

1 **BYLAWS OF THE FACULTY**
2 School of Music
3 College of the Arts
4 Georgia State University
5

6 **MISSION STATEMENT:** The mission of the Georgia State University School of Music is to
7 preserve, promote, and advance humanity's rich and expanding tradition of artistic music-
8 making through performance, composition, education, and research in accordance with the
9 urban and global initiatives of the University.

10
11 **ARTICLE I. PURPOSES**
12

13 **Section 1.**

14 These Bylaws constitute the rules for the shared governance and responsibility of the faculty of
15 the School of Music of Georgia State University as provided in the Statutes of Georgia State
16 University. They are intended to enable the faculty of the School of Music to implement the
17 authority granted to it by Article X of the Statutes of Georgia State University. These Bylaws
18 supplement and are subject to the Bylaws of the College of the Arts, the Statutes of Georgia
19 State University and the Bylaws and Policies of the Regents of the University System of Georgia.
20 Thus, these Bylaws must be read in light of these basic governing documents of the University.
21

22 **ARTICLE II. MEMBERSHIP**
23

24 **Section 1.**

25 The voting members of the faculty of the School of Music shall consist of all faculty in the
26 School holding the rank of professor, associate professor, assistant professor, senior lecturer,
27 lecturer, academic professional, or instructor. Emeriti, visiting, adjunct, and part-time faculty
28 are not included in the voting membership.
29

30 **ARTICLE III. AUTHORITY AND POWERS OF THE FACULTY**
31

32 **Section 1.**

33 Subject to the Bylaws and Policies of the Board of Regents and to the policies of the University
34 Senate on all matters affecting general university policy, subject to minimum requirements as
35 may be established for the University, and subject to minimum requirements and such policies
36 as may be established for the College of the Arts, the College of Education and Human
37 Development (as applicable), the voting faculty of the School of Music shall have the authority
38 and duty to determine the entrance requirements for its own students; to prescribe and define
39 courses of study for them; to set requirements for degrees, diplomas, and certificates; to enact
40 and enforce rules for the guidance and government of its students; and in general, to exercise
41 jurisdiction over all educational matters within the School.
42

43 The faculty shall also have the power to set up rules governing its procedure and to adopt and
44 amend its own Bylaws, which shall become effective upon the approval of the Dean of the
45 College of the Arts.

46

47 **ARTICLE IV: ADMINISTRATIVE OFFICERS**

48

49 **Section 1.**

50 The School of Music shall be headed by the Director of the School.

51

52 **Section 2.**

53 The Director shall appoint a Director of Recruitment, an Undergraduate Director and a
54 Graduate Director for the School, subject to the approval of the Dean of the College of the Arts.
55 Pursuant to the Guidelines for Administrative Stipends from the College of the Arts.

56 Administrative positions serve at the pleasure of the Director. Administrative positions receive
57 stipends that are normally paid retroactively following the year of administrative service and
58 during the summer payroll. On initial appointment and then by May 1 in subsequent years, the
59 Director will provide each administrator receiving a stipend with a memorandum in which a
60 description of the duties associated with that position is provided, along with the dates of the
61 service (usually July 1 to June 30) and the amount of the stipend. While it is understood that 10-
62 month faculty who are receiving administrative stipends are not required to be in the office
63 every day, it is expected that they will respond to emails related to their administrative function
64 on a regular basis. This includes the summer, when, ideally, these faculty will respond to emails
65 within 48 business hours — time away for vacation or during other times that have been
66 worked out with the Director notwithstanding. Faculty with administrative stipends who vacate
67 their positions before serving a full year — by either their own decision or that of their Director
68 — will have their administrative stipends pro-rated so that they are paid only for the period of
69 service.

70

71 **Section 3.**

72 Duties of Graduate Director are included in Appendix I of these bylaws. Duties of the
73 Undergraduate Director are included in Appendix II of these bylaws. Duties of the Director of
74 Recruitment are included in Appendix III of these bylaws.

75

76 **ARTICLE V. FACULTY MEETINGS**

77

78 **Section 1.**

79 The faculty of the School of Music shall hold at least one (1) meeting each long semester of the
80 academic year. At least seven (7) days prior to any meeting of the faculty, except in
81 emergencies, the Director shall notify the faculty of the time and place of such meetings and
82 shall, at least two (2) days prior to any such meeting, supply a working agenda listing all matters
83 that the Director expects to be presented or considered.

84

85 **Section 2.**

86 The presiding officer of faculty meetings shall be the Director or the Director’s designated
87 representative.

88

89 **Section 3.**

90 A majority of the voting members of the faculty shall constitute a quorum, which is a
91 requirement for all action items requiring a vote. Only full-time faculty members are eligible to
92 vote.

93

94 **Section 4.**

95 Except as otherwise indicated in these Bylaws, all meetings and related activity shall be
96 conducted according to the most recent edition of *Robert's Rules of Order*. Any voting member
97 of any committee or of the full faculty may request a written ballot vote process at any time.

98

99 **Section 5.**

100 The regular operations of the School of Music shall follow a committee review procedure. All
101 matters of substance shall be submitted for committee study, recommendation, and/or action
102 prior to definitive action by the School. Except where stated otherwise, proposals shall move
103 from the standing committees to the Executive Committee, and if approved, to the full faculty
104 for a vote. The voting faculty, by a simple majority, may vote to suspend committee review of a
105 specific matter and act as a committee of the whole.

106

107 **ARTICLE VI. STANDING COMMITTEES**

108

109 **Section 1. General Considerations**

110 The School shall have the following standing committees: Executive Committee; Promotion and
111 Tenure Committee; Graduate Committee; Academic Affairs Committee; Public Performances
112 Committee; Public Relations and Recruitment Committee; Scholarship Committee; Facilities and
113 Technology Committee; and the Diversity, Equity, and Inclusion (DEI) Committee. With the
114 exceptions of the Executive Committee, Promotion and Tenure Committee, and Graduate
115 Committee, all committees have memberships appointed by the Director. The Director of the
116 School is an ex officio member of all Standing Committees except the Promotion and Tenure
117 Committee.

118

119 With the exception of the Promotion and Tenure Committee, meetings of standing committees
120 shall be open to all members of the faculty and staff, except when a committee deems it
121 necessary to hold an executive session.

122

123 All standing committees must have at least one open session each long semester.

124

125 Pre-tenure faculty should be appointed to no more than two School of Music standing
126 committees within an academic year and may be elected to serve as chair of a School of Music
127 standing committee after their second year as tenure-track faculty.

128

129 **Section 2. Executive Committee**

- 130 (a) The School shall have an Executive Committee comprised of the Director, Undergraduate
131 Director, Director of Recruitment, Graduate Director, and seven (7) additional members. Six
132 (6) of these members will be area specific: two (2) from Performance Studies (Instrumental,
133 Voice, Keyboard, and Jazz Areas), and one (1) each from Conducting and Ensembles; Music
134 Education; Music Composition/Technology/Management; and Foundation Studies. The
135 remaining member will be elected at-large. Members shall serve staggered two-year terms.
136 Members of the Executive Committee must be full-time tenured or tenure-track faculty or
137 full-time Senior Lecturers/Principal Senior Lecturers. The faculty representatives on the
138 Executive Committee shall be nominated from the floor and elected by the faculty at a
139 faculty meeting in the spring semester. Unexpected faculty vacancies on the Executive
140 Committee shall be filled by election at the next faculty meeting following the occurrence of
141 the vacancy. The representative elected to fill a vacancy shall serve until the end of the
142 unexpired term.
143
- 144 (b) The Executive Committee shall meet at least once each long semester (Fall and Spring) of
145 the academic year at the call of the Director. The Director or the Director's designated
146 representative shall preside over all meetings of the committee.
147
- 148 (c) The duties of the Executive Committee shall be to advise and consult with the Director in
149 School governance including the following matters:
150
- 151 (1) goals in instruction, research, and service;
 - 152 (2) policies and procedures;
 - 153 (3) work loads;
 - 154 (4) annual budget;
 - 155 (5) merit raises for faculty;
 - 156 (6) summer research funding for faculty;
 - 157 (7) recruitment of faculty;
 - 158 (8) allocation of space and equipment; and
 - 159 (9) committee structure in the School and procedures for selecting members of committees.
- 160
- 161 (d) The Executive Committee shall act as the Bylaws Committee. In such capacity, it will receive
162 from the faculty proposals for changes or amendments to the Bylaws, to consider such
163 proposals, and to make its recommendations to the faculty.
164

165 **Section 3. Promotion and Tenure Committee**

- 166 (a) The Promotion and Tenure Committee will consist of the tenured members of the faculty,
167 with the exception of the Director; representatives on the College of the Arts Promotion
168 and Tenure Committees or the University Promotion and Tenure advisory Committee do
169 not participate in evaluation of candidates at the School level. Reviews of lecturers applying
170 for senior lecturer status will be conducted according to guidelines set by the College.
171
- 172 (b) A committee member who has a conflict of interest must recuse her or himself from all
173 committee deliberations and voting concerning that particular candidate. Recusal means

174 not being present at or participating in the discussion or the vote concerning a candidate. A
175 conflict of interest includes but is not limited to having a close personal relationship (for
176 example, spouse, domestic partner, or parent) with the candidate.

177

178 (c) A committee member who has applied for promotion may not participate in committee
179 deliberations and voting concerning his/her own application.

180

181 (d) A committee member who is serving on the college Promotion and Tenure committee may
182 not participate in committee deliberations and voting at the School level.

183

184 (e) The Promotion and Tenure Committee will elect a chair in the Spring semester for the
185 following academic year.

186

187 (f) The Promotion and Tenure Committee will meet at least once in the Fall Semester and will
188 conduct its required duties as described in the Georgia State University Promotion and
189 Tenure Guidelines, College of the Arts Promotion and Tenure Guidelines, and the School of
190 Music Promotion and Tenure Guidelines.

191

192 (g) The Committee may create subcommittees to handle specific tasks, as desired.

193

194 **Section 4. Graduate Faculty and Graduate Committee**

195 (a) In accordance with Article XI, Section 2 of the College of the Arts Bylaws, the School shall
196 have a graduate faculty composed of the Director of the School and those members of the
197 School who satisfy the criteria for graduate faculty membership and who have been
198 appointed by the dean to the graduate faculty. Graduate faculty members will belong to
199 either the Graduate Research Faculty or the Graduate Professional Faculty, as described in
200 the College of the Arts Graduate Faculty Policy.

201

202 (b) The Graduate Committee shall propose criteria for School graduate faculty membership;
203 only members of the graduate faculty of the School may hold membership on the
204 committee; The Graduate Director shall serve as ex officio member and Chair of the
205 Committee, the Graduate Committee shall be comprised of two (2) members from
206 Performance Studies and one (1) member each from the following: Conducting and
207 Ensembles; Music Education; Music Technology and Management; and Foundation Studies.
208 Faculty will be appointed to this committee by the Director in consultation with the
209 Graduate Director.

210

211 (c) The powers and functions of the Graduate Committee shall be to advise the School of Music
212 Graduate Director on all matters related to graduate enrollment and study, including
213 curriculum revisions.

214

215 (d) The School Graduate Committee also shall propose a procedure for a periodic review of the
216 criteria for School graduate faculty membership.

217

- 218 (e) the proposed criteria and review procedure must be approved by the Dean.
219
- 220 (f) Each year in the spring semester the School Graduate Committee shall meet to review the
221 credentials of all faculty members in the School eligible for graduate faculty membership in
222 the School (except those requesting that they not be considered), and it shall make
223 recommendations to the Director for graduate faculty appointments and renewals, in
224 accordance with the College of the Arts Graduate Faculty Policy.
225

226 **Section 5. Academic Affairs Committee**

- 227 (a) The Academic Affairs Committee shall be composed of at least seven (7) faculty members.
228 The Undergraduate Director shall be an ex-officio member and chair of the Committee; the
229 Director may appoint staff members to the Committee as non-voting members.
230
- 231 (b) The Committee shall meet at least once each long semester (Fall and Spring) of the
232 academic year.
233
- 234 (c) The powers and functions of the Committee shall be to receive, discuss, and refine
235 proposals regarding changes, deletions, and/or additions to academic catalogs and
236 curriculum (including course descriptions and programs of study); to receive student
237 academic petitions and recommend action to the Director's Office; and to provide broad
238 oversight of the academic programs of the School of Music.
239
- 240 (d) The Academic Affairs Committee may create subcommittees to handle specific tasks, as
241 desired.
242

243 **Section 6. Public Performances Committee**

- 244 (a) The Public Performances Committee shall be composed of at least seven (7) faculty
245 members appointed by the Director of the School. The Director may appoint staff members
246 to the Committee as non-voting members. The Committee shall elect a chair at its first Fall
247 Semester meeting.
248
- 249 (b) The Committee shall meet at least once each long semester (Fall and Spring) of the
250 academic year. The powers and functions of the Committee shall be to provide oversight
251 and management, and to set policy regarding all School of Music performances that are
252 open to the public. The committee may enact policies that enable the function of these
253 performances. Policy changes that involve alterations to financial structures (fees, etc.),
254 broad scheduling concerns (concert times, recital times), or longstanding traditions (i.e.
255 recital receptions, printed programs, etc.) will require formal proposals to the Executive
256 Committee which will proceed accordingly to the full faculty for a vote.
257
- 258 (c) The Committee may create subcommittees to handle specific tasks, as desired.
259

260 **Section 7. Public Relations and Recruitment Committee**

- 261 (a) The Public Relations and Recruitment Committee shall be composed of at least five (5)
262 faculty members appointed by the Director. The Director of Recruitment, shall be an ex-
263 officio member and serve as Chair of the Committee; the Director may appoint staff
264 members to the Committee as non-voting members.
265
- 266 (b) The Committee shall meet at least once each long semester (Fall and Spring) of the
267 academic year.
268
- 269 (c) The powers and functions of the Committee shall be to provide oversight and management,
270 and to set policy regarding all School of Music public relations efforts; and to provide
271 oversight and guidance regarding all School of Music recruitment efforts.
272
- 273 (d) The Committee may create subcommittees to handle specific tasks, as desired.
274

275 **Section 8. Facilities and Technology Committee**

- 276 (a) Facilities and Technology Committee shall be composed of at least five (5) faculty members
277 appointed by the Director of the School. The Director may appoint staff members to the
278 Committee as non-voting members. The Committee shall elect a chair at its first Fall
279 Semester meeting.
280
- 281 (b) The Committee shall meet at least once each long semester (Fall and Spring) of the
282 academic year.
283
- 284 (c) The powers and functions of the Committee shall be: to provide oversight and
285 management, and to recommend policy regarding all School of Music facilities and the
286 technology therein; to gather, oversee processes, and manage the submission of proposals
287 related to internal and external funding opportunities that address School of Music
288 facilities, the technology therein, and contemplated related expenditures.
289 Recommendations for policy must be submitted to the Director for determination of how to
290 proceed toward implementation.
291
- 292 (d) The Committee may create subcommittees to handle specific tasks, as desired.
293

294 **Section 9. The Scholarship Committee**

- 295 (a) The Scholarship Committee shall be composed of at least (5) faculty members broadly
296 representative of the school's areas. A Scholarship Coordinator appointed by the Director
297 shall serve as an ex officio member and Chair of the Committee; the Director may appoint
298 staff members, particularly those involved with finance, to the Committee as non-voting
299 members.
300
- 301 (b) The Committee shall meet at least once each long semester (Fall and Spring) of the
302 academic year.
303

304 (c) The powers and functions of the Committee shall be to oversee the management of the
305 School of Music's endowed and non-endowed scholarship funds, in consultation with the
306 Director and business manager; to oversee the awarding of all scholarships and
307 undergraduate assistantships designated for School of Music oversight; and to oversee the
308 awarding and management of University Assistantships in collaboration with the Honors
309 College.

310
311 (d) The Committee may create subcommittees to handle specific tasks, as desired.
312

313 **Section 10. The Diversity, Equity, and Inclusion (DEI) Committee**

314 (a) The purpose of the committee is to foster and maintain educational, professional, and
315 social interaction between faculty, staff, alumni, and students that is respectful of differing
316 opinions for the purpose of seeking understanding and resolution in the areas of diversity,
317 equity, and inclusion.

318
319 (b) The committee shall consist of a cross-section of faculty and staff representation, two (2)
320 student representatives, and two (2) alumni representatives. Faculty and staff will be
321 appointed by the Director who will select members based on volunteers interested in these
322 initiatives and/or based on the need of a representative cross-section of faculty and staff.
323 The committee will be a minimum of 12 members with no maximum limit.

324
325 (c) The duties and functions of the committee shall be to review, advise and advance more
326 equitable representation among underrepresented groups based on ethnicity/race, gender,
327 culture, nationality, and identity orientation among other attributes. The committee will
328 establish S.M.A.R.T. Goals (Specific, Measurable, Attainable, Relevant, Time-based) for
329 implementation throughout the School of Music as recommended by subcommittees
330 established to address needs including, but not limited to: Curriculum Inclusivity, Diverse
331 Repertoire, Ethnic Ensembles, Breaking the Racial Silence (through readings; speakers;
332 films; workshops, performances, etc.), and Student/Alumni.

333

334 **ARTICLE VII: AD HOC COMMITTEES**

335

336 **Section 1. The Director may create ad hoc committees as needed.**

337

338 **Section 2. Faculty Search Committees**

339 (a) Faculty Search Committees (for full-time positions) will be comprised of at least five (5) full-
340 time (non-visiting) faculty members, appointed by the Director. A non-voting student
341 appointed by the Director will also be included on the Committee. A committee may have
342 more than five members, should other faculty members (full or part-time) or staff be
343 interested in serving; the Director will make the final determination. Where possible, search
344 committees should have an odd number of members.

345

346 (b) The Search Committee Chair will be appointed by the Director. The Search Committee Chair
347 will develop and distribute interview schedules that permit ample opportunity for faculty to

348 hear candidates and offer feedback. Campus interview schedules will be distributed to the
349 full faculty by the search committee chair no later than two days prior to the arrival of
350 candidates on campus.

351

352 (c) All members of the committee will familiarize themselves with the University's Recruiting
353 and Hiring Manual for Faculty (<https://faculty.gsu.edu/for-staff/hiring/>)

354

355 (d) At the conclusion of the search process, the Search Committee will hold an open meeting at
356 which the faculty can ask questions and offer comments about the search and/or
357 candidates.

358

359 (e) Following the open meeting and taking all perspectives into consideration, the Search
360 Committee will make its formal recommendation to the Director. The written
361 recommendation shall state the decision, summarize its rationale, and account for any
362 dissenting votes on the Search Committee.

363

364 **ARTICLE IX. REVISIONS AND AMENDMENTS 308**

365 Section 1.

366 These Bylaws may be revised or amended in the following manner:

367

368 (a) A faculty member may propose revisions or amendments at any faculty meeting, but the
369 proposed revisions or amendments shall be referred without debate to the Executive
370 Committee for its consideration and recommendation. A faculty member may also send
371 revisions or amendments in writing with a letter of transmittal to the Director for the
372 Executive Committee's consideration and recommendation;

373

374 (b) after holding open hearings, the Executive Committee shall submit its recommendations,
375 along with the proposed revisions or amendments, to the faculty at its next regular
376 meeting;

377

378 (c) all proposals for revision/amendment and all recommendations on proposed revisions or
379 amendments received from other sources shall be submitted by the Executive Committee,
380 through the Director, to the faculty at least ten (10) days prior to the regular faculty
381 meeting; and

382

383 (d) all proposed revisions or amendments submitted to the voting faculty shall become a part
384 of the bylaws upon being approved by three-fourths (3/4) of the voting faculty present in a
385 meeting where consideration of revisions or amendments is a part of the order of business.

386

387 Approved: August 21, 2020

388 Approved with Revisions: May 4, 2021

389

390 **APPENDIX I: GRADUATE DIRECTOR DUTIES**

391 Manage, apply for and direct curriculum updates and changes and direct catalog changes.

392
393 Oversee the graduate programs, work with faculty and graduate committee to develop new
394 courses, potential programs, and strengthen School of Music graduate curriculum in current
395 programs and annually oversee advisement of all graduate students on registration and
396 graduation requirements.
397
398 Manage course listings/scheduling of all graduate courses with the Administrative Coordinator
399 to the Director to facilitate program requirements and graduation of students.
400
401 Approve and manage all course substitutions, Directed Readings (6999s), Internships, and
402 Thesis projects.
403
404 Update and revise Graduate Student Handbook, website content (Department, College,
405 University), and audition requirements in consultation with faculty.
406
407 Audits of all graduating students (October, November, March, April). In consultation with the
408 College, review all Incompletes, insufficient grades, course substitutions, completion of thesis,
409 and comprehensive exams.
410
411 Correspondence with and recruitment of all prospective students. Provide information on
412 application requirements, TOEFL/IELTS and the international office, transcripts, audition
413 process, and funding availability.
414
415 Delegation and official awarding of all Graduate Assistantship Awards and Out of State Tuition
416 Waivers (OOSTW) in consultation with the Director.
417
418 Oversee the fulfillment of duties by Graduate Assistants. Work in conjunction with
419 Administrative graduate staff, business manager, and College of the Arts regarding all Graduate
420 Assistant stipend payments and tuition waivers.
421
422 Work in conjunction with School of Music administrative graduate staff and College of the Arts
423 (COTA) regarding HR Paperwork, Tuition Waivers, compliance issues (credit hours) for OOSTW
424 and Graduate Assistants (GA).
425
426 Work with PR to create graduate assistantship flyer and advertisement of programs.
427
428 Coordinate the review of all graduate applications, transcripts, audition results, and compile
429 data for the Graduate Committee to assess in application review. Enter all acceptance/denial
430 decisions with the college via Slate. [or the application portal in use at the time]
431
432 Manage and process all transfer credits from other institutions.
433
434 Manage all CPTS and OPTS (international students working off campus) with the International
435 Office and coordinate coinciding Directed Readings Course.

436
437 Track Compliance with Title IX and FERPA regulations – training for our piano GAs and general
438 info to our regular Gas
439
440 Manage all petitions – deviations from catalog, graduation petitions.
441 Create and enter SLOAP reports for the mandatory university assessment reporting and work
442 with the Academic Affairs committee in collecting and assessing data regarding graduate
443 programs.
444
445 Attend COTA Commencement Ceremony (December and May).
446
447 Assist with Orientation and Audition Days.
448
449 General communication with all current and prospective graduate students regarding our
450 programs and requirements. Serve as a liaison between graduate students and faculty as well
451 as graduate students and the College regarding all academic issues, petitions, concerns.
452
453 Committee work: Ex Officio member and Chair, SoM Graduate Studies Committee; member,
454 SoM and COTA Academic Affairs Committees; member, College Graduate Council Committee;
455 Ex Officio member, SoM Executive Committee.
456
457 Other duties and student needs as they arise or as assigned by the Director.
458

459 **APPENDIX II: UNDERGRADUATE DIRECTOR DUTIES**

460 Correct and update the course schedule prior to publication. Work with the Administrative
461 Coordinator to the Director and the Office of Academic Assistance (OAA) to ensure that:
462 new classes are added; courses are scheduled with enough seats to address unmet demand or
463 lack of demand in close consultation with the Associate Dean of the College of the Arts; courses
464 are scheduled at times that best correspond with the majority of SoM student schedules;
465 prerequisites and other associated requirements for all courses are correct.
466
467 Serve as a liaison with the University Advisement Center (UAC) and the OAA. Respond to
468 questions concerning degree requirements and exceptions or deviations on a student-by-
469 student basis. Also ensure that placement tests and auditions administered at the beginning of
470 a semester are scheduled and details communicated to students via advisors.
471
472 Assist individual students in resolving registration issues and navigating degree requirements
473 particular to their respective situations. Also help students through the approval process for
474 exceptions and deviations.
475
476 Facilitate review of transfer credits and AP credits as provided by SoM Area Coordinators for
477 new transfer students.
478

479 Assist students with concerns or appeals regarding the behavior and interactions of faculty or
480 other students. Assist faculty with concerns or appeals regarding students and/or other faculty
481 that impact students and with proposals for changes to degree requirements and proposals for
482 new courses.

483
484 Ex Officio member of the SoM Academic Affairs committee. Communicate all decisions made by
485 that committee to appropriate advising offices, especially regarding individual students' appeals
486 for degree requirements deviations and exceptions, and changes to degree requirements or
487 department policies. Ex Officio member of the COTA Academic Affairs committee. Ex Officio
488 member of the SoM executive Committee.

489
490 Complete required analysis and reporting for annual assessment and accreditation compliance.

491
492 Other duties and student needs as they arise or as assigned by the Director.

493

494 **APPENDIX III: DIRECTOR OF RECRUITMENT DUTIES**

495 Implement School of Music Recruitment Plan in consultation with Director, Large Ensemble
496 Directors, and Applied Area Coordinators.

497

498 Plan and Oversee Audition Days (working closely with the Administrative Specialist-Academic).
499 Lead Up: Run weekly Audition Day Committee meetings beginning in October. Membership on
500 this committee will be determined by the Director of recruitment in consultation with the
501 Director of the School of Music. Day of Event: Run student volunteer meeting and run opening
502 auditionee/parent meeting, Follow Up: Approve results.

503

504 Plan and Implement School of Music Recruitment "Open House" and School of Music New
505 Student Orientation Program.

506

507 Serve as Metropolitan Youth Symphony Orchestras of Atlanta (MYSO) Liaison

508 Negotiate terms of each year's Special Use Agreement.

509 Number of and rate of pay for sectional opportunities for SOM faculty and students

510 Number of recruitment opportunities for SOM faculty

511 Number of guest artist appearances (guest conductor, soloist, etc..) for SOM faculty

512 Terms and conditions of MYSO Graduate Assistant

513 Long-term planning of MYSO as it relates to creating stronger bonds between MYSO and GSU

514 Oversee faculty involvement as encouraged to relevant faculty by the Director

515 Oversee and monitor MYSO Graduate Assistant

516 Book special MYSO parking arrangement and maintain relationship with parking services

517 Oversee booking of ALC for rehearsals

518 Responsible for day-of emergencies 458

519

520 Program Director for Dual Degree Master of Music Program with National Chiayi University.

521

522 Approve audition results and track acceptance trends.

523

524 Ex Officio member and Chair: SoM Public Relations and Recruitment Committee; Ex Officio
525 member, SoM Executive Committee.

526

527 Coordinator for Special Talent Waivers, Undergraduate Out-of-State Waivers, and School of
528 Music FERPA Representative.

529

530 Other duties and student needs as they arise or as assigned by the Director.