/student payroll.

### Assistant Business Manager

This part-time position assists the Business Manager in the financial operations of the Brooks Center and the Department of Performing Arts.

#### Administrative Coordinator - Brooks Center

This position is responsible for assisting the Brooks Center Director in planning, coordinating and executing the Brooks Center season of events. This includes patron activities, receptions, fund raising events, guest event programs, as well as providing audience and artist hospitality and maintaining the Brooks Center database. The Administrative Coordinator also provides desktop publishing needs for newsletters, invitations, programs, and special announcements for certain Brooks Center events. When time allows, support is to be provided to the Brooks Center Box Office Manager.

#### Administrative Assistant - Band Secretary

This position is primarily responsible for the management of the band office, student staff, and band financial accounts. Any questions concerning the band program should be directed to the band office at 656-3380.

#### Choral Secretary

This part-time position works in the Choral Office and assists the Director of Choral Activities

#### Office Manager

This position is responsible for administering office management activities including scheduling academic space for students, staff, faculty, and the community; administration of departmental space; administration of the office student labor pool; ensuring appropriate office support for the academic mission of the department; and coordination of technical support for faculty, staff, and students. Additionally, the Office Manager will coordinate the recruitment and admission processes for prospective students, oversee freshman advising, administer the student registration process, and other duties as assigned.

#### Work Study Students

Each year, several student workers are assigned to the department and are supervised by departmental staff. They assist staff in the day-to-day operations of the office. Work-study students assist with copying (with the exception of tests), phone reception, and departmental daily tasks.

The first priority of work study students is to the departmental office, but they are available to help individual faculty on a limited basis. All requests are to be coordinated with the Office Manager.

## Departmental Office Equipment

#### Copier

The copier in the workroom (221F Brooks Center) is available for faculty use. Should any difficulty arise, or you need instruction, departmental office staff and/or work study students will be happy to assist you.

Faculty/Staff may run the copier themselves or set the job aside for a work study student to do. Please coordinate with the Office Manager as to scheduled work days and times for work study students. Completed jobs will be placed in your mailbox in 221F Brooks Center.

#### Computers

All full-time faculty are equipped with a computer and are networked to a network printer in the workroom identified as BROOKS 01 in your computer's Chooser menu. If your computer has a problem, e-mail the college's computer consultants at [aah\\_computers@clemsun.edu](mailto:aah_computers@clemsun.edu), or call the departmental office (x3043) so the appropriate technician can be notified.

Faculty also have access to the mainframe system. For help, contact the Help Desk at 656-3494. If you do not know your original password or have forgotten it, you must go in person to the computer center with a picture ID to change your password. Computer IDs for all faculty, staff, and students are listed in the University phone book beside the faculty/staff/student's name.

## Audio/Visual Equipment

Any audio/visual equipment for the department not already installed in the classrooms/rehearsal spaces is housed in 221D Brooks Center. To avoid conflict, this equipment must be reserved in advance with the office manager. Students needing equipment for a presentation during class must let their instructor know so the instructor can reserve the equipment for them. EQUIPMENT SHOULD NOT BE LEFT UNATTENDED FOR ANY REASON!

## Routine Office Services

### Mail

Mailboxes are assigned to each faculty member located in 221F Brooks Center. Materials too large to fit in a mailbox will be put in an envelope or box, labeled, and a note will be put in your mailbox indicating where the materials are available.

U.S. and campus mail is dropped off and picked up daily around 10:00 am. Outgoing mail should be placed in the proper bin (stamped, unstamped, campus, etc.). All departmental mail to be postage-paid must have the department's return address on it. If not, a stamp must be affixed.

Inter-office envelopes are available. If letterhead envelopes are used internally, the outside should be stamped ON CAMPUS or INTEROFFICE MAIL. Overseas mail should be clearly stamped or marked as such.

Only in exceptional circumstances and with the Department Chair's approval should overnight mail be used at departmental expense. All large mailings generated by identifiable departmental groups must have postage charged to their respective accounts (band 0525A, chorus 0525B, players 0525C).

*Please Note: The University Post Office requests that they be notified in advance when there are large bulk mailings to be picked up, so that the carriers have the appropriate equipment when they come to make the pickup. Please call 656-7720 the day before the large mailing is to be picked up.*

### Supplies and Teaching Materials

Supplies and other teaching materials required for academic courses and for the offices are ordered by the Office Manager. These supplies may not be available after normal business hours. Please plan accordingly.

### Voice Mail

For those who maintain an office telephone, please note that all office phones have built-in voice mail. Dial 656-1058 to access the menu, customize your mailbox, and retrieve your messages. If you need assistance, please call the Telecommunications Customer Service number at 656-0332. For further information pertaining to voice mail, you may go to [http://www.clemson.edu/ccit/get\\_connected/telecom/admin\\_depts/voicemail-new.html](http://www.clemson.edu/ccit/get_connected/telecom/admin_depts/voicemail-new.html)

Routine messages taken in the main office for individual faculty will be sent to the respective faculty members university e-mail. If the message is considered to be of an urgent nature, attempts will be made to contact the faculty member by phone. All faculty should make sure that their cell and home phone numbers listed with the main office are current.

## Departmental Facilities and Keys

The Office Manager is responsible for checking out keys and for reserving space in the Brooks Center. Once your request for space is confirmed, one of the following things will occur:

- 1) the key to your reserved space will be issued on the day of the reservation; or
- 2) the Production Supervisor will be informed of the reservation and will then follow up on needs and staff issues for the event (usually for large events).

The Department Chair will have final authority in the event of any scheduling conflict. You must report any lost keys to the main office immediately.

NOTE: Space in the Brooks Theater is under the direction of the Director of the Brooks Center and must be reserved at least 6 weeks in advance in order to assess needs and assign personnel.

Space in the Bellamy Theatre is under the direction of the Brooks Theatre Technical Director.

For additional information on Brooks Center policies and fees, please refer to the Brooks Center Policy Manual.

## Financial Procedures

### General Information

The department operates the following separate financial accounts:

Band – Mark Spede  
Brooks Center – Lillian Harder  
Chorus – Justin Durham  
Clemson Players - Mark Charney  
Orchestra - Andrew Levin  
Performing Arts – David Hartmann  
Production – Woody Moore

The accounts are funded largely by college funds and are dedicated to the operation of the department's co-curricular programs. The Performing Arts account is for academic programs of the department including operation of the departmental office, supplies, teaching material, and some of the professional needs (travel, phone, postage, copying, etc.) of the faculty. Faculty who have purchase requests related to teaching and research should consult with the Department Chair. Major equipment needs for the department are planned a year in advance, although faculty are invited to submit equipment requests at any time.

Authorized purchases can be made for items totaling under \$2,500 through the Business Manager. The \$2,500 limit must include all charges for shipping and taxes. Any item that is on a state contract must be ordered from a state-contract vendor.

Purchases over \$2,500 must be approved in advance by the Department Chair and then processed using a Purchase Order. All purchases regardless of funding source are required to go through a bidding process. These requisitions are prepared by the department and routed through the purchasing division of the University for processing.

Reimbursements for purchases must be submitted to the Business Manager on a "*Performing Arts Reimbursement Form*." (See Section on Departmental Forms.) You must include the original receipts, the reason for making the purchase and an itemized list of items purchased. These will be submitted to the Department Chair for approval before reimbursement is processed.

Whether purchases are made with cash, charge account, DPV (Direct Purchase Voucher), or purchase requisition, there are many regulations that must be followed. Please plan well enough in advance to allow for proper adherence to state policies and to ensure that the order is received by the desired delivery date.

Please see the Business Manager for any questions or concerns you have on financial procedures.