

## **Adjunct FAQ**

This FAQ answers questions posed by adjuncts based on the most recent information available.

Questions are grouped under these headings:

- List of administrative duties
- Questions about applying to the School of Music
- Questions about advising for admitted students
- Questions about operations and scheduling
- Questions about auditions and juries
- Questions about compensation for various activities
- Questions about faculty performance opportunities
- Questions about day-to-day logistics
- Miscellaneous

### **Director**

Dr. Linda Monson, Director, School of Music; Director of Keyboard Studies

lmonson@gmu.edu

- Official spokesperson for the School of Music
- Hiring authority
- Budget supervision
- Personnel supervision (full time and adjunct faculty, classified staff)
- Development/fund-raising

Dr. Tom Owens, Associate Director

towens1@gmu.edu

- School of Music course scheduling
- Undergraduate curriculum

- Advising and transfer evaluations
- Undergraduate admissions

Dr. Lisa Billingham, Director of Graduate Studies

lbillin1@gmu.edu

- Graduate curriculum
- Graduate advising and placement tests
- Graduate admissions
- Supervision of graduate lecturers

### **Staff Duties**

Molly Baldovin, Assistant to the Director  
mbaldovi@gmu.edu

- Scheduling for Director
- Textbook and equipment coordinator
- Student workers
- Website
- Purchasing

Andrew Dougherty, Audition Coordinator and Recruitment Assistant  
adoughe5@gmu.edu

- Audition scheduling and logistics
- Assists Recruitment Coordinator
- Social media

Ellen Hurley, Operations Manager

ehurley2@gmu.edu

- First point of contact with operations
- School of Music event calendars
- Scheduling of all non-academic events
- Concerts, recitals, room coordination, production
- Event coordination
- Concert programs
- Recordings
- Key requests and electronic swipe access

Bridget Higgins, Operations Coordinator

bhiggin8@gmu.edu

- Assists with all operations activity
- Student recitals (lessons, studio class, etc), room coordination, production
- Assist with Faculty/Small Ensemble programs
- Scheduling of Applied Faculty lessons, recital and audition adjudicating
- Online Recordings
- Travel assistance

Katrina Sapp, Piano Technician

ksapp@gmu.edu | pianotec@gmu.edu

- Piano tuning and maintenance

Lynn Wildman, Senior Academic Advisor

mwildman@gmu.edu

- Advisor for all current and transfer students
- All questions about student degree requirements and progress
- Applied music coordinator
- Grade coordinator and proxy

### **Other important CVPA contacts**

Joan Fernandez (jferna19jferna19@gmu.edu)

Crystal Broomall (cbroomal@gmu.edu)

- All financial and contract matters in conjunction with Dr. Monson

### **Questions about applying to the School of Music**

When are the application deadlines?

For Freshmen

- Priority: November 1

- Regular Admit: January 15  
For Transfer Students
- Fall: March 1
- Spring: October 1  
For Graduate Students
- Fall: March 1
- Spring: November 1
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Where can I access application requirements?

<http://music.gmu.edu/admissions/>

### **Questions about advising for admitted students**

Where can I access the requirements for each degree?

<http://music.gmu.edu/degree-programs/undergraduate/>  
<http://music.gmu.edu/degree-programs/graduate/>

### **Questions about operations and scheduling**

What should I do if I see a problem with the facilities?

Faculty, staff and students should report any facilities related issues including maintenance, repair, equipment and temperature requests to the School of Music Office (703-993-1380).

How do I make a space reservation?

Please email the Operations Manager (ehurley2@gmu.edu) or Operations Coordinator (bhiggin8@gmu.edu) for any space or scheduling requests. When submitting any space request, please include:

- a. Room Name(s)
- b. Date & Time
- c. Intended use
- d. Name of any associated class(es)

- e. Contact person for the event if different from requestor

Which spaces can I schedule?

Operations schedules all **PAB and MTB rehearsal and performance spaces** designated for the School of Music. This does not include Harris Theatre, the Concert Hall, or Hylton Performing Arts Center spaces. Operations can assist in scheduling these spaces, but they are subject to priority booking procedures, availability, and CVPA approval. **Teaching studios** are scheduled through Operations (bhiggin8@gmu.edu). The **Conference Room (A417M)** may be reserved by faculty, staff, or student organizations for meetings, classes, or examinations. University spaces outside the School of Music must be requested through events management at 703-993-2853.

How do I schedule concerts for my ensemble?

The Operations team assists faculty producers in the scheduling of all concerts and events. Scheduling of large ensemble performances begins during the Fall semester of the preceding academic year. Scheduling meetings will be called, and the final event calendar will be finalized at the beginning of Spring semester.

When is the last day I can change my ensemble concert date?

The events calendar for each semester is considered final after the Registrar-designated last day to add classes. Past this date, changes to course syllabi related to performance and rehearsal schedule must be approved by the Director.

May I reserve a space on a recurring basis?

With the exception of Registrar-designated class and rehearsal times, recurring space reservations must be confirmed with the Operations Manager or the Operations Coordinator (Office A417N) at the beginning of each semester.

Whom can I contact for marketing concerns?

We currently do not have a staff member assisting faculty with event marketing. The School of Music Office can provide you with third party contacts if you wish to reach a marketing professional.

Whom do I contact for website concerns?

The Assistant to the Director (mbaldovi@gmu.edu) is the acting School of Music website coordinator.

What event support can I receive?

In order to receive event technical support, please submit the requested needs by the date indicated on the survey email sent by Operations.

All events in the **Concert Hall** will be managed by CFA staff. Operations may have an on-site associate to assist in certain cases.

**Harris Theatre** events are staffed by the Arts Support Umbrella (ASU) staff.

Events in School of Music spaces (**deLaski 3001 or Choral Room**) are staffed by a stage manager and front of house staff on a case-by-case basis. Most events will receive student volunteer support from one of the student Greek organizations.

What if I want to use a School of Music space for non-University activities?

All space bookings unrelated to University activities are considered rentals. The CVPA Scheduling and Rentals Coordinator is the primary contact for all rentals for the College of Visual and Performing Arts. Even requests involving School of Music spaces must be coordinated by TBA.

Whom can I contact to request an event program?

The Operations Manager (ehurley2@gmu.edu) is the primary contact for all large ensemble event programs. The Operations Manager will work with the large ensemble Directors to gather all necessary materials.

Event producers for small ensembles and recitals can utilize the template located on our website to create an event program. All ready to print programs can be submitted directly to print services located at the Johnson Center or to the Operations Manager for printing at least one week prior to event scheduled date. Please contact the Operations Manager for assistance.

How do my students schedule recitals?

The Operations Coordinator (bhiggin8@gmu.edu) is the primary contact for all questions about recitals. Recital deadlines, policies, and procedures are posted on the School of Music website under Student Forms and Materials (<http://music.gmu.edu/forms-and-materials/>). Please refer to these documents for current semester deadlines and approval forms.

Do my students have access to all PAB 2<sup>nd</sup> floor practice rooms?

Students have general access to the PAB second floor practice rooms. The School of Music unlocks these rooms at 8:30 am Monday-Friday and GMU Security locks them at the end of each day.

#### General Practice Rooms

The designated general practice rooms are the following: A218, A219, A220, A223, A224, A229, A231

#### Area Specific Practice Rooms

The designated area specific rooms are the following: A217, A221, A225, A226, A227, A228, A232

Each area-specific practice room will have a unique access code. A student may obtain the access code from Operations (ehurley2@gmu.edu).

## **Questions about auditions and juries**

Who is required to perform a jury?

All minors, undergraduate, and graduate majors are required to perform a jury, unless they are giving a degree recital that particular semester, or are chosen to perform on the Scholarship Benefit Concert or Honors Recital. Non-major students are NOT required to perform a jury.

How are faculty chosen to sit on audition panels and juries and to judge recitals?

Area Directors manage faculty participation in these events.

How many people are supposed to be on a jury or audition panel?

There should be three people. Voice juries are often larger (4-5 people). The Graduate Committee along with faculty from the relevant area hear DMA auditions.

How are faculty appointed and paid to sit on audition panels and juries and to judge recitals?

Area Directors are required to sit on audition panels and to adjudicate at juries and recitals. Area Directors may appoint additional adjunct faculty as needed for such panels. Faculty so appointed will be paid for their time.

Are applied faculty welcome to be a part of seating auditions?

The ensemble directors conduct seating auditions. Faculty wishing to participate should contact the director of the appropriate ensemble.

## **Questions about compensation for various activities**

What other additional duties can we be paid for (juries, recital committees, honor band, recruiting in the schools, etc)?

There is a limited budget for faculty compensation or expense reimbursement for specific approved activities. For recruiting, contact John Kilkeny (jkilken1@gmu.edu). All expenditures must be approved by the Director.

Is there any sort of budget allocated to bringing in guest artists for masterclasses and recitals?

Discuss with your Area Director. There are limited guest artist funds available through the School of Music.

Are there funds to defray our costs when we attend conferences or travel to other colleges and universities to perform masterclasses and recitals?

Please find the travel request form [here](#).

### **Questions about faculty performance opportunities**

Are there funds for advertising faculty recitals?

The Assistant to the Director creates posters for the series. Faculty Artists Series recitals will receive electronic marketing via the website, e-mail, etc.

Since there are so few Faculty Artist Series concert dates, is it possible for faculty members to self-produce their own recitals in de Laski as long as it is done at no cost to the SMUS?

Yes, faculty may schedule recitals in de Laski and other specified venues outside of the formal Faculty Artist Series. Contact the Operations Manager (ehurley2@gmu.edu) for scheduling and event production guidelines.

### **Questions about day-to-day logistics**

How can I get discounted parking?

For complete information, see <http://parking.gmu.edu/permitfinerefundrates.html>

Where can I make photocopies for my class?

Use Print Services (Johnson Center room 135) for class-related photocopying. A student worker or staff member in the School of Music will provide you with the required organization number. Large or expensive projects (color copying, large sizes, etc.) must be approved by the Director.

Where can I review syllabi from other faculty instructors?

Syllabi may be accessed by contacting the Assistant to the Director (mbaldovi@gmu.edu).

Where can I meet with students privately during office hours?

The adjunct faculty office is located in PAB A417L (inside the main music office). Rules for use of the room are posted.

Does the School of Music have a Scantron machine?

Yes. It is in the main music office (PAB 417).

Where can I get help with Blackboard?

Contact IT via e-mail [support@gmu.edu](mailto:support@gmu.edu) or phone 703-993-8870. The IT office is in Innovation Hall 233. Workshops related to technology and other issues are described here <http://workshops.gmu.edu/calendar/>

Whom should I contact if I have a question or concern about my job?

The Director ([Imonson@gmu.edu](mailto:Imonson@gmu.edu)) handles personnel issues. You may also contact Human Resources at [hr.gmu.edu](http://hr.gmu.edu).

When are final grades due?

Grades are due 48 hours after the scheduled final exam for the course. All grades **must** be turned in by Thursday of the second week of exams.

How do I submit final grades?

Submit final grades via patriot web [patriotweb.gmu.edu](http://patriotweb.gmu.edu). Lynn Wildman ([mwildman@gmu.edu](mailto:mwildman@gmu.edu)) is the grade coordinator and grade proxy; she can assist with any grade-related questions.

Applied music cards

Applied lesson cards are required each semester. Please see Lynn Wildman to pick up these cards at the beginning of each semester. These cards will help track each of the required lessons throughout the semester. At the end of the semester, prior to the jury performance, all cards must be signed by both the faculty member and student, and turned in to Lynn Wildman. Please see her with any questions.

## **Miscellaneous**

What are the important dates and deadlines for the upcoming semester?

<https://registrar.gmu.edu/calendars/>

Whom do I need to notify if I have to change a lesson time or location?

Contact the student as soon as possible.

How do I propose a new class or suggest a change to the curriculum?

The Undergraduate Curriculum and Academic Planning Committee and the Graduate Committee make recommendations to the full faculty on changes and additions to the curriculum for their respective areas. The committees meet monthly during the academic year. Suggestions from faculty are welcome, and meetings of the committees are open. Contact Dr.

Tom Owens (undergraduate) at [towens1@gmu.edu](mailto:towens1@gmu.edu) or Dr. Lisa Billingham (graduate) at [lbillin1@gmu.edu](mailto:lbillin1@gmu.edu) for additional information.