

Division of Duties for Music Department Co-Chairs

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<ul style="list-style-type: none"> ● Budget <ul style="list-style-type: none"> ○ Operating ○ Foundation accounts ○ EPAFs ○ Guest Artist ○ Travel Funding ○ Program Fees ● Human Resources <ul style="list-style-type: none"> ○ Annual evaluations ○ Tenure & Promotion ○ Faculty Handbook issues ○ Faculty/Staff requests ○ Forming Search Committees ○ Hiring negotiations ● Scholarships/Grants and Auditions <ul style="list-style-type: none"> ○ Audition applications ○ Music Grants ○ Name scholarships ○ Baker Money ● Recruitment <ul style="list-style-type: none"> ○ Website Management ○ Attend Recruitment events ○ Department Tours/Meet prospective students ● Department Meetings <ul style="list-style-type: none"> ○ Set dates, agendas, run mtg ● Graduate Assistantships ● Equipment Maintenance <ul style="list-style-type: none"> ○ Piano Tuning 	<ul style="list-style-type: none"> ● Events Scheduling <ul style="list-style-type: none"> ○ Schedule Committee Mtgs ○ General Event Scheduling ● Marketing/Box Office/Social Media ● Faculty Load/Workload agreements ● Junior Faculty Mentoring ● Faculty & Student complaints ● Course Schedule <ul style="list-style-type: none"> ○ Fall, Winter, Spring, Summer ○ Adjunct <ul style="list-style-type: none"> ■ Hiring/FLAC ■ Communication of dept. Policies ■ Supervision ■ Evaluation ● Undergraduate/Graduate Curriculum <ul style="list-style-type: none"> ○ Dept/PCAL Curriculum Committee Mtgs ○ Course Leaf ○ Change of grade forms ○ Undergrad catalog review ○ Transfer Equivalencies ● Program Review/Assessments ● Advisor Paperwork/Assignment <ul style="list-style-type: none"> ○ Advisor Forms <ul style="list-style-type: none"> ■ ICAP Exception/Sub ■ ICAP PEP ■ Degree Works ■ Change of Major ○ TOPs Orientations ● Facilities Management/Maintenance <ul style="list-style-type: none"> ○ Technology ○ Classrooms

Shared Duties	
<ul style="list-style-type: none"> ● Department/College/University meetings and retreats ● General Office/Staff Management ● Face time <ul style="list-style-type: none"> ○ Student awards ○ Faculty awards ○ Graduations ○ Concert/Recital Events 	<ul style="list-style-type: none"> ● Strategic Planning <ul style="list-style-type: none"> ○ Recruiting ○ Program Development ○ DEI ○ Community Outreach ○ Marketing/Branding ○ Philanthropy /Fundraising ○ Staffing ● Department Representation <ul style="list-style-type: none"> ○ KMEA & NASM ○ Parties (hosting and attending)