

SCHOOL OF MUSIC POLICIES

Building Policies

<http://louisville.edu/music/faculty-staff/resources-for-uofl-music-faculty-staff/documents-for-all-personnel.html>

Music Student Fee Policy

<http://louisville.edu/music/current-students/student-resources.html>

Staff Policies

<http://louisville.edu/music/faculty-staff/resources-for-uofl-music-faculty-staff/staff-documents.html>

EMERGENCY PROCEDURES

<https://louisville.edu/dehs/emergency/plans.html>

FACEBOOK PAGE

<HTTP://WWW.FACEBOOK.COM/PAGES/UNIVERSITY-OF-LOUISVILLE-SCHOOL-OF-MUSIC/97750083828>

FACULTY ACADEMIC RESOURCES

ACADEMIC CALENDARS

<http://www.louisville.edu/calendars/academic/>

School of Music Important Dates, 2009-2010

<http://louisville.edu/music/faculty-staff/resources-for-uofl-music-faculty-staff/documents-for-all-personnel.html>

Work-Restricted Religious Holy Days <http://louisville.edu/calendars/holydays.pdf>

ACADEMIC PROCEDURE REMINDERS

<http://louisville.edu/music/faculty-staff/resources-for-uofl-music-faculty-staff/faculty-documents.html>

ATTENDANCE & OFFICE HOURS

<http://louisville.edu/provost/redbook/chap4.html#4a3s1>

Music faculty are expected to be present for the opening faculty meetings in August, weekly convocations, division and area meetings, final examination periods, commencement, as well as auditions and juries as applicable. Faculty members should provide for the teaching of classes missed or provide make-up instruction periods. Applied faculty should reschedule lessons in order to provide students with at least 14 lessons per semester. Faculty are expected to be available to students by posting and maintaining regular office hours.

CAREER DEVELOPMENT CENTER

<http://louisville.edu/music/current-students/career-development-center.html>

Career Coach for the School of Music is Debra Mayberry, Room 253, 852-0893,
damayb01@louisville.edu

COPYRIGHT

Photocopying of copyrighted material must be in accordance with federal regulations. UofL has a new Copyright Guidelines and Resources website to help faculty, researchers, and others learn more about key copyright principles and how to reasonably apply them in order to realize vital university and

individual responsibilities: <https://louisville.edu/copyright>. See also “The United States Copyright Law: A Guide for Music Educators” at <http://www.menc.org/resources/view/united-states-copyright-law-a-guide-for-music-educators>

COURSE SYLLABUS GUIDELINES

<http://louisville.edu/music/faculty-staff/resources-for-uofl-music-faculty-staff/faculty-documents.html>

DELAYED CLASS SCHEDULE FOR BAD WEATHER

<http://louisville.edu/student/services/registrar/regist3t.html>

DELPHI CENTER FOR TEACHING & LEARNING

<http://louisville.edu/delphi/>

The overall mission of the Delphi Center is to engage the university community in ongoing conversations and activities about the central mission of teaching and learning at UofL through support for traditional face-to-face and technology-mediated pedagogies and for research in teaching and learning facilitation.

DIGITAL MEASURES

<http://www.digitalmeasures.com/index.html>

<https://www.digitalmeasures.com/login/louisville/admin/authentication/showLogin.do>

Digital Measures has been adopted by UofL as an online software system to track the teaching, research and service activities of faculty.

FINAL EXAM SCHEDULE

<http://louisville.edu/student/services/registrar/finalexams.html>

IDEAS TO ACTION - i2a

<http://louisville.edu/ideastoaction>

IMPORTANT DATES, 2009-2010

<http://louisville.edu/music/faculty-staff/resources-for-uofl-music-faculty-staff/faculty-documents.html>

ONLINE GRADING, step by step how-to

<http://louisville.edu/student/services/registrar/roster.htm>

REACH (Resources for Academic Achievement)

<http://www.reach.louisville.edu/>

SCHEDULE OF CLASSES

<http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm>

SMARTBOARD

<http://smarttech.com/trainingcenter/material.asp>

<http://www.youtube.com/watch?v=MqmrIqWQiAw> (training demo)

Classrooms 125 and 263 are equipped with Smart Board technology.

TEGRITY

<http://louisville.edu/it/services/classrooms/tegrity>

<http://www.tegrity.com/showcase.html>

Tegrity Campus 2.0 is the leading Web class capture system, impacting learning, student satisfaction and retention across the entire institution. Requiring no hardware or software installation, Tegrity makes class time available all the time by automatically capturing, storing and indexing every class on campus for replay by every student. Educators know that the more students can see, hear, and experience a class, the better they learn. With patented Tegrity “Search anything” technology, students instantly recall key class moments for replay online, or on iPods and mobile devices. Faculty members wishing to use Tegrity in studio settings may see Carolyn Nichols (Room LL30, 852-3616) for guidance in setting up studio computers.

TEXTBOOKS

<http://louisville.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&storeId=29560&langId=-1&level=1>

FACULTY GOVERNANCE

SCHOOL OF MUSIC BYLAWS

<http://louisville.edu/music/faculty-staff/resources-for-uofl-music-faculty-staff/faculty-documents.html>

SCHOOL OF MUSIC POLICY MANUAL

<http://louisville.edu/music/faculty-staff/resources-for-uofl-music-faculty-staff/faculty-documents.html>

THE REDBOOK

<http://www.louisville.edu/provost/redbook/>

FACULTY SENATE

<http://louisville.edu/facultysenate/>

UNIVERSITY POLICIES

AFFIRMATIVE ACTION

<http://louisville.edu/hr/affirmativeaction>

CODE OF STUDENT RIGHTS & RESPONSIBILITIES

<http://louisville.edu/dos/policies-and-procedures/code-of-student-rights-and-responsibilities.html>

CONFLICT OF INTEREST POLICY

<http://louisville.edu/hr/policies/PER103.html>

DISABILITIES: POLICIES / GUIDELINES / SERVICES FOR STUDENTS WITH DISABILITIES

<http://louisville.edu/disability/policies-procedures-and-services-available-to-students-with-disabilities.html>

DISCRIMINATORY HARASSMENT POLICY

<http://louisville.edu/hr/affirmativeaction/discriminatory/>

INTELLECTUAL PROPERTY POLICY

<http://louisville.edu/thinker/ip-policy.html>

PERSONNEL POLICIES & PROCEDURES (Staff)

<http://louisville.edu/hr/policies>

SEXUAL HARASSMENT PREVENTION

<http://louisville.edu/hr/affirmativeaction/sexualharassment/>

<http://training.newmedialearning.com/psh/louisville/index.htm>

on-line training, "Preventing Sexual Harassment"

GENERAL UNIVERSITY INFORMATION

For a full range of university services, policies, and procedures for Faculty and Staff:

<http://louisville.edu/facultyandstaff/>

CARDINAL CARD

<http://louisville.edu/campuscard/>

Required of every University employee and student, the Cardinal Card provides access to a wide range of services at UofL. For faculty and staff it serves primarily as a campus photo ID, library card, meal card. Effective August 2009 it will also be used to access the Music Building through doors equipped with electronic card readers.

DINING SERVICES ON CAMPUS

<http://www.uofldiningservices.com/>

FACULTY DEVELOPMENT

<http://louisville.edu/delphi/faculty-instructional-development>

PARKING

<http://louisville.edu/parking/>

In addition to the parking permit options outlined on this site, public parking is available in the Speed Museum garage. Prior to 4pm: \$1.50 per hour to a maximum of \$6.00; after 4pm: flat rate of \$3.00.

PART-TIME FACULTY HANDBOOK

<http://louisville.edu/provost/faculty-personnel/part-time-faculty-handbook>

PAYROLL

Faculty, GTAs, and P&A staff are paid monthly on the 30th of the month or the last working day prior to the 30th. Classified staff and others paid on an hourly basis receive paychecks every other Friday. All payment is through direct deposit. Paychecks may be viewed and printed from PeopleSoft by logging on to ULink with an active userID and password. For payroll matters contact Paul Detwiler, 852-0521.

PAYCHECK, ONLINE

Start at <http://louisville.edu/> > Faculty/Staff > ULink (enter your User ID and password) > Faculty/Staff tab > Personal Info/Paycheck

STAFF / FACULTY PROFESSIONAL DEVELOPMENT SMALL GRANT PROGRAM

<http://louisville.edu/president/initiatives/smallgrantprogram/>

VISITOR PARKING and RESERVATION GUIDELINES

<http://louisville.edu/parking/visitor-parking-reservations.html>

Visitor parking reservations enable the best service to all visitors and control traffic issues and, when made in advance, help to provide convenient parking for guests. Visitors will be allowed to park five times per semester. Public parking is also available in the Speed Museum garage (prior to 4pm: \$1.50 per hour to a maximum of \$6.00; after 4pm: flat rate of \$3.00).

TECHNOLOGY & COMMUNICATIONS

BLACKBOARD

<https://blackboard.louisville.edu/>

Blackboard is an online course management system utilized at UofL to teach on-line courses and used in support of classroom instruction. It allows faculty to upload course information, such as syllabi, course readings and assignments, for students in a variety of formats, including Word, Adobe PDF and PowerPoint documents. Faculty can also provide grades on an ongoing basis during the semester, and can communicate with students using both real-time chat and discussion group formats. In addition, faculty can deploy the test creation tools and offer online exams. Images, audio and video can also be added to Blackboard courses. The university offers several workshops on using the Blackboard Course Management System, from basic to advanced levels of instruction. Visit the website for information on faculty training.

COMPUTERS

Computers are provided to full-time and part-time faculty and staff in their campus offices. All classrooms have laptops with Internet connections, and either projectors and screens, or flat-screen TVs. Computer support is available by contacting Carolyn Nichols (Room LL30, 852-3616) or the IT Help Desk (852-7997). When contacting the IT Help Desk, you will need to have your ULink User ID and Password ready for them to log the call. Questions or requests concerning computer hardware or upgrades should be directed to Carolyn Nichols. Accommodations will be made for new hardware or accessories based upon need and available resources.

SOFTWARE

<http://louisville.edu/it/services/software>

The University provides several free software applications for faculty and staff to download from the

iTech Express Store, such as GroupWise for email and Symantec Antivirus. These free applications can be installed on both your campus and home computers and laptops. The store also sells other software in addition to computers, laptops and accessories. Access to the online store requires you to login using your ULink User ID and Password.

There is also a physical iTech Express Store located in the Miller Information Technology Center, Room 02C (lower level), Belknap Campus, open Monday-Friday, 8am-5pm. For any software not available through the iTech Xpress Store, contact Carolyn Nichols (Room LL30, 852-3616).

NOTE: All Microsoft operating systems, like Windows or Vista, and MS Office software MUST be purchased by the School of Music via request from Carolyn Nichols. It cannot be purchased from the iTech Xpress Store because the School of Music does not participate in the Microsoft Campus Agreement which is a requirement to purchase this software at the reduced rate offered in the store.

EMAIL - GROUPWISE

<http://louisville.edu/it/services/e-mail/>

GroupWise is the official UofL client/server groupware application, integrating e-mail, calendaring, scheduling, and task management. All electronic communication from School of Music administrators and staff is sent through GroupWise. Personal email accounts through AOL, Gmail, Hotmail, Yahoo, etc., are not used for School of Music communication. GroupWise e-mail accounts are automatically created for all employees on their first official day of employment. Online training is available at the above site. Distribution lists of all music personnel may be found in the Novell GroupWise Address Book under MUS-Faculty Full Time, MUS-Faculty Part Time, MUS-Library, and MUS-Staff. By clicking on the group of choice and then TO, your email note will reach everyone imbedded in the list.

FAX MACHINE

The Xerox machine in the Dean's Office has built-in fax capability for faculty and staff use. The school's fax number is 502-852-0520.

FINALE, SIBELIUS & SMART MUSIC

Smart Music licenses and equipment have been purchased for all performance instructors. A group of Finale and Sibelius licenses have also been purchased for faculty members who requested it and for the LL28 Computer Lab. If you are interested in having Finale, Sibelius or Smart Music installed on your office computer, please make arrangements with Carolyn Nichols (Room LL30, 852-3616). There are four practice rooms available to students and faculty that have been equipped with computers running Smart Music: Rooms 190 (Macintosh), 295 (Windows PC), 248 (Windows PC), and 311 (Windows PC). Keys to these rooms may be checked out from the Music Library. In addition, these computers are set up on mobile carts that can be used for classroom demonstrations or performances. If you are interested in using them, please make arrangements with Angela Keene (Room 150B, 852-4194). Information about the features and use of Smart Music, Sibelius and Finale can be found at: <http://www.smartmusic.com> <http://www.sibelius.com> <http://www.finalemusic.com/>

MAILBOXES

Every faculty, staff, and GTA member is assigned a mailbox in the Dean's Office, accessible during normal business hours of 8am-5pm, Monday-Friday. At other times, faculty may check or leave mail only when accompanied by a building guard.

OFFICE SUPPLIES

Staples is currently under contract with UofL for office supplies. Internet ordering from Staples and the UofL Stockroom is handled by Shaunitra Wisdom, Dean's Office Receptionist, 852-6907. All supply orders must be approved in advance by the appropriate Division Head. At this time UofL departments cannot purchase from Staples retail stores because they are unable to offer contract pricing, terms and conditions to comply with the UofL contract.

PHOTOCOPYING / XEROXING

There are three photocopy machines (119 in Dean's Office suite, LL73, and 239) limited to copying for administrative, instructional and research purposes only. They are intended for the exclusive use of faculty, staff, graduate teaching assistants, graduate research assistants, and student assistants under

the direction of faculty or staff during business hours. Each machine requires a personal access code assigned by the Unit Business Manager.

Photocopying of copyrighted material must be in accordance with federal regulations. UofL has a new Copyright Guidelines and Resources website: <https://louisville.edu/copyright>. See also "The United States Copyright Law: A Guide for Music Educators" at <http://www.menc.org/resources/view/united-states-copyright-law-a-guide-for-music-educators>

TELEPHONES

UofL uses a system called Voice over IP or VoIP, which works by taking the voice signals on your telephone, converting the signals to digital information, and sending them over the Internet instead of over traditional telephone lines. VoIP phones plug into the network outlet and the computer plugs into the back of the phone, so one outlet serves both devices. For dialing and voicemail instructions see <http://louisville.edu/it/services/phones/>

Long distance calls must be restricted to University business. The telephone system will not complete outgoing long distance calls without an ELD access number. Contact the Unit Business Manager if an access number is needed. <http://louisville.edu/it/services/phones/longdistance.html>

ABSENCE FROM CAMPUS

ABSENCE FROM CAMPUS online form for Music faculty:

<http://louisville.edu/music/faculty-staff/resources-for-uofl-music-faculty-staff/faculty-absence-report>

FACULTY MEDICAL LEAVE

<http://louisville.edu/provost/faculty-personnel/Medical%20Leave>

There is no recognized paid sick leave policy for faculty similar to that established for staff. For this reason, a "Medical Absence for Board Appointed Personnel" procedure was developed in 1991 to cover medical situations and provide paid leave for medical reasons.

FAMILY & MEDICAL LEAVE ACT

<http://louisville.edu/hr/policies/PER417.html>

The University will provide up to twelve (12) weeks of unpaid leave of absence in a twelve-month period as required by the Federal Family and Medical Leave Act of 1993 upon request by an eligible employee for: birth and first-year care of a child; the adoption or foster placement of a child in the employee's home; the care of a spouse, child, or parent with a serious health condition; or the employee's own serious health condition.

PARENTAL LEAVE

<http://louisville.edu/hr/policies/PER418.html>

The University will provide *paid* parental leave for University faculty and staff. Eligible employees will receive three weeks of paid parental leave in connection with the birth or adoption of a child of the employee.

SABBATICAL LEAVE

Sec. 4.3.5 of The Redbook: <http://louisville.edu/provost/redbook/chap4.html#4a3s5>

TRAVEL

Faculty members are encouraged to attend professional meetings; provide service to the university through recruiting activity and adjudication activity; and give guest clinics, performances, and lectures. Requests for permission to travel and for funding are initiated with the Division Head well in advance.

INTERNATIONAL TRAVEL

<http://louisville.edu/provost/travel/>

All out-of-country travel necessitates the submission of three forms required by the Provost Office: "Request for Authorization of Out-of-Country Travel," "Employee Release and Assumption of Risk," "Overseas Emergency Information Sheet."

BENEFITS

UofL offers a comprehensive benefit package to regular status, 80% or greater FTE faculty and staff members. Complete information describing each of the plans is available at <http://louisville.edu/hr/benefits>. For specific questions or assistance, contact Human Resources, 852-6258.

OTHER EMPLOYEE BENEFITS

BOOKSTORE DISCOUNT

<http://louisville.edu/contractadmin/bookstore/bookstore-discounts.html>

CELLULAR PHONE SERVICE

<http://louisville.edu/it/services/phones/cellular/>

Discounts for wireless service are available to University employees through Sprint, AT&T, and Verizon.

CREDIT UNION

<http://www.kytelco.com/>

The Kentucky Telco Federal Credit Union is open to all full-time staff and faculty for checking and savings accounts and loan purposes. First mortgages, automobile financing, CDs and IRAs are available through the Credit Union. Payroll deduction is available as well as user-friendly online account management. All permanent employees are eligible to become members. Loans may be applied for after three months' membership, six months' employment at the university and maintenance of a \$50 share balance. Repayment is made by payroll deduction. There is a convenient branch office in the Student Activities Center. 852-6711

DENTAL CLINIC

<http://louisville.edu/dental/patients/>

The School of Dentistry offers a full range of general and specialty dental services for the public. 852-5096

EMPLOYEE DISCOUNTS

<http://php.louisville.edu/admin/humanr/staffdev/discounts/>

INTRAMURAL AND RECREATIONAL FACILITIES

<http://louisville.edu/intramurals>

Employees may enjoy the university's recreational facilities, such as the Student Activities Center, Crawford and Humana gyms, and natatorium. Family members (spouse and/or children) may also use the facilities by obtaining a special university ID card. 852-6707. Employees may also purchase memberships to the Bass/Rudd Tennis Center, <http://louisville.edu/org/tennis/facts/>

UNIVERSITY CLUB

<http://louisville.edu/org/uclub/>

The University Club fills an important need for UofL faculty, staff, and alumni to meet, socialize, and dine in a comfortable environment. It promotes collegiality, intellectual exchange, and personal interaction between faculty, staff, and alumni. The University Club is an excellent facility for special functions such as symposia, weddings, receptions, and reunions. 852-6996