

**The University of Oklahoma
School of Music**

By-Laws

Revised and Approved, April 30, 2025

The provisions outlined herein are consistent with the regulations in the Faculty Handbook for the University of Oklahoma. These School of Music By-laws and policies are subject to the current laws and actions of the University of Oklahoma Board of Regents and other University policies and procedures as described in the Faculty Handbook and as subsequently revised. Each by-law is intended to be interpreted and applied in a manner consistent with the current Regents' policies and actions. In the event of a conflict, the Regents' policies and those stated in the current Faculty Handbook for the University of Oklahoma shall take precedence.

Section I. Mission and Goals

STATEMENT OF VISION

MISSION

The Mission of the School of Music at The University of Oklahoma is to advance learning, teaching, scholarly and creative activity, and service. Faculty and students will actively promote and contribute to the teaching profession, discover knowledge as performers and researchers, and enhance the discipline of music through professional service at the national and international levels. Established in 1903, the School of Music was the second School formed on the OU campus and the University of Oklahoma has been an Institutional Member of the National Association of Schools of Music since 1931. As the only doctoral-granting music school in Oklahoma, the OU School of Music will serve its constituents through the artistic and scholarly productivity of its faculty, students, and alumni. The University of Oklahoma awards music degrees in the areas of composition, education, musicology, pedagogy, performance, and theory. The School of Music at OU maintains its traditions while offering programs that prepare students for an evolving and exciting future.

GOALS

The goals of the OU School of Music are to be the school of choice for highly qualified students across the nation, to create access and opportunity for students who demonstrate promise and potential, and to be among the top public university schools of music in the United States. Graduates of the School of Music will compete among the nation's best musicians, scholars, and teachers in all professional endeavors.

Section II. Membership

The membership of the School shall consist of all faculty holding an academic appointment with the rank of Instructor and above. The full faculty shall vote on all curricular, operational, and policy matters, including the election of members of Committee A. Voting on personnel actions (tenure, promotion, etc.) must follow university guidelines as described in the Faculty Handbook, as well as College and School policies. Faculty who are tenured and hold the rank of Associate Professor or Professor vote on personnel matters in appropriate relation to their rank. The voting body for members of Committee A shall consist of all faculty who are evaluated by Committee A.

Section III. Meetings of the School

School of Music full faculty meetings shall normally be held on the first Wednesday of the month during the academic year. At least three full faculty meetings should be held during the fall and spring semesters. All tenured and tenure-track faculty are expected to attend. Instructor and Lecturer-rank faculty appointees and staff are invited to these meetings.

Additional meetings may be called by the Director or by petition of at least twelve faculty members. A quorum for the purpose of voting shall consist of one-half of the voting membership of the faculty.

Section IV. Committee Structure

The Director of the School of Music shall appoint all committees with the exception of those elected members of Committee A, and others as noted in these By-Laws. The Director may consult with Committee A and/or other appropriate faculty concerning appointments to standing and ad hoc committees. Committee recommendations are made by faculty directly to the Director of the School of Music. The following policies will govern the make-up of committees in the School of Music:

- All full-time faculty of the School of Music may serve on permanent standing committees.
- Appointments to any committee shall ordinarily be for no more than three consecutive years.
- Faculty members may, and are encouraged to, notify the Director regarding preferences of committees on which they wish to serve.
- In most circumstances no faculty member will serve concurrently as chair of more than one standing committee at the same time.

- Committee appointments will be published and distributed to the faculty at the beginning of each fall term.
- The Director of the School of Music (or their authorized representative) serves as ex-officio on each committee unless otherwise noted in the bylaws.
- Committee recommendations, or elections, shall be determined by a simple majority vote or consensus.

A. Committee A

Committee A shall consist of the Director of the School and two elected members of the tenured faculty. Elected members of Committee A serve two-year staggered terms. The Committee A election shall take place at the last full faculty meeting of the academic year. Voting shall be by secret ballot and all faculty evaluated by Committee A must cast a vote for one of the nominees or abstain. Votes will be solicited from faculty members not in attendance at the meeting. Faculty members on sabbatical may have the option of voting or not voting. Votes may be solicited from faculty members not in attendance and out of the country for a period of five consecutive working days after the meeting. An elected member of Committee A may not succeed themselves. The Director of the School of Music shall serve as the Chair of Committee A.

Duties of Committee A are those stated in the Faculty Handbook and the following:

1. Prepare and transmit to the Dean formal recommendations concerning annual faculty evaluations.
2. Prepare recommendations for increases in salaries of faculty.
3. Nominate faculty members for faculty awards.
4. Interview prospective new faculty.
5. Serve as tenure and promotion committee.
6. Develop and/or evaluate unit operation and personnel policies and procedures for faculty approval.
7. Review and make recommendations on requests for sabbatical leaves.
8. Review and make recommendations on Graduate Faculty Status (RM3 and RM4).

B. Graduate Studies Committee

The Graduate Studies Committee shall consist of one member from each Division and the Coordinator or Assistant Director of Graduate Studies. The members shall hold the earned doctorate or its equivalent and all must be members of the Graduate Faculty at the RM3 or RM4 level. Faculty appointments shall be for overlapping three-year terms. Two graduate students will be selected to serve as student representatives on the

committee. One student will represent the research-oriented degrees and the other student will represent the practice-oriented degrees. At least one of the two students must be in a doctoral program. Student members may provide input but cannot vote. This committee will make recommendations to the School of Music faculty regarding graduate curricular matters and will determine the procedures for graduate entrance examinations in music history, theory, aural skills, and piano proficiency.

Proposals for curricular change normally will initiate with the faculty of the area teaching the courses. However, proposals may be initiated by any faculty member or by the Graduate Studies Committee. All curricular issues are discussed, referred to the appropriate area if necessary, and eventually forwarded with recommendation to the Director for discussion and vote by the Faculty of the School of Music.

C. Undergraduate Studies Committee

The Undergraduate Studies Committee shall consist of one member from each Division and the Coordinator or Assistant Director of Undergraduate Studies. Three students will be selected to serve on the committee and will represent (1) the BME program, (2) the BM program, and (3) the BMA or BA program. Student members may provide input but cannot vote. Faculty appointments shall be for overlapping terms. This committee will review policy and make recommendations to the School of Music faculty regarding undergraduate curricular matters and address other issues related to the undergraduate education of students in the School of Music.

Proposals for curricular change normally will initiate with the faculty of the area teaching the courses. However, proposals may be initiated by any faculty member or by the Undergraduate Studies Committee. All curricular issues are discussed, referred to the appropriate area if necessary, and eventually forwarded with recommendation to the Director for discussion by the Faculty of the School of Music.

D. Strategic Planning Committee

The make-up of the Strategic Planning Committee shall consist of the Director, Associate Director, and the Division Heads. The Director shall serve as chair.

The Strategic Planning Committee (SPC) shall serve as the faculty advisory council to the Director and shall work with the Director as the central planning committee. The SPC shall:

1. consider and make recommendations regarding the prioritization of needs and goals of the School, including personnel and fundraising objectives;

2. consider and make recommendations regarding the future size and scope of the School;
3. consider matters relevant to the mission, goals, and objectives of the School presented to it by the faculty, staff and/or student body;
4. advise on issues of budget, including allocations and/or expenditures, and rescissions;
5. review and recommend by-law changes to the faculty; and
6. chart and review the School's growth and development.

E. Music Technology Committee

This committee shall consist of at least five faculty members. It shall deal with issues concerning the use, maintenance, updating, staffing of labs, and other matters concerning music technology and innovation in the School of Music. This committee may recommend policy concerning the direction the School should take in keeping abreast of emerging technologies and their impact on teaching, research and creative activity, and service.

F. Library Committee

This committee shall serve in an advisory capacity to the Director regarding policies concerning the music area of the Fine Arts Library. This committee should consist of the Music Librarian, the Fine Arts Librarian, and at least three music faculty members. This committee may also recommend policy governing the use of all media and of all listening lab materials.

G. Ad hoc Committees

Ad hoc committees may be appointed by the Director as specific needs arise. Service as a member or chair of a standing committee will not disqualify faculty members from similar appointments on ad hoc committees.

H. Formation of New Standing Committees

The Director may formally constitute additional standing committees consistent with general committee policy above. Forming a new standing committee requires a faculty majority vote.

Section V. Administration/Structure

- A. Director of the School of Music
- B. Associate Director of the School of Music
- C. Assistant Director of the School of Music/Coordinator of Undergraduate Studies and Scholarships
- D. Assistant Director of the School of Music/Coordinator of Graduate

Studies

- E. Additional Assistant Director(s) as appropriate to support program needs such as recruitment, mentoring, advocacy, and other operations services
- E. There shall be nine Divisions in the School of Music (for the purpose of representation on the Undergraduate Studies Committee, the Graduate Studies Committee, and the Strategic Planning Committee):
 - 1. Brass & Percussion
 - 2. Ensembles & Conducting
 - 3. Keyboard
 - 4. Music Education
 - 5. Musicology, Ethnomusicology, General Studies
 - 6. Strings
 - 7. Theory, Composition, Technology
 - 8. Vocal Arts
 - 9. Woodwinds
- F. Divisions and Division Heads Committee
There shall be nine Divisions in the School of Music.
 - 1. Brass & Percussion
 - 2. Ensembles & Conducting
 - 3. Keyboard
 - 4. Music Education
 - 5. Musicology/Ethnomusicology/General Education
 - 6. Strings
 - 7. Theory, Composition, Technology
 - 8. Vocal Arts
 - 9. Woodwinds
- 1. Division Heads
 - a. Division Heads will be elected from the tenured faculty members of their Division, will serve 3-year terms, and may serve additional terms. In instances in which no faculty members in the Division are tenured, the Director shall appoint a Division Head, in consultation with faculty members within the Division and Committee A.
 - b. Division Heads will meet at least once per semester with the Area Chairs in their Divisions and the faculty in their Divisions.
 - c. Division Heads will be responsible for distributing information, fostering communication throughout the School of Music, and reporting to the Director.
 - d. Division Heads will serve as members of the Strategic Planning Committee.

G. Area Chairs

Area Chairs will be appointed by the Director in consultation with the faculty of the area. Area faculty may nominate Area Chairs. Area Chairs will serve 3-year terms and may

serve additional terms.

Area Chair responsibilities shall include:

1. Facilitating the area including (a) appropriate student issues; (b) juries; (c) undergraduate and graduate admissions and scholarships; (d) curricular matters; (e) and other area operations
2. Calling, developing agendas, and chairing area meetings;
3. Representing the area at meetings;
4. Assigning students in consultation with faculty in multiple faculty areas; and
5. Distributing information, fostering communication, throughout the area, and reporting to the Director.

H. The School shall be administered by the Director who will, in Consultation with the Dean, define an administrative structure within the School to effectively deal with issues related to but not limited to:

1. Strategic planning
2. Class scheduling
3. Calendar of activities
4. Course offerings
5. Continuing education activities
6. Recruitment and publicity
7. Recruitment of faculty (with Committee A)
8. Graduate assistant candidate screening

See Addendum I. Director of the School of Music, Associate Director of the School of Music Duties.

Section VI. Evaluation of Faculty

Each year the Committee A and the Director of the School will review each faculty member's performance and will provide each faculty member with a written statement describing the results of that review. Suggestions for personal career improvement will be given as part of the individual's annual review. These evaluations also will be the basis for recommending annual merit increases.

Since recommendations for merit salary increases go forward in the spring, the annual evaluation time period will be based on the calendar year from January through December 31 of the previous year.

Merit increases are considered rewards for past performance. Time in rank and prior service will not normally be considered for merit increases, unless no merit money was available at a previous time when the faculty member was recommended for such an increase. In that case, Committee A, the Director, and the Dean may take into consideration service prior to the previous year.

A. Criteria

The three basic areas of achievement, Teaching, Research, Scholarly, and Creative Activity; and Service, and the accompanying evidence of these achievements, will be considered in the annual evaluation. For merit increases, emphasis will be placed on Teaching, Research, Scholarly and Creative Activities, and Service based on a faculty member's workload distributions. In general, criteria for the evaluation of Research, Scholarly, and Creative Activities will be those articulated in the School of Music Criteria for Annual Evaluation document and associated rubric. Special assignments that result in different weightings are possible, provided that the faculty requests a change in weightings in writing from Committee A and Committee A grants the weightings change in the semester prior to the annual evaluation. written understanding is prepared and made available to the faculty member at the time the assignment is made.

B. Process

All members of the faculty will be evaluated each year by Committee A and the Director. Data that support the three major areas of achievement will be considered as part of the evaluation. Faculty should reference the School of Music's Criteria for Annual Evaluation policy for determining data and evidence to upload to the University's annual evaluation software/program. Faculty should reference all annual evaluation documents available on the University of Oklahoma Provost's website.

The relative weighting and priority of each criteria will be determined by the person's area of specialization and responsibility. The common workload distribution weightings for tenure-track and tenured faculty are 40% teaching, 40% research and creative activity, and 20% service. A faculty member may petition Committee A to consider an adjustment to this weighting in writing prior to the time period being evaluated. The calendar year weighting will be reviewed annually upon submission of the previous year's annual report.

Upon completion of the review, Committee A and the Director will supply each faculty member with a written Summary Report of Annual Faculty Evaluation form describing the results of the review. Additional suggestions for personal career development may be included. In addition, the recommended weightings of teaching, research, and service will be confirmed.

At the time salary recommendations are requested, each member of the faculty will be considered for a merit increase. It will then be the responsibility of the Director working with Committee A to follow guidance from the Provost's Office and/or Regents and/or University President to assign merit increases to the individual for the next academic year.

These recommendations and amounts are then sent forward to the Dean for their approval, revision, and forwarding to the Provost. The appropriate appeal process is outlined in Section 3.9 of the Faculty Handbook.

Deadlines for faculty evaluations vary from year to year. Approximate deadlines are:

Fall Semester – Faculty input activities in the University's annual evaluation software.

January 15 – Faculty activity submissions are due for review by Committee A.

April 1 - Faculty evaluation forms are forwarded to the Dean's Office from Schools and departments.

May 1 - Faculty evaluation forms are forwarded to the Provost from Dean's Office.

C. Third-Year Review

The Third-Year Review follows the basic procedures required in the sixth year for OU tenure and promotion. It is intended to assist the tenure candidate in the development and completion of objectives *before* the tenure year. As the cumulative assessment of a faculty member's progress toward tenure thus far, it is the basis for personnel recommendations. For incoming tenure-track faculty with an accelerated tenure timeline, the timing of the Third-Year Review can be negotiated.

Candidate Responsibilities.

- In addition to the annual faculty activity report, the candidate will prepare a Third-Year Review Dossier using the OU Guidelines for the Tenure and Promotion Dossier. The Third-Year Review Dossier is due by the first day of class of the spring semester of the candidate's third year. External letters are not required, but the candidate may solicit and include them in the dossier.

Faculty Review

- A Third-Year Review Committee will be formed each year to review all candidates and make a report to Committee A. (Members of Committee A are therefore not eligible to be on the Third-Year Review Committee.) Two tenured faculty will be elected by the full faculty at the end of each spring semester to serve a one-year term for the following year. In addition to these two members, each candidate's committee will include a tenured faculty member from the candidate's area/division, who shall be appointed to the candidate's committee by the Director, in consultation with the candidate and Committee A.
- The Third-Year Review Committee will prepare a summary for Committee A of the candidate's teaching, research/creative activity, and service by reviewing previous annual evaluations, observations of teaching, student evaluations, and other materials in the dossier prepared by the candidate,

Administrative Review.

- After reviewing the confidential report from the Third-Year Review Committee and the dossier prepared by the candidate, Committee A will make one of the following recommendations:
 - Recommend reappointment
 - Recommend reappointment with improvement needed
 - Recommend non-reappointment
 - If improvement is needed, the recommendation will include specified items that need attention. The recommendation by Committee A will be forwarded to the Dean. Committee A will provide the candidate with a Third-Year Review letter

that will serve as the Progress Toward Tenure letter for that year.

Section VII. Procedure for Initiating Curriculum and Course Changes

A. Curriculum approval

Requirements for all new degree programs and majors, as well as substantive changes in these programs (unit hours awarded for courses, requirements for completion of the degrees, and substantive changes in contact hours for required courses) may be proposed by any faculty member and shall be approved by the curricular Area and/or Division in which the program falls, by the Undergraduate or Graduate Studies Committee as appropriate, and finally by a majority vote of the faculty in a full faculty meeting.

B. Course approval

All new courses may be proposed by any faculty member and shall require the approval of the curricular Area and/or Division in which the program falls, followed by the Undergraduate or Graduate Studies Committee as appropriate. Sections of special topics courses such as M--- 4970, M--- 5970 are considered to be temporary offerings and do not require the approval of the Undergraduate or Graduate Studies Committee.

Section VIII. Changes in By-laws

A motion to change the Bylaws requires a majority vote of the faculty for passage. A proposed change shall be put to vote when:

- it has been distributed to the faculty in writing at least one week prior to the meeting; or
- the motion was originally presented at the preceding meeting of the faculty, or earlier; or
- unanimous consent of those present in the meeting of the faculty is granted to proceed to a vote.

February, 1993 (rev. November, 1993; February 1995, April 30, 2025)

CRITERIA FOR SCHOOL OF MUSIC FACULTY APPOINTMENTS, PROMOTION AND TENURE

I. Non Tenure-Track Appointments

A. Adjunct Professors, Lecturers, and Instructors

1. A person shall be appointed as an Instructor or Lecturer on a term contract as a non tenure-track appointment.
2. In Applied Music, the Instructor shall show special ability in their area and shall have earned at least the Master's degree or possess equivalent professional tested experience.
3. In Musicology, Music Education, and Music Theory, an Instructor or Lecturer shall have earned at least the Master's degree.
4. An appointment as Instructor or Lecturer shall indicate that the Search Committee and the Director of the School of Music believe that the person possesses the abilities to contribute to the musical life of the School.

B. Assistant, Associate, and Professor (Limited Appointments)

1. Persons with ranks higher than Adjunct Professor, Lecturer, or Instructor may be appointed for limited time periods in the following cases:
 - a. for sabbatical replacements;
 - b. for visiting appointments;
 - c. in the case of faculty exchanges.
2. In Applied Music, the Assistant Professor, Associate Professor, or Professor shall show special ability in their area and shall have earned at least the Master's degree or possess equivalent professional experience.
3. In Musicology, Music Education, and Music Theory, the Assistant Professor, Associate Professor, or Professor shall have earned at least the Master's degree.
4. Persons with such limited appointments will be expected to perform at the level of their rank, as specified below, during the time of their appointment.
5. Such persons will usually not be expected to serve on University committees but may be asked to serve on committees within the School of Music.

II. Tenure-Track Appointments

A. Assistant Professor

The doctorate is regarded as the terminal degree in the School of Music. In those cases where faculty members have had exceptional professional musical experience, but do not possess the terminal degree, this tested experience, verified by peer and colleague evaluation and approved by Committee A, the Director, and the Dean, may be accepted in lieu of the degree. The acceptance of professional experience in lieu of the terminal degree is only applicable to applied music, composition, and conducting.

1. An Assistant Professor is appointed on the basis of appropriate credentials or demonstrated promise as a teacher-artist and/or scholar. The Assistant Professor rank is generally considered to be one offering the teacher-artist and/or scholar the opportunity to develop their potential, and to demonstrate effectiveness as a teacher and productivity in performance, creative work, or scholarship.
2. Teaching effectiveness should be reflected not only in teaching evaluations, but also in student performance.
3. The Assistant Professor shall be evaluated on their work in the areas of teaching, research, and/or creative activity, and University and professional service. Research in music includes performance, composition, criticism, and scholarship in educational philosophy, pedagogy, musicology, and music theory.
4. The Assistant Professor is expected to serve on committees of the School of Music and, when appropriate, the University, to fulfill any other duties specified in the terms of their appointment.
5. Tenure track faculty should reference the School of Music's Criteria for Annual Evaluation policy when planning, defining, and documenting teaching, research, creative activity, and service activities.

B. Appointment as, or Promotion to Associate Professor

2. The candidate for Associate Professor must demonstrate effective teaching, based on a fundamental grasp of subject matter and techniques, and the ability to communicate one's knowledge to students.
3. The candidate must also offer evidence of appropriate and substantial research or creative work manifested in performances, publications, and/or presentations.

4. The candidate should have established an emerging profile or experience based upon active participation in regional, national, and/or international venues.
5. The candidate should present evidence that they will continue to contribute to the institution and to the field at a high level of achievement.
6. A recommendation for appointment or promotion to the rank of Associate Professor will indicate that the candidate's peers believe in their potential for further growth.
7. Generally, the candidate will be considered for promotion to the rank of Associate Professor following six years of excellent achievement at the rank of Assistant Professor.
8. Ranked-renewable term faculty will follow the same promotion procedure as articulated in this section.

C. Appointment as or Promotion to Professor

1. Promotion to Professor is dependent upon recognition by peers in the School of Music and also within the candidate's profession of their stature and distinguished professional achievements; the candidate's contributions to their field should be recognized as being of substantial national and/or international consequence.
2. Such promotion requires evidence of superior teaching, superior research and/or creative activity, and superior service to the institution and profession.
3. There should be evidence of ongoing success in these areas, and it is expected that the faculty member will maintain a high level of productivity after promotion to the rank of Professor.
4. Faculty members who hold the rank of Associate Professor in the School of Music will be eligible for consideration, but not required, to apply for promotion to Full Professor after six years at the Associate Professor level. Exceptions to this policy can be made on an individual basis. (Amended 4/6/10. See Criteria for Tenure and Promotion of college bylaws.)
5. Ranked-renewable term faculty will follow the same promotion procedure as articulated in this section.

III. Criteria for Tenure

- A. The School of Music must follow the tenure and promotion process as indicated in the University of Oklahoma Faculty Handbook and the Weitzenhoffer Family College of Fine Arts Tenure and Promotion policy.

- B. During the prescribed Probationary Period, non-tenured faculty members who are in tenure-track positions shall clearly demonstrate through their annual activity reports achievements that are consistent with the expectations outlined in the Weitzenhoffer Family College of Fine Arts Criteria for Tenure and Promotion.
- C. In some instances, specific levels of attainment may be specified in the initial letter of appointment of the tenure-track faculty member.
- D. All tenure-track faculty receive annual progress toward tenure letters from Committee A. These letters are based on teaching evaluations and annual evaluations and are cumulative, as described in the OU Faculty Handbook. The annual progress toward tenure letter must clearly address the tenure-track faculty member's strengths and deficiencies with regard to the expectations outlined in the School of Music and Weitzenhoffer Family College of Fine Arts Criteria for Tenure and Promotion.
- E. The annual evaluation of the tenure-track faculty member will be written by Committee A and the Director separately from the progress toward tenure letter.
- F. The tenure evaluation of the tenure-track faculty member will be done using all available appropriate material and will include an assessment of the candidate's progress in the areas of teaching, research/creative activity and service. Documentation or supporting evidence by the non-tenured faculty member is to be presented to the tenured faculty for their review, in the fall, during the final year of the Probationary Period.
- G. The granting of tenure is an endorsement by the faculty that the probationary faculty members have clearly demonstrated the qualities necessary to join the ranks of the permanent faculty. It is, therefore, the responsibility of candidates for tenure:
 - 1. to provide concrete evidence of substantial achievements in performance, research, and/or creative activities as demonstrated by concert presentations, research presentations, and publications of a professional quality on a regional and national level;
 - 2. to demonstrate ~~mastery of~~ effective teaching, including a comprehensive knowledge of subject matter and techniques along with an ability to communicate that knowledge to students; and,
 - 3. to show an appropriate understanding of the role of service for a tenured faculty member and to demonstrate a willingness to participate in those service activities.

- H. When considering the candidate for tenure, the faculty will consider all relevant material including the potential of the candidate to continue to develop and work effectively as a professional colleague.
- I. Tenure is normally considered at the time of promotion from the rank of Assistant to Associate Professor.

Addendum I. Administrative Responsibilities

The Director of the School of Music serves as the chief executive officer and guides all aspects of the artistic, academic, financial, and personnel programs of the School, including:

- 1. Articulate and represent a distinctive vision for the School of Music.
- 2. Develop and implement a strategic plan and goals relating to the strategic plan.
- 3. Recruit and retain an applied and academic faculty of superior artistic scholarly achievement.
- 4. Create a context of faculty governance and provide leadership to a community of tenured and tenure-track professors at the full, associate, and assistant levels, visiting assistant professors, and music majors.
- 5. Develop with the applied faculty and the conductors of the OU Symphony Orchestra, Wind Symphony, Concert Band, University Choir, University Chorale, Pride of Oklahoma Marching Band, and Jazz Ensembles the programmatic and educational content of all School of Music performance events.
- 6. Develop with the academic faculty a program of research appropriate to the College of Fine Arts and to the University.
- 7. Develop and implement education programs using state-of-the-art music technology.
- 8. Develop and implement all recruitment, admission, and enrollment management programs of the School.
- 9. Develop with the faculty the curricula for all undergraduate and graduate degree programs of the School.
- 10. Maintain the quality of all performance programs, studio and classroom teaching, faculty research and creative activities, and faculty professional service activities through mentoring, observation, and formal assessment.
- 11. Develop and implement all fundraising programs in coordination with the College of Fine Arts Development Officer and develop relationships with alumni and potential benefactors to the School.
- 12. Develop and implement public relations and marketing initiatives with the College.
- 13. Maintain an active research and creative activity profile.
- 14. Serve on appropriate university-level and professional committees and boards.
- 15. Teach, in consultation with the Dean of the College of Fine Arts, courses as appropriate to expertise and unit needs.

OU School of Music Associate Director: Description of Duties—April 2023

Twelve-Month Position

- Current teaching duties will continue, with the possibility of a slight load reduction (as determined in consultation with the Director)

Advise, Assist, and Consult

- Be available to advise, assist, and consult the Director, and participate in all aspects of the School's operations on a daily basis
 - This will include a weekly meeting with the Director as well as many other opportunities to give valuable input

Serve as Curriculum Coordinator for the School of Music

- Manage the curriculum and course inventory
- Assume primary responsibility for course schedule builds that serve student, faculty, and program needs
 - Communicate and consult with faculty members to facilitate scheduling
 - Work with the director to ensure course offerings align with program needs and faculty workload distributions
 - Collaborate with Classroom Management to facilitate course scheduling
 - Work with the Facilities and Technology Coordinator to ensure the most appropriate use of educational spaces
- Coordinate and lead the submission of new courses and program modifications to the APC, in conjunction with the Assistant Director for Graduate Studies and Assistant Director for Undergraduate Studies
- Coordinate and lead the submission of substantive program modifications to the National Association of Schools of Music

Representative

- Represent the School and/or Director on College and University committees and/or meetings, and at regional and national conferences (as determined through consultation and agreement with the Director)

Signature Approval

- Approving purchases and expenditures through Peoplesoft
- Approving OU Foundation expenditures
- Approving FSPRD payments and cost transfers

Other Duties

- As determined in consultation and agreement with the Director

Assistant Directors/Coordinators will assist with:

- Chairing curriculum committees
- School of Music recruitment initiatives
- Awarding tuition waivers and scholarships
- Processing student petitions
- Other needs as determined in consultation with the Director of the School of Music

