

University of Maryland School of Music
NEW FACULTY RESOURCE GUIDE
2018-2019

I. GETTING ORIENTED IN THE SCHOOL OF MUSIC

Dr. Jason Geary – Director

- **School of Music website:** www.music.umd.edu
The School of Music website contains important information. In addition to current news and announcements, the performance calendar and faculty bios, you can also access important policy documents from the website, i.e. *Plan of Organization, Appointment, Promotion, Tenure (APT),* and *Mentoring Guide*. Initially, the most helpful information may be found in the *faculty staff section*, (www.music.umd.edu/faculty_and_staff), and then on the left-hand side, *Commonly Used Forms*, (http://www.music.umd.edu/faculty_and_staff/forms).
- **Who's Who in the School of Music (Org Chart):**
http://www.music.umd.edu/sites/music.umd.edu/files/som_org_chart_fall_2018.pdf
- **Whom to See for What in the School of Music:**
http://www.music.umd.edu/sites/music.umd.edu/files/whom_to_see_for_what_2018-19_0.pdf
- **School of Music Directory:** *please see Heather in administrative office*
- **School of Music listservs:**

music-faculty@listserv.umd.edu	music-grads@listserv.umd.edu
music-staff@listserv.umd.edu	music-gas@listserv.umd.edu
music-undergrads@listserv.umd.edu	
- **School of Music Main office phone number:** 301-405-5390 Fax: 301-314-9504
Business hours: 8:30 a.m. to 4:15 p.m. Monday – Friday
- **School of Music Mailing Address:** University of Maryland School of Music
#2110 Clarice Smith Performing Arts Center
8115 Alumni Drive
College Park, MD 20742-1620
- **Fall 2018 Meeting Calendar:**
http://www.music.umd.edu/sites/music.umd.edu/files/som_meeting_schedule_fall_2018_updated.pdf
- **Michelle Smith Performing Arts Library:** <https://www.lib.umd.edu/mspal>
- **Commonly Used Forms for Faculty & Staff:** http://www.music.umd.edu/faculty_and_staff/forms

II. FIRST THINGS FIRST (The Basics)

- In order for you to be able to get paid, establish an email account, gain access to the building and obtain parking permits, your first point of contact will be *Jeannette Oliver* (Business Manager), jlo@umd.edu, 301-405-5565). Timely submission of payroll documents are essential to establish almost every access to systems at the University. Jeannette Oliver will contact you directly with an email message that tells you which forms you need to submit.
- **Directory ID:** Before being able to access many online resources at the University of Maryland, you must establish your online identifier (**Directory ID**). For assistance with this, see the Faculty and Staff **Account Activation page** at <http://oit.umd.edu/new>.
- **Email:** Mail@umd is the University email service. To activate your account, if you are new to the University, go to <http://oit.umd.edu/new> to establish your Directory ID. The School of Music will contact

you via your “official” email address. If necessary, please forward your university email to the alternate, i.e. Gmail, yahoo, etc. email addresses – if this is your preference.

- **University Photo ID:** <http://www.registrar.umd.edu/current/Policies/id-cards.html>
For information on your University **Photo ID**, go to **Mitchell Building, ground floor**, *after you are “live” in the payroll system*. Remember to bring your UID number with you.
- **Parking Permits:** <http://www.transportation.umd.edu/faculty.html>
Most full-time faculty elect payroll deduction in exchange for the ability to park in the Stadium Garage. For adjuncts and professional track faculty, Campus Parking offers “bundles” of passes that can be used one day at a time.
- **Keys/Swipe Access** for the building – Your University Photo ID card will be electronically activated to open swipe-enabled doors in the building by Heather Mundwiler in the main office. Keys for a studio that you need access to regularly can be checked out from the main office for a semester. Keys for one-time-only access must be checked out from the main office and logged by serial number in the key log by a member of the staff.
- **Primary Studio/Office Assignment** – Most full-time faculty have exclusive use of a private studio. All studios are equipped with telephone, data jack for a computer, desk, office chair, bookshelves, file cabinets, piano. Adjuncts will typically share a fully-equipped studio - however, because of scheduling conflicts, instruction may take place in other spaces in the building.
 - Office furniture is state property and cannot be discarded or removed. Painting is refreshed periodically by the University. We also do not have staff to help you move in and out of your office. We do however have a dolly which can be borrowed from the main office. Keep in mind that the university carries no insurance on the personal possessions you might choose to place in your office. Name plates are ordered for full-time faculty.
- **Mailbox – Room 2142:** Every faculty member is assigned a physical mailbox. USPS, UPS and FedEx deliveries are placed in your box once a day. Bins for outgoing mail are located in 2110L.
- **Photo copying:** So that you can reproduce syllabi, exams and handouts for your classes, you will be given a code in order to access the copier in Room 2110L.

III. SCHEDULING

- Scheduling rooms for **teaching or studio classes** – please send email to music-schedule@umd.edu. **(301) 405-8723**.
- To schedule a **recital in Gildenhorn or Ulrich Recital Hall** - Faculty Form in Podio: https://www.music.umd.edu/faculty_and_staff/forms/faculty-recital-proposal.
- To schedule a **recital in Leah Smith Recital Hall** –contact music-schedule@umd.edu.

IV. ACADEMIC LINKS /Information

The University of Maryland has a number of academic policies and procedures. While many of these rules may seem onerous, they exist to protect both faculty and students. The most important of these policies appear below:

1. All courses (including lessons and ensembles) must have a syllabus. Our College has developed a [template](#), which we recommend be followed. At the very least, be sure to provide detailed information on course goals and grading procedures (please check with your division coordinator for more information on divisional grading customs). We find that problems generally occur when students have not received timely feedback throughout the semester or when the syllabus does not provide accurate information on grading procedures. Please submit a copy of your syllabus, prior to the start of classes, to the Office of Student Services.
2. For most courses (except private lessons) registration and scheduling information can be found on [Testudo](#). Please inform Craig Arnold of any errors.
3. Grades are reported through [UMEG](#). Toward the end of the semester, you will receive an email asking you to log in and submit grades. Mid-term grades are required for all 100- and 200-level courses (as well as for first-year students registered for 300- and 400-level courses, and a few other populations). If you receive an email from the registrar asking you to submit mid-term grades, please follow the prompts.
4. All courses have an electronic learning management system ([elms](#)) course site where you may post course materials, use an electronic grade book, and communicate with students. Use of elms is not required, but many students are accustomed to it, and may expect its use, especially in academic courses.
5. Textbooks may be adopted through the [bookstore](#).
6. Course evaluations are done at the end of the semester. We find that response rates increase dramatically when faculty remind students of the importance of these evaluations. You will receive a notice both when the system goes live and when reports are available (usually a few weeks after the end of the semester).

V. TTK & PTK FACULTY INFORMATION LINKS

- **School of Music Faculty Mentoring Guide:**
http://www.music.umd.edu/sites/music.umd.edu/files/school_of_music_mentoring_guide.pdf
- **University of Maryland Policy and Procedures on Appointment, Promotion and Tenure of Faculty:**
<https://president.umd.edu/administration/policies/section-ii-faculty/ii-100a>
- **Faculty Affairs Appointment, Promotion & Tenure Policy & Guidelines:**
https://faculty.umd.edu/policies/apt_ndx.php
- **APT Manual & Guidelines PDF (updated July 3, 2018):**
<https://faculty.umd.edu/policies/documents/APTManual.pdf>
- **College of Arts & Humanities Plan on Appointments, Promotion, Periodic Review, and Mentoring of Professional Track Faculty (PTK):**
https://www.arhu.umd.edu/sites/default/files/ARHUPTKAEPlan21July-2016_0.pdf

VI. IMPORTANT CAMPUS WEBSITES

- **University of Maryland Faculty Handbook:** www.faculty.umd.edu
- **Arts and Humanities Website:** www.arhu.umd.edu
- **University Academic Calendar:** <https://www.provost.umd.edu/calendar/17.html>
- **University of Maryland Schedule of Classes:** <https://ntst.umd.edu/soc/>

- **University of Maryland Benefits:** www.uhr.umd.edu/benefits/
- **University of Maryland Recreation and Wellness:** <https://recwell.umd.edu/>

VII. IMPORTANT CAMPUS PHONE NUMBERS

(from telephones on campus – you need only dial the last 5 numbers of the 7 digit phone number)

- **Problems with email, UMEG, Coursemail?** OIT Helpdesk for faculty – **(301) 405-1500**
- **Motorist Assistance Vehicle (MAV): (301)314-4CAR (X4227)**
This is a free service if you are on campus and experience automobile difficulties including jump starts, lockouts, tire changes, etc.
- **Safety Escort Services: 301-405-3555**
- **Work Control: 301-405-2222**
--Problems in the physical maintenance of your office (windows /heating/cooling, flooding)
--or call the School of Music reception desk (X55390).