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 compensation for various activities
- Questions about faculty performance opportunities
- Questions about day-to-day logistics
- Miscellaneous

Personnel

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, adjunct, staff)
- Development/fundraising

Associate Director

Dr. Tom Owens
towens1@gmu.edu
- School of Music course scheduling
- Undergraduate curriculum
- Advising and transfer evaluations
- Undergraduate admissions
Director of Graduate Studies

Dr. Gregory Robinson
grobins8@gmu.edu
- Graduate curriculum
- Graduate advising and placement tests
- Graduate admissions
- Supervision of graduate lecturers

Staff Duties

Dr. Carrie Ann Delaney – cdelane2@gmu.edu
Academic Program Manager
- Advisor for all current and transfer students
- Student degree requirements and progress
- Coordinates academic scheduling
- Applied music coordinator
- Grade coordinator and proxy
- Implements academic policy
- Maintains student records

Brianna Schoen – bschoen@gmu.edu
Assistant to the Director | Marketing Coordinator
- Scheduling for Director
- Inventory liaison
- Student workers
- Website/newsletters/social media
- Purchasing

Emily Craine – ecraine@gmu.edu
Recruitment and Audition Coordinator
- Manage schedule, coordinate, and oversee all undergraduate and graduate audition days for the School of Music
- Oversee processing of all applications and results and communicate with University and CVPA admissions, area directors, and ensemble directors
- Oversee all communication of undergraduate acceptance and denial letters
- Manage student files for scholarship information to communicate with scholarship committee
- Meet with prospective students and parents
- Represent School of Music at University admissions events and outside arts-specific
Ellen Rizzuto – erizzuto@gmu.edu
Operations Manager
• School of Music event calendars
• Concerts, faculty recitals, room coordination, production, departmentals, and masterclasses
• Event coordination
• Concert programs
• Key requests and electronic swipe access
• Guest artist payment coordination
• Purchasing (wind, brass, percussion, orchestra sheet music)

Bridget Higgins – bhiggin8@gmu.edu
Operations Coordinator
• Student recital production, including performance and dress rehearsal scheduling, coordinating technical needs, copyright checks, and livestream support
• Audio and video archives
• Assists with all operations activities
• Greek organization point of contact

Emanuil Yorgov – eyorgov@gmu.edu
Piano Technician
• Piano tuning and maintenance

Other important CVPA contacts

Meghan Blydenburgh - mblydenb@gmu.edu
• HR & Payroll Coordinator, College of Visual and Performing Arts
• Assists with all financial and contract matters in conjunction with Dr. Monson

Crystal Broomall - cbroomal@gmu.edu
• Finance Specialist, College of Visual and Performing Arts
• Assists with all financial and contract matters in conjunction with Dr. Monson
Questions about applying to the School of Music

Application deadlines:

Undergraduate
- University Early Action, Honors College, and Academic Scholarship Consideration: November 1
- CVPA Freshman Early Action Deadline: Schedule audition by November 15th
- Fall Admission Standard Deadline: February 1
- CVPA Freshman Regular Decision Deadline: Schedule audition by February 15th
- School of Music Merit Scholarship Consideration: Complete an audition prior to March 1
- Spring Admission Priority Deadline: October 1

Transfer
- Fall admission: March 1
- Spring admission: October 1

Graduate
- Fall: February 1
- Spring: October 1

Where can I access application requirements?

https://music.gmu.edu/auditions/

Where can I access the requirements for each degree?

https://music.gmu.edu/degree-programs/advising/

Questions about operations and scheduling

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

Faculty, staff, and students should report and 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 (erizzuto@gmu.edu) or the Operations Coordinator (bhighgin8@gmu.edu) for any space or scheduling requests. When submitting any space requests, please include the following information:

- Room name(s)
- Date & time
- Intended use
- Name of any associated class/classes
- Contact person for the event

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 Center for the Arts 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 (bhighgin8@gmu.edu). The Conference Room (PAB 417M) may be reserved by faculty, staff, or student organizations for meetings, classes, or examinations. University spaces outside of 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 the 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 add/drop deadline. Past this date, changes to course syllabi related to performance and rehearsal schedules 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 at the beginning of each semester.
Who can I speak with about marketing?

Brianna Schoen (bschoen@gmu.edu) is our School of Music Marketing Coordinator. She can help market your performance by creating posters, post on social media, submit it to University Events, hang posters around the campus, etc.

Who do I contact with website concerns?

Brianna Schoen (bschoen@gmu.edu) is the School of Music webmaster.

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, Choral Room, Band 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.

Who can I contact to request an event program?

The Operations Manager (erizzuto@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-for-print programs can be submitted directly to Print Services (located in the HUB) or to the Operations Manager for printing. All programs must be submitted for printing at least one week prior to the event’s 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 recital-related questions. Recital deadlines, policies, and procedures are posted on the School of Music website under “Student Resources” (https://music.gmu.edu/resources/students/recitals/). Please refer to this webpage for checklists, instructions, and more.
Practice Rooms

General Practice Rooms

The designated general practice rooms in the Performing Arts Building are the following: A218, A219, A220, A223, A224, A229, and A230

The designated general practice rooms in the Music/Theater Building are the following: 2001, 2002, 2006, 2009, 2037, 2039, 2041, 2042, 2044

Area Specific Practice Rooms

The designated area specific rooms in the Performing Arts Building are the following: A217, A221, A225, A226, A227, A228, A231, and A232.


Auditions and Juries

Who is required to perform a jury?

All minors, undergraduate, and graduate music majors are required to perform a jury, unless they are giving a degree recital that particular semester. Non-major students are NOT required to perform a jury.

How are faculty chosen to adjudicate auditions, juries, and 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 (4-6 people). The Graduate Committee, along with relevant faculty, will hear DMA auditions.

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

Area Directors are required to sit on audition panels and to adjudicate juries and recitals. Area Directors may appoint additional adjunct faculty as needed. Appointed faculty 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

What other additional duties can faculty be paid for?

These events include juries, recital committees, recruitment, and prospective student lessons. All payments must be approved by the Director.

Is there a budget allocated to paying guest artists for masterclasses, and recitals?

Please discuss this with your Area Director. There are limited funds available through the School of Music to compensate guest artists.

Are there funds to defray conference and travel costs for work-related travels?

All travel expenses must be approved by the Director. Please fill out a Travel Reimbursement Request form. Once that is approved please create an expense pre-approval form using the Mason Finance Gateway Portal. Once the trip is complete, upload relevant receipts and information to the Finance Gateway Portal.

Faculty Performance Opportunities

How is the Faculty Artist Series advertised?

The Marketing Coordinator (bschoen@gmu.edu) creates posters and digital marketing materials for the recital.

Is it possible for faculty members to self-produce their own recitals in deLaski 3001?

Yes, faculty may schedule recitals in deLaski 3001 and other specified venues outside of the formal Faculty Artist Series as long as it poses no cost to the School of Music. Contact the Operations Manager (erizzuto@gmu.edu) for scheduling and event production guidelines.
Day-to-day logistics

How do I get information about discounted parking and payroll deductions?

For complete information, visit the Parking Services website (https://transportation.gmu.edu/parking-services/faculty-staff/).

How can I make photocopies for my classes?

You may use Print Services in the HUB or use the photocopier in the Music Office. A student worker or staff member in the office can assist you with logging into the copier. Additionally, you can set up a print account using your Mason ID. Contact Brianna Schoen to get printing access. Large and expensive copy projects (color printing, large sizes, etc.) must be approved by the Director.

How can I access syllabi from previous classes?

Please email the Assistant to the Director (bschoen@gmu.edu) with any syllabi requests.

Where can I meet with students individually during office hours?

The adjunct faculty office is located inside the music office (PAB 417L). Rule for use of the room will be posted.

Does the School of Music have a Scantron machine?

There is a Scantron machine in the music office (PAB 417B).

Where can I get help with Blackboard?

You may contact ITS Support Center via email at support@gmu.edu or by phone (703-993-8870). Walk-in support is currently unavailable due to COVID. Consult these instructions if you would like to register for IT-related webinars/trainings.

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

The Director (lmonson@gmu.edu) handles all personnel issues. You may also contact Human Resource at hr@gmu.edu or (703) 993-2600.
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 the Thursday of the second week of exams.

How do I submit final grades?

Submit final grades via PatriotWeb (patriotweb.gmu.edu). Dr. Delaney (cdelane2@gmue.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 Dr. Delaney to pick up these cards at the beginning of each semester. These cards will help keep track of the required lessons throughout the semester. At the end of the semester (prior to the final jury performance), all cards must be signed by the faculty member and student, and turned in to Dr. Delaney. Please contact Dr. Delaney (cdelane2@gmue) with any questions.

Miscellaneous Items

Where can I find important dates and deadlines for the semester?

Visit the Registrar’s website: https://registrar.gmu.edu/calendars/

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

Please email the student directly as soon as possible. Please also email the Operations Coordinator (bhighkin8@gmue.edu) to schedule a room for a make-up lesson.

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

The Undergraduate Curriculum, the Academic Planning Committee, and the Graduate Committee make full recommendations to the full faculty regarding 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@gmue.edu or Dr. Greg Robinson (graduate) at grobins8@gmue.edu for additional information.
Who do I speak with if I have concerns about an honor code violations (plagiarism, cheating, etc.)?

Please refer these cases to either Dr. Owens or Dr. Delaney. Documentation will need to be sent to the Office of Academic Integrity so that an investigation can take place. Find out more at https://oai.gmu.edu/.