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This document is intended to serve as resource for fulltime, part time and TA Dance Faculty. Links to CVPA and UNCG documents are included whenever possible. For additional information faculty are encouraged to also consult the CVPA Faculty Manual on the college webpage under faculty resources.

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UNCG School of Dance Faculty Handbook

SCHOOL OF DANCE MISSION AND GOALS STATEMENTS (REVISED AUGUST 2015)
Within the context of UNCG’s comprehensive liberal arts curriculum, the School of Dance offers bachelors and masters degrees that provide specialized skills for a variety of careers in the evolving field of dance. The school's primary goal is to teach students the imaginative, critical, and technical skills essential to the creative process and to scholarly inquiry. Our comprehensive curricula foster inclusive learning and intellectual curiosity framed by an engagement with cultural diversity, community outreach, and global issues as related to dance. The School of Dance prepares undergraduate and graduate students for further study and the task of creating successful and productive lives as artists, educators, and scholars at the state, regional, national and international levels.

SCHOOL OF DANCE CORE STATEMENTS OF INTENTION
1. To deliver a curriculum that integrates teaching, scholarship, and artistry, and affirms the centrality of the body as a locus for knowledge, and the experiential basis for learning resulting in diverse outcomes
2. To sustain a community that values individual and cultural differences, as well as co-existing artistic and scholarly perspectives
3. To offer nationally recognized undergraduate and graduate programs that maintain a high standard of teaching
4. To encourage faculty development in teaching, scholarly/artistic work, and leadership within the profession
5. To engage in outreach to the community through public performances and other educational and artistic activities

ABSENCE FROM ASSIGNED RESPONSIBILITIES
If a faculty member (full-time, part-time and Teaching Assistants) anticipates missing assigned responsibilities (whether for professional or personal reasons), they must consult with the Director of the School of Dance prior to accepting commitments (regardless of whether additional pay is involved). The faculty member, in consultation with the director, confirms that acceptable arrangements have been made to cover all assignments (teaching, advising, etc.). The arrangements must be approved by the director, particularly in the case of arranging for appropriate substitutes for classes.

Faculty away from campus and regularly assigned workload for professional development or research must complete a Campus Absence form. This form is submitted to the director for approval at least two weeks prior to the absence. The form is available at the following link: https://goo.gl/forms/5CzKeLLCStPfw5pW2
ACADEMIC HONOR POLICY
(In the UNCG Faculty Handbook) The University has a policy on academic integrity that covers cheating, plagiarism, falsifying data, submitting the same work to meet the requirements of more than one course, or damaging University materials. If you have reason to suspect that a student has violated this policy, consult the Director of Dance.  http://sa.uncg.edu/handbook/academic-integrity-policy/

ACCIDENTS, FIRST AID, AND WORKER’S COMPENSATION
Campus emergency number: 336 334-4444
Please note- the above number will ensure the quickest response time as opposed to dialing 911 on your cell phone.

Emergency procedures and first aid kits are posted in each studio. If someone sustains an accident in the building, it must be reported within 24 hours to the Building Manager (336-256-1490), and an accident report must be filed with Beverly Stallings.

The school has ice in a freezer located in the housekeeping closet outside the Dance Theater.

Faculty and TA’s who are injured on the job must follow University policy to be covered by Workers’ Compensation. See http://web.uncg.edu/hrs/WorkersComp/, and click on Quick Reference Guide.

ACCOMPANIST SCHEDULING
In consultation with the Business Services Coordinator and dance faculty, the director schedules musicians for African, Ballet and Contemporary dance classes as the budget allows. Technique faculty will receive accompanist schedules within 2 weeks prior to the start of a term.

Accompanist Evaluation Form – Optional may be submitted to the Director of Dance at the conclusion of each term

1. Is the accompanist reliable and prompt?
2. How well do they perform their job? You may want to comment on maintenance of tempi, appropriateness of music selected, or any other quality, or lack of, which seems important to you.
3. What do you wish this accompanist would do that he/she doesn’t presently do?
4. What does this accompanist presently do that you wish he/she would stop doing?
5. General comments or requests that you may wish to give the accompanist.

ACCREDITATION
The University of North Carolina Greensboro is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), to award bachelors, masters, specialist, and doctoral degrees. Contact: Commission on
Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 406 679-4500 for questions about the accreditation of The University of North Carolina Greensboro.

The Commission should be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard. All other inquiries, such as admission requirements, financial aid, educational programs, etc., should be made directly to The University of North Carolina at Greensboro, at 336 334-5000.

The University of North Carolina Greensboro is also accredited by the National Association of Schools of Dance (NASD). NASD, founded in 1981, is an organization of schools, conservatories, colleges and universities. There are approximately 76 accredited institutional members. The organization establishes national standards for undergraduate and graduate degrees and other credentials. Institutional Membership is gained only through the peer review process of accreditation.

NASD provides information to potential students and parents, consultations, statistical information, professional development, and policy analysis.

**ACDA (AMERICAN COLLEGE DANCE ASSOCIATION CONFERENCES)**

**Information and Checklist**

The UNCG School of Dance allocates payments for ACDA membership, registration for faculty, up to 10 department sponsored student performers, and choreography adjudication fees. Performers are responsible for hotel, transportation and meal costs. Funds may be available from Student Government, the Graduate Student Association or Prime Movers to help offset some these expenses. Department participation in ACDA is determined by schedule and availability, and allocated fiscal support.

The School of Dance faculty selects student and faculty choreography that they believe best represents the school mission and goals for the ACDA adjudication and informal concerts. In addition to meeting ACDA selection criteria, faculty takes into consideration the overall costs of sending larger works of choreography to a regional festival.

Per ACDA adjudication criteria, one faculty and one student work may be submitted for adjudication. All works must run under 12 minutes and only student performers may perform. Generally the Department can support 10 student performers, 1 faculty member, and the Technical Coordinator. Faculty adjudication and informal concert selections are announced by the end of the fall term.

If space allows, students not cast in selected works may also attend the conference. The undergraduate student organization, Prime Movers and/or the Association of Graduate Students will work with the Faculty ACDA Coordinator to organize additional student involvement. All registration payments must be submitted at the within in one week of registration and once submitted may not be refundable.
School of Dance attendees should remember that they are school ambassadors, and as such all attendees (student and faculty) are requested to fully participate in festival activities, as well as attend the ACDA Membership meeting.

**ACDA Checklist**

1. The school ACDA Coordinator is assigned by the Director of Dance. Once the Director of Dance completes the initial online registration, the Technical Coordinator and ACDA Coordinator manage conference deadlines and requirements.

2. The Dance faculty determines student and faculty choreography selections prior to the winter break (earlier if possible). All work should reflect the department mission and be within the allocated budget, in addition to satisfying ACDA eligibility. For example, per ACDA regulations, all selected performers must be students enrolled in the conference academic year and choreography may not exceed twelve minutes in length (pieces under 12 minutes are highly encouraged). The department generally can support registration for up to 10 student dancers, one faculty member and the technical coordinator.

3. The Director of Dance, ACDA Coordinator and Business Coordinator confirm that school ACDA membership is up-to-date. The director determines funding sources for department participation.

4. The ACDA Coordinator meets with choreographers, other participating faculty and Prime Movers representatives to review conference and department requirements.

5. Prime Movers and the Association of Graduate Students manage additional student registrations, if slots are available.

6. The school pays all registrations and adjudication fees in one payment. Fees are non-refundable. The student groups may facilitate substitute registrations if students must withdraw from conference attendance.

7. The ACDA Coordinator and student groups work together to secure conference recommended lodging and participant transportation. Undergraduate and graduate students may also approach the Student Government or Graduate Student Association for travel support if funding timelines allow.

8. Selected choreography is performed at either the Fall Dances and/or on the winter Faculty and Guest Artists Concert. Work is expected to remain in rehearsal prior to the festival. The school may also schedule an informal showing of ACDA dances the week prior to the event.

9. Faculty submits travel and lodging receipts to the Business Coordinator for reimbursement at the conclusion of the festival.
10. Participants are encouraged to share their conference experiences with fellow students via social media while at the conference, and visit classrooms upon their return. The ACDA Coordinator, Department Head, Business Representative (Beverly Stallings), choreographers and student group representatives may schedule a follow-up meeting to update the ACDA Information/Checklist.

ADJUNCT/PART TIME FACULTY INFORMATION
Part-Time faculty are contracted each semester.

All faculty and teaching assistants must be available for School scheduled activities the week prior to and following each term (unless their absence has been approved by the Director of Dance and the Dean of CVPA).

Adjunct/Part-Time Faculty job requirements
1. Part-time faculty must respond to requests for hiring information from the Business Coordinator in a timely manner. It often helps to schedule a meeting with the Business Coordinator to go over hiring requirements.

2. Part-time faculty will meet with the Director of the School for an orientation session. At this time, studio and part-time office keys may be requested if needed.

3. Faculty will submit requested materials to the Director of the School for credentialing.

4. Eligible faculty teaching graduate courses will submit an application to become an Adjunct Graduate Faculty member. This application is available on the UNCG Provost’s webpage or from the Business Services Coordinator. Please note that graduate faculty status is effective for one year, and that faculty must have a terminal degree in their discipline to qualify.

5. Faculty complete Conflict of Interest forms online each fall. A link to the form is available on CVPA Faculty Resources web page.

6. Once in receipt of a UNCG ID, faculty should procure an email account and arrange to receive training in how to use the online instructional delivery system, CANVAS. Communication with students and syllabi are posted on CANVAS. Faculty should also get an UNCG faculty ID card to use for library checkout, studio card swipe access and discounts at Starbucks and the Bookstore.

7. Prepare course syllabi using the School of Dance template. Sample syllabi are available from the Office Manager. All syllabi must be submitted to the School of Dance Syllabus Google Drive before the second week of classes each term.
8. Instructors should arrive at least 10 minutes before each class, and be prepared to stay after class for 10 minutes if students have questions.

9. If the cancellation of a class is necessary, call the office (336 334-5570) requesting the posting of a notice. Please do not just leave a message and assume that the office will get the message. If the office staff is not in, contact the Janet at (336 334-3262). Also, send the students a notice on Canvas.

10. Part-time faculty may agree to work with students on independent study courses as non-compensated activity. Please consult with the Director of the School with any questions on Independent Studies.

11. Grades must be entered by the day prior to commencement. After grades are entered if a grade change is needed please contact the main office for guidelines. Faculty should retain course records for 5 years.

12. Class climate surveys (course evaluations) are completed by students online and are sent to the faculty member, and the Director of Dance after the grading period has ended.

13. The Director of the School of Dance reviews all course evaluations and contacts part-time instructors about future teaching assignments prior to the schedule entry date for the following term.

14. In the spring term, the Director of the School of Dance contacts part-time faculty to request a self-assessment of their teaching for that semester or academic year.

ADVISING

Faculty Advising Assignments
Revised appointments effective January 17, 2017

Faculty will direct advising sessions according to their scheduled cohort mandatory group advising session. Students will receive their registration plan at the group session and their advising code via email.

Robin Gee: Undergraduate Coordinator-transfers, advising oversight and clearance for graduation; check numbers and propose pilot
Amy Masters: SOAR
Clarice Young: undergraduate freshman
Ana Paula Höfling: undergraduate juniors, TA Mentor, Honors
Duane Cyrus: undergraduate sophomores
Jill Green: undergraduate seniors
Mila Parrish: Licensure transfers and freshman
Melinda Waegerle: Licensure sophomores, juniors and seniors
Janet Lilly: Dance Minors, Study Abroad

**Academic Advising**

Students are assigned a dance faculty advisor for the purposes of academic advising and registration. Undergraduate students are required to attend scheduled group advising sessions with their cohort advisor to receive an advising code and advising information prior to registration. At the mandatory group advising session students work with their faculty cohort advisor to receive registration information based on the suggested course of student for their degree program.

Students may schedule additional appointments with their faculty advisor for advising regarding academic or personal matters after they have attended a group advising session. All faculty advisors are encouraged to consult with the Director of Dance and/or the Director of Undergraduate Studies regarding questions that might arise.

The Director of Undergraduate Studies handles transfer student advising, special advising, and clearing students for graduation. Group advising sessions are scheduled by year in the program.

Students are responsible for knowing when their registration window opens (available on UNC Genie). Once the registration window opens, students should register for the approved plan of study distributed at the group advising session. If students have another major, they should make sure to cross-reference their registration with that major’s advisor.

The Director of Graduate Studies and graduate advisors meet individually with their advisees.

Responsibilities of academic advisors include the following:

1. To stay current regarding requirements for graduation and school policies.
2. To contact and counsel students receiving unsatisfactory Starfish notices.
3. To be aware of which advisees anticipate meeting graduation requirements during each semester.
4. Work with their advisees to maintain degree evaluation forms.

**Advising Program Requirement Changes and Substitutions**

The School of Dance has established program requirements that are approved by the University Course and Curriculum Committee (UCC). If there are program changes students may elect to follow the new requirements or the requirements that were in place at their point of entry into the program (if scheduling and resources allows). All course substitutions are managed by the Director of Undergraduate Studies.
**GEC for Dance Majors**

The GEC (General Education Core) must be completed by all students. In general, Dance students have a set list of GEC categories in which they will take classes. These categories can vary if the student has a second major outside of CVPA, or if they are a member of a residential or honors college. Student should check DegreeWorks frequently to verify that classes are fulfilling the proper requirements. A complete listing of GEC requirements and classes can be found in the UNCG Undergraduate Bulletin.

The Dance GEC consists of 37 credits of courses in these categories:
- Philosophical/Religious/Ethical Perspectives (GPR) – 1 course
- Literature (GLT) – 1 course
- Fine Arts (GFA) – 1 course, must be in a discipline outside of Dance
- 1 additional course from the GPR/GLT/GFA categories
- Historical Perspectives (GHP) – 1 course
- Social Behavioral Sciences (GSB) – 2 courses
- Science (GNS) - 2 courses. We recommend that one be NTR 213, Introductory Nutrition. The second GNS course must come from a different department and include a lab. Dance students have often found that BIO 105/BIO 105L (4 credits total) is a good choice. Remember that you must take the lab!
- Math (GMT) – 1 course.
- Reasoning and Discourse (GRD) – 2 courses. One of the courses must be ENG 101, RCO 101, or FMS 115. The second can come from any department. A speaking intensive course such as CST 105 or ENG 102 is a good choice for the second one.

**GEC Marker Requirements**

In addition to the GEC course requirements, students must also complete courses that have specific markers. These markers can be obtained while taking GEC or major specific courses.

**Speaking Intensive (SI) and Writing Intensive (WI) Markers**
- Writing Intensive: 2 courses marked WI. Dance students complete the WI requirement by enrolling in DCE 205 and 305.
- Speaking Intensive: 2 courses marked SI. Dance students complete the SI requirement by enrolling in DCE 455 and DCE 505.

**Global (GL)/Global Non-Western Perspectives (GN) Markers**

A total of 4 courses; 1 course marked with GN, and 3 courses marked with either GL or GN. These markers can be acquired with SI/WI markers as well as GEC courses.
Transfer students with enough credits may have some of their marker requirements waived. This will be noted on their degree evaluation.

Many of the GEC courses can be taken at a North Carolina community college. Visit the NC Community College Course Equivalencies page for a list of GEC courses that can be taken for transfer credit. Please note that courses taken at a community college may not carry the same special markers (SI/WI/GL/GN) that their UNCG counterparts do. Students should verify all transfer equivalencies with the Registrar’s Office.

**Dance Degree Programs**

- BFA in Dance Choreography and Performance - requires 128 credits overall towards degree, with 78 credits in Dance. The degree program requires a minimum grade point of 2.75, and a B or higher in six (6) credits of above 300 level in African, Ballet or Contemporary technique.

- The BFA with Teaching Licensure requires, in addition to completing the 78 credits in Dance, a 3.00 GPA.

- BA in Dance Studies - requires 122 credits overall, with 50 credits in Dance.

- BA with Teaching Licensure - requires, in addition to completing the 50 credits in Dance, a 3.0 GPA.

**ALUMNI**

**Alumni Concert/Distinguished Alums**
The school may host an Alumni Concert. The Alumni Concert Coordinator will contact Alums the spring prior to the concert to field interest in presenting choreography. Although fully produced by the department, no additional funds are available to support expenses for this concert. The school also participates in the annual CVPA Distinguished Alum celebration in the fall term.

**Alumni Choreographers**
The school annually invites an alum choreographer to set work on current undergraduate students.

**Alumni notices**
Alumni updates and information may be submitted to the Dance Office manager for posting on the CVPA Alumni webpage.

**ATTENDANCE POLICY**
Faculty set attendance and absence policies for their courses. The attendance policy will be included in the syllabus. All excused absences are at the discretion of the instructor.

The School of Dance requires an 80% participation rate to pass the course. Sitting and watching a class does not count as participation. Students who do not meet the participation requirement for any reason may need to repeat the course.
School outreach activities are counted as excused absences if the student meets the outreach participation requirements.

When injured or ill (but not contagious), students may still be counted as present if they attend class and are able to accommodate some form of movement activity (to be prescribed by the instructor).

UNCG seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Office of Accessibility Resources and Services (OARS) in 215 Elliott University Center, 334-5440, oars.uncg.edu.

*Failure to attend a scheduled Technique Review sessions, or the bi-annual Community Meeting may count as an absence.

**Lateness**
Students who arrive more than 5 minutes after class has begun should not come directly into a class, but should wait for the instructor to indicate when to enter.

**Injured Student Policy**
Students whose injuries affect the 80% Participation Policy are advised to undertake one of the following options:
1. Take an incomplete in the course. PLEASE NOTE: Students considering this option should check their Financial Aid criteria before taking an incomplete.
2. Request a Medical Withdrawal.
3. Withdraw from the class. 80% course participation is required to receive a grade in the course.

**AUDITORS AND CLASS VISITORS**
All students who are regularly attending classes should be registered for credit, audit, or registered as a Visiting Student. If a student is registered as a Visiting Student, no record is kept of their attendance. They may participate in the class, but nothing appears on a transcript.

If a student is registered as an auditor, the course appears on the student's transcript. Instructors should request a Withdrawal for any auditor who does not regularly attend class.

Prospective students are allowed to watch class and to take class with prior approval from the director and instructor. Short-term department guests are also welcome to attend class with instructor approval.

**BUDGETS**
There are three categories of funding for the School of Dance: Personnel, Other Than Personnel (OTP) and Trust Funds. The Personnel budget is held centrally in the CVPA Dean’s office and distributed to the department as required. The OTP budget includes honorariums, supplies and expenses (S&E), instructional support
and faculty travel. Full-time faculty members receive notification of travel support by the director and Business Services Coordinator by August 1st (please see Travel Funds and Reimbursement for more information). Trust funds and Box Office, Discretionary funds roll over from year to year and are used to support department productions, donor receptions and recruitment events.

CALENDAR
The School of Dance Google Calendar is updated regularly to include performance dates, guests, staff schedules and other important department activities. Full-time Faculty and Staff have calendar viewing and editing capacity. Part-time Faculty and Teaching Assistants may view the calendar.

The University Academic Calendar is available at: https://reg.uncg.edu/calendars/

CLASSES, TEACHING, AND SUBSTITUTES
To maintain instructional quality faculty should consult with the director prior to scheduling substitute instructors. Coverage options may include: faculty colleagues, guest artists, Teaching Assistants and local professionals. Faculty should enter substitute arrangements on the Campus Absence request forms when submitted to the Director of Dance, as well as inform the Main Office of coverage arrangements. Faculty are responsible for paying subs unless a guest artist, peer to peer coverage swap, or Teaching Assistant coverage is arranged with the Director of the School of Dance.

1. If the person covering a class is not a faculty member or TA at UNCG, he/she must be an approved substitute (must be formally appointed by the Director of Dance via a letter). This is extremely important for liability purposes.

2. If an emergency arises and the cancellation of a class is necessary, call the office requesting the posting of a notice. Please do not just leave a message and assume that the office will get the message. If the office staff is not in, contact the Director of Dance (336 334-3262). Faculty members should alert their students of an absence via CANVAS, as well as the Director of the School of Dance.

3. It is recommended that faculty members and TAs have a contingency plan for emergencies (such as an alternative assignment for students).

4. Faculty members and TAs are may substitute for others once a semester without compensation assuming that the request is reasonable and possible. Beyond that, the faculty member is expected to make arrangements for compensating their substitute.

Dance 624 Movement for Dance course requirements
The National Association of Schools of Dance (NASD) requires that graduate students enrolled in a course that carries a separate undergraduate and graduate number complete specific published requirements that are at a graduate level.
Distinctions between undergraduate and graduate expectations must be delineated for such courses.

Graduate students may earn DCE 624 credits through regular in-class participation in an undergraduate technique class (100–400 level) with completion of one additional project related to course-content as determined by each student in consultation with the course instructor.

624 projects should not be confused with those that may be undertaken under the auspices of DCE 695 Independent Study or DCE 662 Practicum in Teaching Dance courses. Moreover, 624 projects should not entail TA duties for the course. DCE 624 projects may be comprised of such activities as reflective journaling, research-related writing, practice teaching or the creation of lesson plans, presentations or the production of other artifacts directly related to course content.

Full-time and part-time dance technique faculty members who are eligible for graduate faculty status (holding a terminal degree in their field) may be assigned 624 sections in consultation with the director.

**CONCERT COORDINATOR GUIDELINES**

1. In consultation with choreographers and the production team, the Coordinator schedules two production meetings prior to the concert dates. The first meeting should take place within 2 months of the production week and the second meeting within 2 weeks of opening night.

2. At production meetings, the Coordinator, in consultation with the Marketing and Development Staff member, will outline deadlines for press and program copy. This information should be sent to the Concert Coordinator and the Marketing and Development staff member in the Dance office. Photographs for posters may be taken at any point in the term. The Concert Coordinator, in consultation with the Administrative Associate and the director, will determine publicity photos and the concert poster.

1. The Technical Coordinator will request any special production needs known at the first meeting in addition to projected running times of works. By the second meeting, additional production needs should be communicated along with program placement requests and complimentary ticket requests.

2. Ticketing is handled by Triad Stage. The CVPA Dean’s office handles press releases for school events. Chris Fleming manages productions, and box office reports are managed by Business Coordinator Beverly Stallings.

3. Choreographers are responsible for communicating production schedules to their performers in a timely manner and obtaining contact numbers for performers to give to the Stage Manager by their first technical rehearsal. Choreographers are also encouraged to stress to performers the importance of professional courtesy (thanking the crew, supporting choreographers and
performers in other pieces, keeping the dressing rooms and theater clean, etc.)

4. Spacing rehearsals in the theater will be available the week prior to show (contingent on theater availability). The production schedule is determined by production needs and the running time of each piece. During production week, all dancers and production elements should be in place. The goal is for the show to be performance ready by the technical run-thru. That said, the technical crew may stop and start the technical run as necessary and choreographers may request additional notes or fix-it times after the run on dress rehearsal. All requests should be communicated to the Concert Coordinator and Technical Coordinator.

5. Performers are required to sign-in by their call time and choreographers may require attendance at the warm-up classes. Dancers should be apprised of photo and/or video calls. Choreographers may expect a Dance Partners sponsored pre-show reception during Fall Dances. At this reception, choreographers may be asked to offer a few words about their work to interested audience members.

6. A production follow-up meeting may be scheduled within 2 weeks of closing night. At this meeting, choreographers and staff can proactively address the event and make recommendations for future concerts and/or inclusion in these guidelines.

CONFLICT OF INTEREST FORMS/ ANNUAL DISCLOSURE FORMS
Faculty complete Conflict of Interest forms in the fall online. A link to the form is available on CVPA Faculty Resources web page.

CONTACT INFORMATION
Please note that in the Fall 2017 term all faculty are relocated to the 3rd floor of the McIver Building. The office numbers listed below are Coleman Building addresses.

Faculty
Duane Cyrus: Associate Professor; Technique Committee Chair; Undergraduate Advisor
Office: 222, Phone: 334-5570, e-mail: dacyrus@uncg.edu

Robin Gee: Associate Professor and Director of Undergraduate Studies
Office: 220L, Phone: 334-5570, e-mail: rmgee@uncg.edu

Jill Green: Professor
Office: 317, Phone: 334-5570, e-mail: jigreen@uncg.edu

Ana Paula Höfling: Assistant Professor of Dance Studies; Teaching Assistant Mentor; Honors Advisor
Office: 220A Phone: 334-5570, e-mail: aphoflin@uncg.edu
Janet Lilly:  Professor & Director, Dance Minor, Study Abroad Advisor
Office: 323B, Phone: 334-3262, e-mail:  

Clarice Young: Assistant Professor; Undergraduate Advisor
Office: 220K, Phone: 334-5570, e-mail: 

Mila Parrish: Associate Professor and Director of Dance Education
Office: 320, Phone: 334-3048, e-mail:  

B.J. Sullivan: Associate Professor and Director of Graduate Studies
Office: 220J, Phone: 334-4643, e-mail:  

Melinda Waegerle: Dance Education Assistant Professor (Academic Professional) and Undergraduate Licensure Advisor
Office: 220B, Phone: 334-5570, email: 

2017- 2018 Part-Time Faculty
Office: 220F, Phone: 336-334-4064
Virginia Freeman Dupont—vrfreeman@uncg.edu
Michael Job—m_job@uncg.edu
Christine Stevens-- cbowenstevens@gmail.com
Justin Tornow-- jctornow@uncg.edu
Yaqshaan Malik-- jazzdancer01@gmail.com (Jazz)
Lauren Joyner Trollinger—mailto:danceprojecttheschool@gmail.com
(Dance for Musical Theatre)
Nekeshia Wall- nrwall08@gmail.com

Graduate Teaching Assistants/Graduate Assistants
Office: 220G, Phone: 334-4064
Isabelle Collazzo
Emily Crofford
 Brianna Forbes
Mary Evelyn Hunt
Makayla Feerick
Nina Moshman
Amanda Ross
Alexis Thomas
Gabrielle Tull
Arylnn Zachary

Staff
Chris Fleming: Technical Coordinator/Director
Office: Lighting Booth

Amy Masters: Office Manager, Enrollment, Marketing and Recruitment
Office: Main Dance Office, Coleman 323, Phone: 334-5570, e-mail:  

ahmaster@uncg.edu
COPY MACHINE POLICY
Faculty, Teaching Assistants, and Graduate Assistants may use the copy machine. In the efforts of increasing sustainability and cost effectiveness, most course materials including syllabi, guidelines, announcements and readings should be placed on CANVAS. Students may use the copy machine to make copies of their plans of study for advising sessions.

If you experience problems with the copy machine, fax, or scanner, please inform the dance office staff.

COPYRIGHTS
Most music used in repertory concert choreography falls under the Fair Use category.

Faculty members who make available to students copies of copyrighted works (including digital and electronic media) are responsible for following all legal requirements. University legal counsel has prepared a Fair Use checklist: http://performingarts.uncg.edu/_files/resources/faculty-staff/smtd/fair-use-checklist.pdf

For interpretation of the effect of the law on individual cases, faculty may consult the University Counsel: http://policy.uncg.edu/copyright/

COSTUME POLICY
Costumes may be signed out from the costume shop by current faculty or registered students.

1. Use of costumes must be signed out through the TA responsible for managing the costume room.

2. Use and return of costume items are recorded by the costume TA.

3. All costume items must be laundered or dry cleaned prior to their return. Items are to be returned as found, either on hangers or in labeled plastic bags. If in doubt about the cleaning procedure, ask the costume TA.

4. Costumes are divided into categories and their use is governed by the rules listed below:
   a. Closed repertory: Only the choreographer has access to these costumes.
   b. Faculty members choreographing works under the auspices of one of the department’s repertory classes (DCE 343, 443, 487, or 687) may request that some or all of the costumes created and/or purchased from their up to $600 production budget. All receipts and contracting,
once approved by the director, is handled by Beverly Stallings, Business Services Coordinator.

COURSE EVALUATIONS
Students enrolled in Dance courses participate in end-of semester class climate surveys. Unless otherwise indicated, course climate surveys are solicited electronically by the Class Climate Administrator. After the grading period has ended, analyzed surveys are returned to the school director and the individual faculty member. Faculty members address class climate survey results as part of the annual review process, and a summary of course evaluations is submitted by the director as part of re-appointment, post-tenure review and promotion files.

Junior faculty or faculty participating in Post Tenure Review may elect paper evaluations by contacting Dance Business Coordinator, Beverly Stallings. Paper evaluations will be collated by the dance office and distributed to faculty members after the grading period has ended.

School of Dance faculty revised the Dance course evaluation instrument in 2014-2015. Sample templates are available on the CVPA Canvas pages in the Faculty Manual.

DIRECTOR OF DANCE JOB DUTIES (FROM THE DANCE IOG)
UNCG Administrative guidelines for the appointment of department heads, chairs and school directors states that “service as a department head is incident to a faculty member’s regular service to the University as a teacher and scholar. Appointment represents the addition of an important service responsibility rather than any change in the character of the formal appointment.”

School directors are appointed by the Provost to four (4) year terms at the pleasure of the Chancellor. The Dean acts as the position supervisor and reviews the school director annually using the same criteria for review of dance faculty members. These criteria include teaching, research, service, and directed professional activity with the addition of an assessment of the head’s administrative effectiveness. Appointed directors normally serve for no more than two consecutive terms.

The director receives an appointment review at by the end of their 6th semester to determine re-appointment to another four-year term. The Dean initiates this review by soliciting input from department faculty and staff to inform their recommendation to the Provost for re-appointment.

The director position is a 10.5-month contract August 1 through June 15th. Assigned job duties may require off contract work due to end of fiscal year reconciliations and fall instructional contracting in June and July.

Director of Dance responsibilities include:
1. Promotes the best interests of the school and serves as one of its representatives within the school, university and the community
2. Initiates and finalizes departmental recommendations concerning personnel actions

3. Arranges hiring of part-time instructors, guest artists and scholars as the budget allows

4. Oversees dance position searches

5. Oversees department budgets for course support and other programmatic activities

6. Delegates and manages department administrative activity

7. Coordinates departmental committees and curricular changes

8. Assumes an appropriate teaching load as determined by the SMTD Dean and department priorities. Directors are credited with one additional course release (.25 FTE) per semester. This FTE is assigned to Directed Professional Activity and documented as such in all reporting documents.

9. Manages National Association of Schools of Dance (NASD) and Southern Association of Colleges and Schools (SACSCOC) accreditation reporting.

10. Completes faculty and staff workload assignments, and annual reviews

11. Handles informal and formal student and faculty complaints as required

12. Facilitates promotion and tenured processes as required

13. Supervisors office staff and personnel

14. Supplements standing school committees as needed

**DISRUPTIVE BEHAVIOR BY STUDENTS**
(UNCG Faculty Handbook) A student may be withdrawn from a course if the student's behavior is disruptive to the class. See the procedures for this at:
http://deanofstudents.uncg.edu/policy/

**EMERGENCY GUIDELINES**
Emergency procedures are posted in all studios. Faculty are expected to familiarize themselves with emergency protocols, and Risk Management reporting.

**EVALUATION FOR FULL-TIME FACULTY**
**Annual Review**
Annual review for faculty (including tenured, tenure-track, and non-tenure track) is required by the University and must follow University guidelines:
II. POLICIES GOVERNING FACULTY ANNUAL REVIEW (CVPA)

A. The primary locus of the reviews is the School, but they follow CVPA procedures. These procedures are in congruence with university policies.

B. Faculty Annual Review comprises the following: Faculty Annual Report (FAR), Updated C.V., Teaching Observation, The Faculty Annual Review Peer Review Committee Report, Faculty Senior in Rank ¹ Report, School Director Evaluation, Faculty Response, and Dean’s response. The Faculty Annual Review Form is the tool to organize and report all aspects of faculty evaluation.

C. The school director has the responsibility of carrying out the reviews per CVPA procedures.

D. The responsibility for developing criteria for the evaluation of faculty performance rests with the schools (see school benchmarks for annual productivity), but the criteria for the review of tenure-track and tenured faculty should be based on those established in the University Wide Evaluation Guidelines for Promotions and Tenure (the Guidelines).

E. The faculty member being reviewed must receive written feedback as part of his or her review, and must be given an opportunity to respond formally to the review in writing. This response is attached to the review and becomes a formal part of the review.

F. The reviews, including the faculty member’s response (if any), must be completed by the end of the academic year in which they are scheduled.

G. Annual Review respects the basic principles of academic freedom and may not abrogate, in any way, the criteria and procedures for due process and for dismissal or other disciplinary action established in accordance with Chapter VI of the Code of the University of North Carolina.

H. Faculty document their record of their annual activities by submitting the CVPA Faculty Annual Report form (FAR) and an updated C.V. by the last Friday in March in the reporting year.

I. Annual feedback from the school director to tenured or tenure track faculty members will include a completed CVPA Annual Review Report Form and signature pages. It is incumbent on each school director to provide written feedback on the year's activities, including the peer review committee report, feedback provided by faculty senior in rank on progress towards tenure and/or promotion [see footnote 1], and the school director’s evaluation.

J. Reviews must be consistent with the policies set down in Section 2 of the Regulations, the evaluation criteria in the University Wide Evaluation Guidelines for Promotions and Tenure, and the clear and specific criteria specified in unit and school promotion and tenure documents (The Regulations, Section 2.D.i.).

¹ For the purpose of this section, Associate Professors and Professors are senior to Assistant Professors. Professors are senior to Associate Professors. In cases where the dean believes there are so few faculty of the appropriate rank in the candidate’s school that an adequate school review cannot be conducted, the dean will consult with the school director in the selection of senior faculty. A minimum of three faculty senior to the candidate are normally necessary to assure adequate review. If agreement between these parties is reached, a memorandum of agreement signed by all parties will specify the composition of the review committee.
K. Annual Reviews should provide a means of recognizing, encouraging, and rewarding faculty performance by means of merit pay increases, when funds are available for this purpose.

L. The complete Annual Review dossier must be included in all promotion and tenure portfolios, for all years under consideration.

Faculty members will be provided a copy of this preliminary written evaluation, and their fall term projected workload prior to the annual review. During the annual review meeting, the faculty member and director discuss the review and finalize the workload relative to agreed upon goals for the upcoming year. After the interview has been completed, the director and faculty member sign the final copy of the director’s evaluation. The faculty member’s signature does not indicate agreement or disagreement with the appraisal, but merely that it was discussed in detail with the director. The director’s signature on the workload form indicates that the assigned workload will constitute the primary basis for the following review.

Faculty will be evaluated in each area as having met expectations, exceeded or not having met expectations. If a faculty has two unsatisfactory reviews, the faculty member will be required to follow the improvement plan as outlined in Section IV of the UNCG Post-Tenure Review Process.

Annual Review documents are submitted to the Dean for review, whose signature signifies completion of the annual review process. The Dean finalizes workload forms by the end of August. All documents become part of faculty members’ personnel files in the College of Visual and Performing Arts.

**Peer Review and Observation**

**Untenured Tenure Track Faculty and New Faculty:**
The UNC Policy Manual 400.3.1.1[G] (formerly Administrative Memorandum 338) requires some form of direct observation of classroom teaching for all new and non-tenured faculty as a part of review procedures. These mandatory peer evaluations will inform the annual review and become a part of the Promotion & Tenure dossier.

Peer observations/evaluations will take place automatically for all non-tenured faculty members every year (including, the year in which the tenure dossier is submitted), and all newly hired faculty in their first year. A faculty member may request peer evaluation at any time.

**Procedures:**

A. The department head, in consultation with the faculty member, will select by **Sept. 1** a colleague who is designated as evaluator.

B. In consultation with the appropriate Department Chair, the evaluator will determine which classes, ensembles, or lessons will be observed for evaluation purposes.

C. The faculty member will provide the evaluator with a one-page statement of personal teaching philosophy, with emphasis on the course being observed, and submit copies of the syllabus, tests, text, and relevant class materials, where appropriate, prior to the first observation.

D. The observations will focus on the following areas:
a. Knowledge of the subject matter  
b. Communication of the subject matter  
c. Learning environment  
d. Appraisal of the syllabus, test, text, and relevant class materials, provided, where appropriate, in advance of the first observation.

E. Following the first of two observations, a written draft of the observation, along with suggestions for improvement implementable prior to the second (final) observation, will be made available to the faculty member being evaluated. A copy of this draft will be included with the evaluator's final report.

F. Following the second (final) observation, a final written report (including comments on all items in 5.a) through d) will be given to, and discussed with, the faculty member. That person will be provided a space in the report for a response. The report will be signed by both colleagues, placed in the permanent personnel file of the faculty member being evaluated, and copies will be submitted to the appropriate Department Chair by March 27.

G. The Chair will incorporate information from the peer observation/evaluation as part of the annual review process.

H. All documentation related to Peer Observation/Evaluation is submitted to the Dean’s office for archiving in the official personnel file.

Reappointment -- Assistant Professor-3rd year review

More information is available in Appendix I.

The Department follows the SMTD Reappointment Review Guidelines for the process to be followed for reappointment reviews of tenure-track faculty during the third year of the initial four-year probationary term.

Tenured Associate Professors and all non-Tenure-Track Faculty

One peer observation is required annually of all faculty in the College of Visual and Performing Arts below the rank of Professor. A faculty member at a higher rank than the faculty member being observed must conduct the peer observation.

Procedures:

A. The director is responsible for setting the evaluations pairs.

B. The designated faculty reviewer will initiate contact to arrange a time for the peer observation.

C. The observation shall occur in the primary area of teaching responsibility.

D. The observation will focus on the following areas:
   a. Knowledge of the subject matter  
   b. Communication of the subject matter  
   c. Learning environment

E. Following the observation, a written report will be submitted to the appropriate director by March 27.

F. The report will serve to inform the annual review and as such, will be placed in the permanent personnel file of the faculty member being evaluated along with all other annual review documents.

Merit Review

When the State Legislature appropriates funds for merit salary increases, the Dean, in consultation with directors, makes salary increment recommendations to the
Provost. The Dean will allocate the total amount of merit available among schools, based on the number of faculty in each school eligible for merit. Merit ratings from the Peer Review Committee and director will be used to determine the amount of merit increase awarded to individual faculty by the Dean.

**Rubric for evaluation categories (Benchmarks are available in Appendix I)**

**Exceeds Expectations:** This evaluation category signifies extraordinary achievement, far exceeding the usual, which brings national or notable regional distinction and honor to the faculty member. It reflects exceptional work, which has been achieved as a result of sustained effort and ongoing dedication to the highest standards of excellence and quality, thereby enhancing the individual’s professional reputation and visibility.

**Meets Expectations:** This evaluation category signifies that the individual is productive and handling all the responsibilities of his/her position in an efficient and high-quality manner. It is the level of work expected of every faculty member. All faculty should attempt to attain this level.

**Below Expectations:** This evaluation category signifies a level of work that does not meet the standards expected and required of faculty in the School of Music, Theatre and Dance.

**Post-tenure review (schedule available in Appendix I.)**
The School of Dance is aligned with the UNCG Post-Tenure criteria, which does not require that faculty submit additional materials other than an updated CV. The Dean’s office will supply documentation of the last five years of the faculty member’s Annual Review documents for review.

**Other Evaluations**
The Dean will evaluate the Associate Dean, school directors and other EPA non-faculty under the Dean’s supervision every year. Dance Faculty evaluates the Director of the School of Dance every 4 years or as instituted by the CVPA Dean.

**Faculty Response to Evaluation**
Faculty may respond via a written narrative to any student, formative, or summative evaluation, including the Annual Review. Any written rebuttal will be included in the faculty member’s personnel file in the College of Visual and Performing Arts.

**FACILITIES**
Dance faculty or students should direct housekeeping or renovation requests to the following staff members:

**Housekeeping**
The Office Manager handles housekeeping requests, e.g. toilet paper ordering or specific office/studio housekeeping requests.
**Renovations**
The Business Coordinator, in consultation with the director, handles renovation requests, e.g. office painting or furniture ordering.

**Technology**
The Technical Coordinator, in consultation with the Business Manager and the Director of the School oversees technology and equipment ordering.

**FACULTY MEETINGS**
Part-time and Teaching Assistants may be requested to attend Full-time Dance Faculty or term start-up meetings. Full-time Dance Faculty meetings are typically held on Thursday afternoon between 12:30 and 1:45pm, although special meeting times may be arranged to accommodate the schedules of faculty members and/or to meet deadlines for completion of tasks. Meeting and voting quorums are 2/3 of the total full-time faculty. Full-time Dance Faculty are not scheduled to teach on Tuesday and Thursday afternoons from 12:30-2:00 to allow for other dance committee meetings or Graduate Forums to be scheduled.

**FACULTY RESPONSIBILITIES (CVPA)**
Faculty members complete an annual workload assignment in consultation with the director that outlines their yearly plans for research, teaching and service. The workload assignment will be available for the following fall prior to the Annual Review meeting and may be revised during the year if there are changes to the assignment. Faculty may identify additional duties that do not appear on the assignment form during the annual evaluation. In addition to the workload assignment, faculty members are encouraged to make themselves accessible to students through office hours, e-mail, and/or voice mail. Full-time faculty members are expected to attend all scheduled School of Dance, and College of Visual Arts Faculty meetings.

**FAX MACHINE**
The copy machine in the main office has fax capabilities. The number is (336) 256-1157. If you are receiving a fax, be sure to tell the sender to write your name on the cover sheet. Instructions for sending faxes are located at the machine. Use of the fax machine is limited to departmental business.

**FINAL EXAMS**
The final exam schedule is listed online: [http://www.uncg.edu/reg/Calendar/](http://www.uncg.edu/reg/Calendar/)
The regular classroom is automatically reserved for the exam during the scheduled exam time. Exams scheduled in dance studios must be confirmed with the Technical Coordinator prior to the final exam period. Instructors teaching in the Student Recreation Center should also contact the Student Rec Center Director to confirm exam times.

According to University policy, faculty may change the examination time only if the students unanimously consent to the change and the new time is within the examination period. If you change the time for an exam scheduled in a classroom, you must notify the Registrar to cancel your room assignment and request another
one. Students may change their exam schedule if they have 3 exams scheduled in 24 hours. Faculty whose course content requires alternative forms of final assessment must make arrangements to be available for student conferences during the scheduled exam time.

GRADE APPEAL POLICY (UG BULLETIN ACADEMIC REGULATIONS & POLICIES)
If a student wishes to appeal an assigned grade, the student should first discuss the concerns with the instructor. If desired, the student may further appeal to the Department Head/Chair, the Dean of the School or College, and the Provost, in that order.

Grade Appeals will be considered only in the most exceptional circumstances, and are approved only in cases where the evidence strongly supports the student’s claim. Appeals must be filed no later than the first six months after the grade has posted.

Examples that do merit a grade appeal include:
• The instructor has miscalculated a final grade;
• The instructor has violated the grading policies outlined in the syllabus without reasonable cause;
• The instructor has not provided a reasonable explanation of how the student’s work was evaluated.

Examples that do not merit a grade appeal include:
• The instructor’s grading policies differ from other instructors in the Department, College/School, or University.
• The instructor’s attendance policy differs from other instructors in the Department, College/School, or University.
• The instructor’s Late Work policy differs from other instructors in the Department, College/School, or University.
• The grade distribution in the class in question is lower than in other sections of the same course.
• The student’s grade in the course is significantly lower than grades the student earned in similar courses.
• The grade in question will trigger Probation, Suspension, or loss of Financial Aid.

Please note that simple disagreement about what constitutes fair grading is not grounds for an appeal. Department or School Handbooks and/or the Instructor’s syllabus define standards for grading in that course. When a student elects to remain in a class after reading these materials, the student has accepted the grading terms for the course. The instructor is not obligated to deviate from grading standards outlined in the Department or School Handbooks and/or the syllabus.

If a student accepts responsibility for an academic integrity violation (Section III.B of the violation report form), but does not accept the sanctions proposed by the
faculty member, the student must appeal to the faculty member’s Department Head/Chair, the Dean of the School or College, and the Provost, in that order.

**Grade Changes**
Grade Assignment/Change forms for UG and Graduate students are available in the online through each faculty member’s UNCG Genie account. Once completed the request form is automatically forwarded to the Director of the School of Dance for signature, and submission to the Registrar’s Office.

More information on UNCG grade appeals and other grievances may be found at: [http://sa.uncg.edu/grievance/](http://sa.uncg.edu/grievance/)

**Grievances**
The best way to resolve a concern is to first talk directly with the person. If a concern cannot be resolved at this level, the next step is to meet with the director. This is holds true for any department level concern. (graduate student concerns may be taken to the DGS as an intermediate step). For undergraduate student appeals, if the concern cannot be resolved with the director, the next step is to approach the. There are also grievance procedures at the School level, and beyond that at the University level.

When differences arise between faculty members, between faculty and administration, or between other persons within the CVPA, the parties involved are encouraged to resolve those differences informally whenever possible. To resolve differences pursued in the following order is recommended:
1) Person to person
2) With the director
3) With the Dean
4) With the appropriate higher-level administrator or committee.

**Incomplete Grading Policy (from the UNCG UG Bulletin)**
An Incomplete grade may be removed by completion of the deferred work. A student should not reregister for the course in order to remove the incomplete grade. An incomplete received during a semester or in summer session must be removed within six months from the last day of examinations in the term in which the course was taken. Current deadlines for removals of Incompletes are published below, each semester in the Registration Guide, and on the [University Registrar's Web site](http://sa.uncg.edu/grievance/).

An incomplete that is not removed within this time limit is automatically converted to an F by the University Registrar. A graduating senior who incurs an incomplete and who has completed all requirements and enough semester hour credits and grade points to graduate may do so even though the incomplete grade is outstanding. If the incomplete is not removed within the required six months, it will be converted to F at the end of that period of time. When an incomplete is removed, it may be replaced by A, B, C, D, F, or, in certain designated courses, P, NP, S, or U.
GUEST ARTISTS AND SCHOLARS
The School of Dance brings guest artists and scholars to campus as the budget and curriculum allow. We have a small honorarium budget each term. Faculty are welcome to propose guest artist and scholars to the director for consideration and scheduling at any time throughout the year. The Business Services Coordinator manages guest contracting. Faculty are requested to act as hosts for guests whenever possible.

INDEPENDENT STUDIES
Independent Studies are done only under the supervision of a fulltime faculty member. Tenure track faculty members have their own independent study section numbers; graduate faculty members have separate numbers for graduate independent studies. All faculty are limited to a total of 3 independent study students (graduate and undergraduate) per term.

The instructor for an Independent Study should ensure that the student completes the two required forms:
1. The “Permission to Register for Directed Study” form filled out in consultation with the faculty member and submitted to the Registrar's Office. This allows the Independent Study to be listed on the student transcript with a descriptive title rather than just "Independent Study."

2. The second form is available in the Dance Office, and is essentially a contract between the student and the faculty member (and signed by both), making clear what the course requirements are for the Independent Study. A copy of this form should be placed in the student's file.

INJURED STUDENT POLICY
Students whose injuries affect the 80% Participation Policy are advised to undertake one of the following options:
1. Take an incomplete in the course. PLEASE NOTE: Students considering this option should check their Financial Aid Criteria before taking an incomplete.
2. Request a Medical Withdrawal.
3. Withdraw from the class. 80% course participation is required to receive a grade in the course.

KEYS
Contact the Dance office to request keys. Faculty will need to fill out a separate card for each building or room key. All TAs and faculty may get keys to studios and sound cabinets in each studio, as well as their office and the outside door.

MFA candidates who are not TAs may receive a key to the building and studios once they have passed portfolio review. For short-term uses, keys to the studios, booth, sound cabinets, and video cabinets may be checked out in the Dance office. Keys must be turned in to the dance office upon leaving the department. GRADUATION MAY BE DELAYED FOR GRADUATE STUDENTS WHO DO NOT TURN IN KEYS.
MFA MASTER PRODUCTION COMMITTEE CHAIR/RESPONSIBILITIES

Thesis Chair responsibilities are twofold:
1. to mentor the student through their process, and
2. to ensure that the student meets all school and university procedures and standards in the preparation and completion of their culminating project. Generally, MFA candidates register for 2 credits per semester with their Thesis Chair. For the remaining one credit per term MFA candidates register under one of their committee member’s course numbers.

In addition, the Thesis Chair heads all Master Production or Project Committee meetings including the final Oral Defense. Upon completion of the Oral Defense the thesis chair completes the required graduate school forms as distributed by the Director of Graduate Studies.

If unpredicted conflicts arise in a thesis chair's schedule (due to illness, research leave, or other assignments), the student will be asked to invite another faculty member to serve as chair, and, if needed, invite additional committee members to serve (in order to maintain the minimum requirement of three).

For additional information on the MFA Portfolio and Thesis processes please see the MFA Graduate Student Handbook.

MFA MASTER PRODUCTION COMMITTEE MEMBERSHIP

Along with the Committee Chair, Member responsibilities include the following:
1. Review of written materials throughout the process (proposals, programs, press materials, oral defense questions, etc.)
2. Attend all Master Production or Project Committee meetings (i.e. proposal and oral defense)
3. Attend the concert or project presentation
4. Attend the oral defense
5. Arrive at a decision with the committee as to project completion

Faculty members accepting an invitation to serve on a student's committee should carefully consider their workload and their availability to attend to all aspects of their responsibilities.

MENTORING
http://utlc.uncg.edu/?page_id=368

The Faculty Teaching and Learning Center is located in the Faculty Center on College Avenue. The center hosts a variety of programs each year for all faculty, as well as new faculty mentoring.

DCE 661 Class Observations

Graduate students in DCE 661 Dance Pedagogy in Higher Education have an educational interest in observing myriad teaching and learning activities within the department. The focus of DCE 661 is teaching and learning contexts and situations, not the individuals involved. Therefore, if assigned to write about and discuss their
observations with their teacher and peers, DCE 661 students will be asked to leave out names of particular classes, teachers, and students observed.

In advance of attending a class for observation purposes, DCE 661 students will make contact with the instructor to determine the best class session to attend. Instructors may choose to meet with DCE 661 students in advance and/or to send them any information the instructor deems as relevant to share. Instructors may also choose to meet or correspond with DCE 661 students following in-class observations, and DCE 661 students may elect to share their observations with the instructors whose classes are observed. However, none of these before and after/outside-of-class activities are required of instructors or of DCE 661 students: to achieve the purposes of a DCE 661 class observation assignment it is sufficient that instructors make their classes available for observation.

DCE 661 students are requested to arrive for class observations 10 minutes prior to the start of the class to allow the instructor to introduce them to the students, and to stay for the full class session. They are also reminded that using their cellphone during an observation session for purposes other than taking notes is not allowed.

**Mentoring students**

Teaching assistants and faculty are welcome to practice pedagogy with UNCG students. No monetary exchanges for tutoring sessions are allowed. University approved student groups and associations may charge nominal fees for workshops and concerts.

**TECHNIQUE REVIEWS AND TECHNIQUE PLACEMENT**

*Please note: The Technique Committee is meeting in Fall 2017 to finalize Mid-Semester Technique reviews for the 2017-2018 academic year.*

**Technique and Somatic Classes**

All UNCG students may register for DCE 116 (Jazz I), 132 (African I) 133 (Tap I) and 233 (Tap II) and 330 (Iyengar Yoga) without prerequisites.

Majors placed at DCE 112 (Contemporary I) or DC114 (Ballet I) may register for the following classes without permission, as long as space is available: DCE 216 (Jazz II), 230 (Somatic Practices), 231 (Global Dance Forms).

All other technique courses require placement. Placement is determined from the entry audition, in-class performance as assessed by the course instructor and the biannual Mid-Semester Technique Review.

**Placement for Non-Majors**

A placement class is held the first day of classes each semester. Only non-majors, dance minores, and dance majors returning from study abroad programs may attend. Times and location are available through the main office. Traditionally the class meets from 6:30-7:45pm in the ballet/jazz studio on the evening of the first day of classes.
**Placement for Dance Majors**

Students normally take two semesters of each dance technique level before progressing to the next level. Exceptions to this rule may occur. All exceptions are reviewed and decided upon by the Technique Committee.

To initiate the review process of an exceptional situation the faculty member raising the exception needs to contact the Chair of the Technique Committee, who brings the case to the entire committee for review and decision.

The School of Dance provides the following points of contact for assessment of student progress through levels of eligibility in the dance technique courses:

1. **Entry Audition**
2. Feedback in the form of comments and the Dance Technique Feedback Sheet from course instructors and/or Technique Committee
3. The Mid-Semester Technique Review for eligible majors (MSTR)
4. Placement Class (for minors and invited non-majors)

These processes allow students access to more than one faculty member for review and feedback on dance practice.

**Dance Technique Feedback Sheets (DTFS)**

The Dance Technique Feedback Sheet is used as a rubric to assess Student Learning Outcomes (SLOS) for dance technique courses. Each instructor will use the DTFS in a manner that best supports their course goals.

**Mid-Semester Technique Review (MSTR)**

*Not attending a scheduled MSTR session may count as an absence.*

“Dancing their learning” is how the faculty describe the MSTR. Dance Technique faculty will attend technique reviews for 100-300 level Ballet, Contemporary and 100-200 levels of African Dance. Majors who have taken two semesters of a technique level with a grade of B or higher are eligible for progression to the next level of technique. Observing Technique Faculty will complete MSTR review forms that are based on the DTFS and may also consult other technique faculty.

Students receive their placement for the following term within one week of the MSTR. They are encouraged to talk to their technique faculty about their results and may schedule an appeal session through the MSTR Graduate Student coordinator if they have further questions about their placement.

Please note the following important information regarding MSTR:

- MSTR takes place before advisement period begins.
- Only BA and BFA Dance majors eligible to advance (having completed two semesters at a technique level) will be assessed in the MSTR in the fall or spring. Minors and non-majors attend the placement class on the first day of each term.
• The MSTR process incorporates comments from the student’s current instructor and Technique Committee.

• Students are notified of eligibility after consideration of instructor comments (in-class performance) and the MSTR recommendation.

OFFICE HOURS
Office hours should be posted and noted on syllabi by the end of the first week of classes. All faculty (fulltime, part-time, and TAs) in the School of Dance must post office hours each semester.

Faculty Accessibility Policy May 11, 2017
UNC Greensboro faculty are committed to being accessible to students outside the classroom. Every syllabus will include information about the methods students can use to access faculty outside of class. Faculty will respond to students seeking access via these methods in a timely fashion. In addition, full-time faculty teaching face-to-face, organized courses will include face-to-face office hours in the syllabus for these courses and place this information on file in the department/program office. Organized courses are lecture, seminar and other course types that enroll multiple students per section. The minimum requirement for face-to-face office hours is 1 hour per every 3 face-to-face credit hours taught up to nine credit hours. In instances where student schedules conflict with established office hours faculty will arrange to meet with students by appointment. Faculty teaching online courses will provide alternative means of access to students, including details on the syllabus for each online course and placing the information on file in the department or program office.

OUTSIDE EMPLOYMENT
For Teaching Assistants - the Graduate School recognizes that being a fulltime TA plus a fulltime student can add up to 60-70 hours each week. For this reason, they specify that TAs should not hold outside employment.

Full-time faculty must file forms and gain approval to engage in any additional UNCG employment. These are available from the CVPA Dean’s Office. Intent to Engage forms (available on the Provost, and CVPA Webpages) are completed and submitted to the Director of Dance when regular outside employment is undertaken.

PARKING
Parking permits are available for purchase at the Parking Operations and Campus Access Management office in the parking garage on Walker Avenue. Hourly parking is also available in the parking garage.

PAYCHECKS
The University payroll is done by direct deposit the last working day of each month.
PARTICIPATION GUIDELINES - CLASSROOM
The School of Dance requires an 80% participation rate (e.g. students must attend 24 out of the 30 meetings in classes that meet twice a week, and in 36 out of the 45 meetings in classes that meet three times a week) to get credit for the course. Sitting and watching a class does not count as participation. Students who do not meet the participation requirement for any reason may be required to repeat the course.

PARTICIPATION GUIDELINES - PERFORMANCE
Student performers are encouraged to consider their academic and work schedules in accepting performance invitations. Student performers are expected to limit their participation to 2 school productions a semester, and if applicable, not more than two pieces within any production.

Performance opportunities within school are part of the curricular experience offered by the Dance Program. Any student wishing to participate in a school production is expected to maintain regular attendance and engagement in all classes throughout the performance production process. Students with excessive absences or poor academic reports (e.g. any student flagged for concern in Starfish) may be removed from performance opportunities until the next semester or until work in other classes shows improvement.

Students who are late miss performance or production calls during production week may be removed from the concert. If a student is removed from a concert they must consult with the Director of the School before registering for another repertory or production course.

Exceptions to these guidelines may be made at faculty discretion. Faculty will bring forward requests for exceptions to the full faculty for consideration. Faculty and student choreographers will submit cast lists to the Dance Office Manager who will monitor the implementation of these guidelines.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES AND GRANTS
See http://utlc.uncg.edu/ for information on professional development related to teaching. Internal grants supporting research are offered through the Office of Research Services, and through various other offices.

Fulltime graduate students may apply for funds to support travel to conferences and/or research expenses through the Graduate Student Association. Deadlines are listed on the University webpage.

RESEARCH LEAVES FOR RESEARCH AND CREATIVE ACTIVITIES
UNCG does not offer a sabbatical program, however a Research Assignment program exists, in part, to reward tenured faculty members who have demonstrated longstanding and distinguished contributions to the university. Prior to the arrival of Dean Peter Alexander in 2015, our administration did not support granting Research Assignments to tenured faculty members unless they had secured significant external funding. Dean Alexander has reversed this trend and
with the support of the dance faculty and staff, tenured faculty are encouraged to use Research Assignments to further advance their scholarship. Assignment options include a fully funded one-semester option or a half of a year salary allocation for full academic year leaves. We will continue to have school level conversations as to how we might be able to expand our current practice to support Junior Research Leaves in the future.

Research Assignment applications are due to the director by August 31st.

As noted on the UNCG Provost’s webpage “To ensure the equitable use of resources and maintain faculty continuity in instruction, a faculty member may not be awarded a Research Assignment more than once in a five-year period. A faculty member would normally be expected to have been employed at UNCG for a minimum of five years before being eligible for research assignment.”

http://provost.uncg.edu/publications/personnel/resassign.asp

RETAINING EXAMS
(University Faculty Handbook) All exams and other assignments not returned to students must be retained for one year in case there is a grade appeal.

SAFETY AND SECURITY
UNCG Campus Police have provided a new method of contact, the LiveSafe mobile app. The app allows you to report information, live-chat with police, request walking escorts, and view a safety map. The app is available for download from the Apple or Google Play stores, or you can find it at http://livesafe.uncg.edu/

Please be mindful of your own safety and that of other students, as well as security of equipment and spaces. The University does not carry insurance for theft. The School of Dance has had several thefts of computers, video cameras, and other equipment in recent years and we all need to mindful of the following:

1. The campus escort service may be called at 336-334-5963. This service is provided for students (or faculty) who live on campus or who have a car parked on campus.
2. When rehearsing on nights and weekends, keep studio/theater doors locked while inside.
3. Never leave a rehearsal or performance alone at night. Always "buddy up" with a friend.
4. DO NOT AT ANY TIME prop open an exterior building door. Fire doors between the lobby and hallway and outside of 322 should not be propped open.
5. When entering or leaving the building from locked exterior doors, especially during times when the building is closed to the general university population, make sure the doors close and lock behind you.
6. Make sure all doors are locked and all windows that can be opened are locked when you leave a space. After hours, if you walk past an empty studio that is standing open, please secure the space.

7. The campus emergency phone number is 336-334-4444; keep it and other important phone numbers on hand for easy reference. Do not call your cell phone 911 for emergencies.

8. Report any suspicious looking individuals or groups to the office or the campus police immediately.

9. Where possible, store equipment out of sight when not in use.

Do not leave any valuables unattended and have students store their bags inside of the classroom away from the door.

**Fire Alarms**

The fire alarm system, other than for drills, is activated when either a smoke or heat detector is set off, or an individual pulls on one of the red fire alarm boxes located throughout the facility. The fire alarm system is a very loud pulsating buzzer sound, and the alarm lights will be flashing in a strobe-like manner. **IT IS REQUIRED THAT THE BUILDING BE EVACUATED WHEN THE FIRE ALARM SOUNDS, unless there is a pre-announced drill taking place.** Once the alarm sounds, the UNCG Police will again be contacted by National Guardian and will immediately investigate. No one is to re-enter the facility until the police have determined the area safe and given permission to re-enter.

**SEXUAL HARASSMENT**

Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the University is to fulfill its mission. The University of North Carolina at Greensboro is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the work place and students can engage fully in the learning process. Towards this end, all members of the University community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the University’s policy and will not be tolerated.

Please read the full University policy. Knowing others who have broken this policy in the past does not free any individual from abiding by it. See Code of Conduct.

**SMOKING**

Smoking is prohibited in all University buildings. Additionally, University policy states that “smoking shall be prohibited outdoors within 25 feet of any campus building unless designation otherwise has been provided. Wherever possible, ash urns and other provisions made available to smokers should be located to positions outside the 25 foot perimeter of buildings. No facilities shall be approved or areas otherwise designated within 25 feet of any entrance, outdoor air intake, or operable window.”
**SPACE RESERVATIONS AND SCHEDULING**

The use of School of Dance studios is reserved for Dance faculty and Dance majors. The school strives to allocate studio space in a fair and equitable manner. Long-term and short-term studio assignments are handled by the Dance Office Manager.

To request long-term studio reservations, graduate students should complete the request form available electronically on the UNCG Dance Facilities Calendar available. Short-term requests may be made in person or electronically in the main office. The Dance Facilities Calendar is available at: [https://vpa.uncg.edu/dancecal/](https://vpa.uncg.edu/dancecal/)

Details of priority order and specific hourly allocations are adjusted based on production circumstances from semester to semester. Ranked priorities for LONG-TERM semester-long or for duration of project space reservations:

1. Regularly scheduled classes, including repertory courses such as, DCE 243, 343 and 443
2. Faculty research time (4-6 hours/wk, up to entire semester)
3. MFA Production rehearsal (4-6 hours/wk, prioritized by performance date, up to entire semester)
4. BFA Thesis DCE 470 rehearsals (3 hours/wk, up to entire semester)
5. Prime Movers Concert rehearsals (3 hours/wk max, up to entire semester)
6. DCE 651, 454, 253 rehearsals (3 hours/wk max, up to entire semester)

*NOTE: Though every effort is made to adhere to reservations made early in the semester, the technical director may need to adjust times and/or spaces to address production priorities.*

Criteria for SHORT TERM space reservations:

1. Other Dance student or faculty requests according to availability
2. Part-time and Emeritus faculty according to availability

**SUMMER DANCE INTENSIVES**

The School of Dance hosts one-week Summer Dance Technique and a one to two week Masters in Dance Education sessions each June. These programs are offered for credit through the Department of Online Learning (DOL). The Technique Intensive is intended to augment the training of dance majors and accelerate their progress to degree. This intensive is also open to rising high school juniors and seniors and students from other universities. The Director of Dance administers the Summer Dance Technique Intensive with the assistance of the Dance Enrollment Manager.

**SUMMER SCHOOL**

A limited number of summer school courses are offered in the first and second summer sessions. Past course offerings include: DCE200 online, and DCE101.
SYLLABI
All faculty members and TAs teaching a course must create and teach in accordance with a course syllabus meeting institutional expectations as described in the UNCG Curriculum Guide Standard Syllabus Format Guidelines.

Electronic copies of course syllabi must be submitted to School of Dance Syllabi Google Drive by the end of the 1st week of classes.

Instructors teaching DCE 101 and DCE 200 should keep in mind that undergraduate students can expect to spend at least two hours outside class for each hour in class; this does not apply to technique classes.

Students in graduate level courses may expect to spend three hours each week in outside work for each hour in class. If you teach a 500-level class, you must establish different assignments for undergraduates and graduate students enrolled in the class. Graduate students must have additional assignments or more complex ones than undergrads to earn graduate credit.

TA/GA ASSIGNMENTS
The Director of Dance makes every effort to provide Dance Faculty with requested Teaching/Graduate Assistant support while also serving the curricular and individual programmatic interests of the assistants. Students keep track of assigned hours and faculty are requested to be mindful of the student’s other responsibilities when scheduling workload assignments. Teaching and service assignments may not exceed 300 total hours for a 16-week term. Weekly hours may not exceed 20 hours to allow for students to focus on their studies. A sample formula follows:

Teaching Assistant for an academic course = 6.5 hours a week X 16 weeks=104 hrs
Teaching a studio class twice a week = 4.5 hours a week X 16 weeks=72 hours
Assisting faculty research 6 hours a week X 16 weeks=96 hours

Teaching and Graduate assistants may be assigned as course support for any department course. The director generally assigns an assistant for DCE 205, 305 and 505. Faculty teaching other courses may request an assignment in consultation with the director at the point of course schedule development (January/February for fall terms and August/September for spring terms). Once a schedule is finalized the student and faculty consult to go over assigned hours. The student keeps track of their hours and informs the faculty member and director if when they have completed their assigned hours.

All faculty members may also request Research Assistants (RA). Faculty in service roles, i.e. Director of Dance Education, Director of Graduate Studies, Director of Undergraduate Studies (DUGS), and the Technical Coordinator will also be assigned GA/TA hours.
TEACHING ASSISTANT OBSERVATION AND MENTORING
The goal is for the TA observation and mentoring sessions to be affirmational (i.e. good job!), formative (work on x, y and z) and summative (submitting self-assessment at the end of each term).

School of Dance Teaching Assistant Evaluations Protocol
New teaching assistants will be observed during the first three weeks of the semester by a supervising faculty member. Per accreditation guidelines all teaching assistants will be observed once per semester.

Continuing teaching assistants teaching a new course will follow the same rules for new teaching assistants, detailed above. Continuing teaching assistants teaching a course they have taught before have the option of 1) being observed once per semester by their mentoring faculty member or 2) scheduling a conversation about their teaching with their mentoring faculty.

It is the TA’s responsibility to schedule observations. Teaching Assistants will forward a syllabus to their mentor prior to the scheduled observation. They should request that their supervising faculty sends the Teaching Assistant Mentorship Supervisor, Dr. Ana Paula Höfling, either 1) a completed School of Dance TA evaluation form or 2) a one-to-two paragraph narrative of the teaching observation. For senior teaching assistants choosing a conversation with their supervising faculty, an email from the faculty member to the TA mentorship supervisor is forwarded to the Director of Dance and entered into the student’s file in the Main Dance Office.

The deadline for submission of all evaluations is the last day of instruction of the semester. For Fall 2016, the deadline is Dec 5th, and for Spring 2017, the deadline is May 2nd, 2017.

Instructors are expected to:
1. Give timely feedback and fair evaluations of student work
2. Communicate high expectations, making demands on students that are related to the teaching/learning process.
3. Meet all classes regularly and for the full class term. Final exam times should be stated in the syllabus. (http://www.uncg.edu/reg/Calendar). If the instructor is not holding a formal exam they must be available during the scheduled exam time for student conferences.
4. Respect diverse talents and ways of learning.
5. Demonstrate appropriate teacher student relationship boundaries. Instructors are encouraged to be empathetic and clear with their students and seek supervisor help with questions about how to address student issues.

All instructors follow syllabus goals to demonstrate:
1. Material that is accurate and clear.
2. Sequencing and pacing materials logically within each class, and from class to class.

3. Strategies to promote student engagement/time on task during and outside class time. Encourages contacts between students and faculty; develops reciprocity and cooperation among students.

4. Diverse approaches to meet differing learning styles of students.

5. An environment that is mutually respectful (between and among students and faculty), so that students can safely raise issues, disagree, etc.

6. Enthusiasm about dance and about teaching and student progress.

7. Good communication skills speaking and writing as needed. This includes timely written responses to student papers.

8. Clear expectations, including those related to attendance, assignments, grading. Expectations should be presented in writing, as well as discussed in class.

9. Evaluation/feedback of student work that is not only prompt and fair, but also constructive and helpful.

10. High expectations, with demands on students that are related to the teaching/learning process.

Additional Dance Technique/Somatic Course instructional goals, specific to the course content:

1. The class has sense of wholeness or unity, rather than being just a collection of exercises. There is progressive development throughout the class, so that students are prepared both physically and cognitively for more complex/demanding movement by the end of the class.

2. In technique classes, the class consists of movement material that is kinesthetically and visually interesting, rhythmically varied and anatomically sound.

3. Instructor presents the material with cues that refer to qualitative dimensions of the movement as well as necessary mechanics.

4. The instructor conducts the class at an appropriate pace, and doesn't move on until the students are ready.

5. Instructor is conscious of safety, in terms of movement choices and how they are taught.

6. Instructor demonstrates good alignment and rhythmic awareness.

7. The instructor demonstrates when appropriate, but then gives the material to the students so they are not always "following the leader," but are able to take ownership of the material; gives students opportunities for making decisions/choices.

8. Instructor watches students during each performance of the material, giving descriptive feedback (not just evaluative feedback like "good"); able to
analyze student problems and clarify with a different way of explaining, if necessary

9. Instructor makes appropriate connections between material presented in class and, if applicable, dance performance as an art form

TECHNIQUE COMMITTEE CHAIR RESPONSIBILITIES
The Dance Technique Committee Chair oversees the implementation of Dance Technique Content Guidelines within the Department:

1. Conducts and directs Mid Semester Technique Review (MSTR)
2. Conducts and vets Appeals Process for MSTR
3. Updates Technique Committee guidelines yearly
4. Offers technique teacher orientations yearly or as needed
5. Works with the Department Head and other technique teachers to observe and mentor technique Teaching Assistants per department guidelines
6. Organizes meetings for Technique instructors and Dance Technique Committee
7. Attends Undergraduate auditions to determine placement

TECHNOLOGY ASSISTANCE WHEN TEACHING
Christopher Wright is available for technical assistance within the CPVA. To schedule an appointment with Chris faculty must first contact 6-Tech. Chris may also be reached by email at: clwright@uncg.edu

TICKET POLICY FOR SCHOOL OF DANCE PRODUCTIONS
PLEASE NOTE THAT THE SCHOOL DOES NOT DISTRIBUTE OR MAKE DECISIONS ABOUT COMPS FOR CONCERTS PRESENTED BY A SINGLE FACULTY MEMBER OR DANCE COMPANY.

All tickets for UNCG Dance events are sold through the School of Dance Box Office and Triad Stage. The Box Office is generally open during the lunch hours the week of a concert and 2 hours prior to each performance. To reduce lines at the Box Office students and faculty are encouraged to pick up tickets during the week prior to the concerts.

OTHER THAN CONCERTS MENTIONED ABOVE, COMPS ARE MADE AVAILABLE AS FOLLOWS:

Choreographers
Receive three complimentary tickets for the run of a concert. Choreographers may request two additional comp tickets for the run of the show for collaborators, e.g. composer, costume designer. Faculty choreographers are not allocated additional comp tickets as both and choreographer and faculty member as outlined in the next paragraph.
**Full-time Dance Faculty and Full-Time/Part-Time Staff**
Faculty and staff names are on the comp list of dance faculty and staff in the School of Dance Box Office and are entitled to TWO complimentary tickets per concert presented by the department.

**Musicians, Part-Time Dance Faculty and Teaching Assistants**
Are listed in the School of Dance Box Office for ONE ticket for the run of a concert. A picture ID must be available to the box office representative so that he/she can verify a name on this list.

**Students**
Dance Majors and Minors receive on BOGO card (buy one, at the student price, and get one free) for any School of Dance production card per term. The BOGO cards are available in the Main Office and must be used to purchase tickets at the Box Office prior to the evening of the event.

CVPA faculty and staff may receive complimentary tickets for shows that take place in the UNCG Auditorium or on a case-by-case basis.

**TRAVEL FORMS AND REIMBURSEMENT (please also see appendices for updates from the Travel Office)**
This section for the fulltime faculty only
See University policies and Travel Tips at https://sys.uncg.edu/policies-and-procedures-travel/

*Important note: Starting July 1 2016, UNCG implemented an IRS rule that all travel reimbursements submitted over 60 days from date of return will be a taxable expense to the traveler.*

Money to support faculty travel comes from the OTP Budget. Faculty receive notification of their travel funds allocation for the academic year after August 1st. These funds are intended to support faculty travel for attendance at professional meetings or for professional development and must be approved by the Director of Dance prior to travel.

All travel fund requests should be submitted to the Director of Dance for approval by April 1st of each academic year and travel must be completed by June 15th to accommodate fiscal year reporting and reimbursement (the new fiscal year begins July 1st). Please note: Due to periodic changes in the travel guidelines travel funds maybe subject to restrictions per the Chancellor or Provost. The best way to guarantee the availability of travel support is to use the funds as early as possible in the academic year.

Travel claim forms (TRV1) are available online or from the Business Coordinator, and all paperwork associated with expenditures or reimbursement from school funds must be administered by the Business Coordinator who will notify faculty of any travel restrictions that may apply.
The TRV1 form must be completed a minimum of two weeks prior to the departure date and receipts must be submitted within two weeks of the return date of the travel, a claim must be filed. Originals (not copies) of all receipts for plane travel (and other) and hotel accommodations are required; credit card slips are not accepted in place of receipts. You do not need to have receipts for meals, but faculty are requested to claim no more than their actual expenses for meals. Please do not request reimbursement for meals included in conference registrations. If you extend travel for personal reasons, you may not receive reimbursement for additional expenses. Save copies of all your receipts for your own records.

TUITION SURCHARGE
In 1993, the North Carolina General Assembly (Senate Bill 27, Section 89b) enacted legislation directing the UNC Board of Governors to impose a 25% tuition surcharge on students who take more than 140 degree-credit hours to complete the first undergraduate baccalaureate degree in a four-year program or more than 110% of the credit hours necessary to complete a five-year program.

In 1994, the legislation was modified (Senate Bill 1505, Section17.10) to exempt students who complete the degree in eight regular term semesters or the equivalent (or ten semesters for a five-year program). Effective fall 2010, the surcharge increased to 50%.

http://reg.uncg.edu/frequently-asked-questions/tuition-surcharge/-topic01

VIDEO TAPING
All UNCG Dance concert performances are recorded. If funds are available a professional videographer is hired. Permanent copies of each concert recording are kept in the Archives (Room 220E).

In addition to tapes of our concerts, the Archives also includes materials that have been purchased by or donated to the collection. If you would like to find out what is in the Archives contact the Archives TA.

USE OF NUDITY OR ADULT CONTENT (INCLUDING LANGUAGE) IN SCHOOL OF DANCE CHOREOGRAPHY ACTIVITIES
The School of Dance supports faculty and student choreographic content choices including nudity and adult content with prior written notification to and approval from the Director of Dance. Performance of choreography that employs these types of content must allow for audience members to opt out of viewing the performance. The performer may choose to have work containing nudity or adult content recorded for their individual choreography portfolio, however the department will not keep copies of the work in the archives.

WEBPAGE
Web content should be delivered to the Office Manager, who collates and forwards content updates and additions on a regular basis.
WORKLOAD ASSIGNMENTS

Workload
According to the Faculty Handbook, the contract year for 9-month faculty extends from the beginning of the academic year to commencement. Nine month employees are expected to be available during those times, except during university vacation dates. Full-time faculty members are expected to commit minimally 40 hours per week to their University position.

Part-Time Faculty are contracted each semester. Work assignments for Graduate Teaching Assistants are not to exceed 20 hours per week.

All faculty and teaching assistants must be available for School scheduled activities the week prior to and following each term (unless their absence has been approved by the Director of Dance and the Dean of CVPA).

Dance Full Time Faculty workload assignment guidelines
The School of Dance guidelines are based on existing school workload assignment guidelines, UNCG Standards from the Office of the Provost dated August 1, 2000 and the 2011-2012 NASD Guidelines from Section II Purposes and Operations: Section E Faculty and Staff.

http://provost.uncg.edu/documents/personnel/FacultyWorkloadGuidelines.pdf

1. The Director of Dance will make assignments and adjustments to assignments in consultation with the faculty member. Determining the workload for a specific faculty member requires consideration of a complex variety of variables related to the department’s goals and expectations for instruction, research/creative expression, service/outreach, and directed professional activity. In most cases, counting semester hours alone fails to reflect the totality of a faculty member's effort, and is therefore insufficient for the purposes of developing or comparing workload assignments.

Within and across departments, schools, individual workload assignments shall allow for both flexibility and maintenance of UNCG’s commitment to instructional productivity and academic excellence. The resulting assignments, however, must convey recognition of the UNCG Faculty Workload Guidelines and adherence to the faculty workload expectations of the UNC Board of Governors and UNC Office of the President.

The UNCG Workload Policy allows school directors some latitude in assigning courses. Therefore, it is often possible to provide course reductions for first year faculty. Faculty may receive workload assignments to teach in other units on campus such as the Honors College, Women and Gender Studies or the Arts Administration program. The School of Dance supports such endeavors as it benefits the intersections of individual faculty research and instruction. Although, with the exception of the Honors College, no buy-out funds are made available to the school, we are fortunate that student credit hours earned by dance faculty in teaching in other units is credited to the School of Dance. In all cases,
school/university metrics for productivity must be met and such course releases are contingent on school-level resources.

The following guidelines are stated with regard to the determination of faculty workloads at UNCG:

The Director of Dance makes assignments and adjustments to assignments, based upon:

1. A full-time teaching assignment is based on 12 semester hours per semester, and the standard teaching load for tenure track and tenured faculty is a maximum of 9 semester hours per semester. While this is a general guideline, it is not applicable in all cases due to the varying requirements of instructional or research activity in certain academic units. Moreover, a faculty member who has no program of active scholarship or creative activity may be assigned to teach four classes per semester, or be assigned other departmental responsibilities.

   The standard course assignment in CVPA is 3:3 (or 9 credits of semester hours per semester). Modifications to a faculty member's assigned hours for teaching may be made in consideration of alternative assignments beyond those routinely expected of all faculty members in the department. Alternative assignments may include academic administration, unique service commitments, or other special assignments.

2. Service on College, School and University wide/Faculty Senate Committees is not considered as an alternative assignment but is expected as part of the normal responsibilities of a faculty member. In addition, hours assigned for teaching may increase or decrease in consideration of the type of courses taught and/or number of student credit hours generated.

3. Assignments other than teaching must be reviewed and agreed to by the Director of Dance.

4. All tenure-track faculty are expected to be actively involved in creative scholarship and/or research relative to the individual’s research trajectory. All tenure-track faculty are expected to advise students and provide service.

5. Non-tenure track faculty are not expected to advise students or serve on School, College, or University committees unless the advising and/or committee assignment is integral to their position.

6. Full-time faculty may request a reduction in their normal in-class teaching assignments (as specified in 2-3 above) for the following activities:

   a. Un-Credited Teaching Related Activity: Faculty supervision of large numbers of practicums and/or MFA master productions; student teachers or significant redesign of existing curriculum;
b. **Administration**: Faculty holding major, unpaid administrative appointments with state, regional, or national associations; or providing extraordinary administrative service to the School, College, or University.

7. Faculty, in consultation with the Director of Dance, may assume a voluntary class overload.

**Research/Creative Activity Assignments in CVPA**

UNCG is as a research institution, tenured and tenure-track faculty are normally assigned a 3:3 teaching load (which may be modified as indicated above) with the expectation that release time for the equivalent of a fourth 3-credit course (25%) each semester is provided for a faculty member’s research/creative activity. Faculty who are not fulfilling expectations for research creative activity may have teaching and/or service loads increased proportionally.

Non-tenure-track faculty are not usually assigned research/creative activity as part of their loads.

**Service Assignments in CVPA**

Faculty service activities may be categorized as internal university service or external professional service. **Internal** university service includes participation of faculty in School, College and University task forces, committees, governance, and administration. Good citizenship is assumed in this definition. **External** professional service includes service to the profession (academic or practitioner communities) or to the broader community that is based on the faculty member's professional expertise.

All faculty are expected to contribute **internal** service and citizenship and to contribute **external** professional service that is consistent with both individual interests and capabilities and with the mission of the University, School, and School.

Assignments for service are made in the annual workload assignment. Subsequent to such assignments, there may be additional needs for internal service that arise during the academic year. Faculty who agree to such additional responsibilities will be recognized in the annual evaluation.

**Community-engaged scholarship in CVPA**

The University and the College recognize that community engaged activity may exist not only within but also across the traditional boundaries of teaching, research/creative activity, and service. The challenge in categorizing activities that integrate multiple areas of faculty work should not be used as a way to discourage community engaged activities that cross over different areas.
**Directed Professional Activity Assignments in CVPA**

Modifications to a tenured faculty member's assigned workload percentages for teaching or research/creative activity may be made in consideration of alternative assignments beyond those routinely expected of all faculty members in the school. Alternative assignments may include academic administration, unique service commitments, or other special assignments. It is also recognized that community engaged scholarship may cross over the traditional boundaries of teaching, research, and service.

**Workload assignment process**

Faculty members will receive their projected assigned annual workload for the next academic year in writing prior to their spring annual review. Adjustments to a workload assignment may be necessary depending on course enrollments and/or program needs. A record of a faculty member's assigned workload is to be included as part of the documentation for Peer Review Committee reviews, as well as for reappointment, promotion, tenure, and post-tenure reviews:

1. The director will distribute the proposed workload assignment to the faculty member one week prior to the annual review meeting.

2. The director and faculty member, in conference will:
   a. Review the teaching assignment
   and
   b. Come to agreement relative to the remainder of the workload assignment and determine how this part of the assignment will be documented

3. Directors should sign and date the Annual Report and Review Form.

4. If there are any unresolved issues at the conclusion of the Annual Review, the faculty member has ten (10) days from the date of the review meeting to submit a written statement to amend the Annual Review.

5. Information from this form will be used in preparing aggregate data for University and departmental faculty workload reporting purposes, due to General Administration on June 15 of each year. Instructions to department heads/chairpersons for assembling these data are provided annually.

**Annual review and FAR forms**

Peer Review of Faculty Annual Review documents: Faculty will copy and update their workload assignment on their Faculty Annual Report (FAR) for the academic year based on their workload assignment agreed to in their annual review meeting from the end of the previous academic year. Faculty are encouraged to annotate teaching, research and service credits with sufficient information for the Peer Review Committee to assess their contributions in these areas. Faculty are also encouraged to ask the Peer Review Committee Chair any questions that they may
have in filling out the Faculty Annual Report (FAR) prior to submitting the form to the Chair of the Peer Review Committee and the director.
APPENDIX I: FULL-TIME FACULTY REVIEW

CVPA REAPPOINTMENT REVIEW
School of Dance reappointment procedures follow the CVPA Reappointment Review Guidelines for tenure-track faculty during the third year of their initial four-year probationary term. In the spring term of the faculty member's second year, a meeting is scheduled with the director to discuss review guidelines. In consultation with the Department Peer Review Committee and the CVPA Dean the director will inform the faculty member of their re-appointment status to a three-year appointment as part of the annual review process. A formal letter from the director will be included in the faculty member's personnel file.

From UNCG Provost's webpage: “The promotions and tenure review has basically three parts: the documentation provided by the candidate, the materials collected by the department, and the review and evaluation of these materials at various levels by promotions and tenure committees and administrators. Evaluation of faculty work should stress two components:

(1) the quality of the work and (2) the significance of the work. The portfolio of evidence should be manageable, focused, and reasonable in size. Candidates should submit only those materials that, in their opinion, are most representative of their work and most significant.”

CVPA Standards for Reappointment

1. Teaching: Candidates should demonstrate that they are productive teachers in the school and university in alignment with the school’s statement on teaching. Demonstration may come from a combination of materials including peer teaching observations, student evaluations and self-assessments.

2. Research: Candidates should demonstrate that they have an active and ongoing research agenda that addresses faculty creative and scholarly research, while making progress toward satisfying the school’s statement on promotion and tenure. Evidence of such progress may include production and presentation of creative and scholarly research, receipt of internal or external research grants or fellowships, drafts of work in progress, scholarly publications, and participation in professional organizations.

3. Service: Faculty service activities may be categorized as internal university service or external professional service. Internal university service includes participation of faculty in School, College and University task forces, committees, governance, and administration. Good citizenship is assumed in this definition. External professional service includes service to the profession (academic or practitioner communities) or to the broader community that is based on the faculty member's professional expertise. All faculty are expected to contribute internal service and citizenship and to contribute external professional
service that is consistent with both individual interests and capabilities and with the mission of the University, College and School.

**CVPA Tenure Track Peer Reviewer Procedure**

During spring semester, untenured tenure-track faculty will submit a portfolio of materials to the Peer Review Committee by assigned date. Portfolios will include:
1. Syllabi from previous spring and fall courses and available student course evaluations of teaching.
2. Workload assignment for academic years being considered
3. Documentation of fulfillment of assignment to observe others’ teaching
4. Letter of self-evaluation of teaching, research, service (see below)
5. Supplementary materials (see below)

Guidelines for the self-evaluation letter:
Maximum length: 10 pages, double-spaced, size 12-font
Content: The purpose of the letter (which is to be addressed to your faculty colleagues) is to describe and evaluate your work and accomplishments under the sub-headings of teaching, research, and service. Your colleagues want to know and understand what you do, how you do it, how you expect it to be understood and valued by others, and how it relates and contributes both to your professional development and to the mission of the department, school, and university, as you understand those missions.

**Supplementary Materials**
Faculty are welcome to add supplementary materials of any description specifically to assist the committee and the director in understanding and evaluating the work and accomplishments identified in the letter of self-evaluation. Faculty including supplementary materials should provide a cover memo itemizing the materials submitted, explaining the reason for including each itemized piece, and evaluating each itemized piece in relation both to the faculty member's personal goals and to the professional standards in the field.

**Guidelines for Peer Review Letters**
Maximum length: 4 pages, double-spaced, size 12 font

Please study the materials submitted for review by each of the faculty members you have been assigned to evaluate, and write an advisory, evaluative letter to the Director of the School. Organize your letter under the subheadings of teaching, research, and service, and will identify in clear terms the writer’s evaluation both of strengths and limitations in the work presented by each colleague and the kind and degree of contribution made by that work to the department, school, university, and profession. Peer evaluators are urged to recognize and to note similarities and differences between the way they perceive and value the work of each colleague, and the way in which the colleague perceives and evaluates his or her own work.
School of Dance Full time faculty review, Promotion and Tenure and Post-Tenure Review document - Approved by School of Dance Faculty, October 13, 2016

School of Dance: Full-Time Faculty Review
Throughout this document we have provided links to the College of Visual and Performing Arts Canvas Faculty Manual. If the links are not functioning please consult the Canvas site.

The School of Dance, CVPA, and UNCG Promotion and Tenure procedures conform to The Code of The University of North Carolina. Candidates for Promotion, Tenure or Reappointment should become familiar with all documents posted to the Provost’s and College of Visual and Performing Arts webpages:

Provost:
https://drive.google.com/file/d/0B3_J3Uix1B4UZGhreWVPcFI2NWM/view

CVPA:

CVPA STATEMENTS ON RESEARCH, TEACHING AND SERVICE

The College of Visual and Performing Arts recognizes academic and creative scholarship as research. College and university guidelines mandates that scholarship presented for review:

1. Be disseminated publicly.
2. Undergo peer evaluation or achieve public recognition.
3. Be of significant scope.

The UNCG Provost mandates that promotion and tenure review has three parts:

1. Documentation provided by the candidate
2. Materials collected by the department
3. Review and evaluation of materials at various levels by promotions and tenure committees and administrators

Moreover, the evaluation of faculty work should stress two components:

1. Quality of the work
2. Significance and/or originality of the work

School of Dance Reappointment Review
School of Dance reappointment procedures follow the CVPA Reappointment Review Guidelines for tenure-track faculty during the third year of their initial four-year probationary term.

Reappointment candidates meet with the Director of the School by February 1st of their 3rd semester. Additional calendar information is available at:
For reappointment the candidate’s record shows evidence of success in teaching, research scholarship, or creative activity, and service.

**Standards for Reappointment**

1. **Teaching:** Candidates should demonstrate that they are productive teachers in the school and university in alignment with the school’s statement on teaching. Demonstration may come from a combination of materials including peer teaching observations, student class climate surveys (course evaluations) and self-assessments.

2. **Research:** Candidates should demonstrate that they have an active and ongoing research agenda that addresses faculty creative and scholarly research, while making progress toward satisfying the school’s statement on promotion and tenure. Evidence of such progress may include production and presentation of creative and scholarly research, receipt of internal or external research grants or fellowships, drafts of work in progress, scholarly publications, and participation in professional organizations.

3. **Service:** Faculty service activities may be categorized as internal university service or external professional service. Internal university service includes participation of faculty in school, college and/or university task forces, committees, governance, and administration. Good citizenship is assumed in this definition. External professional service includes service to the profession or to the broader community based on the faculty member’s professional expertise.

**School of Dance Promotion and Tenure processes**

**The School of Dance promotion and tenure process follows the CVPA guidelines available at:**

https://uncg.instructure.com/courses/14652/files/1472914?module_item_id=4112

**CVPA Criteria for promotion from Assistant to Associate**

Research, Scholarship, Creative Activity The candidate’s record shows evidence of an established regional to growing national reputation in research, scholarship, or creative activity, in accordance with the standards and expectations of a particular scholarly or creative field.

In addition, by the time of review for promotion/tenure a candidate is expected to have a record of peer-reviewed publications or artistically recognized work.
**CVPA criteria for promotion of an Associate Professor to the Rank of Professor**

Promotion to the rank of Professor is based upon achievement, distinction, the impact of one’s contributions, and the attainment of a national (if not international) reputation. Time in rank may be a salient consideration to the extent that the impact of certain contributions accumulates and gathers force over time.

An individual’s aggregate contributions over a period of time may yield a level of achievement or recognition that might not be accorded to any individual contribution.

An individual’s record represents a unique balance and combination of teaching, research/scholarship/creative activity, and service. Where applicable, an individual’s achievements in Directed Professional Activity may contribute to the record as defined by the individual’s workload assignments. The candidate is expected to have substantial and sustained achievement in each area.

The candidate’s record shows evidence of an established national to growing international reputation. There must be an overall outstanding record of achievement, which may be accomplished primarily by the record of contributions in a single area or by a more balanced aggregate of contributions across the three areas. In its school Promotion and Tenure Guidelines each school must define what constitutes the achievements that would lead to an overall record worthy of promotion.

**School of Dance statement on faculty creative/scholarly research**

Faculty members in dance maintain active research agendas, presenting, producing, or publishing their work in ways appropriate to their mediums and disciplinary and interdisciplinary interests. Dance research is disseminated through live or virtual means, as academic, pedagogical, or creative scholarship, and in local, national, or international venues. Faculty members take diverse paths in pursuit of their goals, and at different stages of their careers may choose to undertake different kinds and degrees of creative and scholarly production as part of a balanced workload.

The specifics of each faculty member's annual research assignment are determined in consultation with the Director of the School of Dance. In their annual review documents faculty members will describe/document work undertaken/completed in achieving all assigned workload priorities. Written evaluations by members of the peer-review committee and the Director of the School of Dance reflect how faculty members promote department and institutional goals.

It is the responsibility of untenured faculty members to understand school, college, and university promotion and tenure guidelines, and to maintain a focused research agenda during the probationary period. The School of Dance is committed to providing mentoring to junior faculty members to assure them the best possible chance for success in achieving tenure and promotion to associate professor. The school is equally committed to providing mentoring to associate professors.
preparing a case for promotion to full professor. As part of its faculty development efforts, and to strengthen the school’s connections with broader currents of thought, the director may invite qualified professionals not affiliated with UNCG to comment on faculty members’ creative/scholarly work.

The School of Dance recognizes that creative and scholarly research projects differ in size, scope, intended audience, and in the time required for development and completion. Some but not all projects synchronize with the academic calendar, and some but not all projects may require extensive data gathering and other modes of preparation in advance of the production of a formalized work-product. Similarly, some but not all projects undergo blind and/or juried review in advance of completion or presentation, and/or receive formal post-production external review.

Faculty may also pursue Community Engaged Scholarship, the process and products of which are jointly created and shared by the faculty member and members of one or more off-campus communities. Valuing diversity in faculty members’ research contributions, the school does not rank one kind or mode of contribution as greater in importance than any other.

**Evaluation of Dance Faculty Creative and Scholarly Research**

The School of Dance annually undertakes a holistic evaluation of each faculty member’s creative and scholarly research. The purposes of annual evaluation is to facilitate the success of faculty in tenure, promotion, and post-tenure review processes, and to develop and maintain healthy departmental discourses, continued success in developing curriculum and successful engagement with on and off-campus communities.

Dance faculty research activities reflect or advance the mission and goals of each faculty member’s research. In accordance with CVPA and UNCG Provost guidelines, Dance for Annual Review and Promotion and Tenure considerations Dance faculty research activities must:

1. Be disseminated publicly.
2. Undergo peer evaluation or achieve public recognition.
3. Evidence of significant scope and/or originality

*In addition, by the time of review for promotion/tenure a candidate is expected to have exceeded annual review expectations during some of the pre-promotion years and to have compiled a record of peer-reviewed publications or artistically recognized work.*

**UNCG School of Dance Benchmarks**

Dance Faculty academic and creative scholarly benchmarks mandate the annual dissemination of two (2) activities from any combination of the following categories as appropriate to the individual faculty member’s area of research. Additionally, faculty members should identify the reach of research activities on local, regional, national and international levels.
1. Publication of a single-authored book, peer-reviewed articles in academic journals, chapters in edited volumes, book reviews in academic journals, invited essays, completion of a chapter for a single-author book, publication in conference proceedings, research presentations at academic conferences, invited lectures, and keynote addresses.

2. Presentation of faculty choreography, dance films, choreographic commissions, collaborative projects, workshops, lecture-demonstrations.

3. Performance or participation in creative work developed by the faculty member, another choreographer, or in collaboration that is representative of professional performance practice.

4. Curricula development and distribution, pedagogical films or DVDs, web-based publication.

5. Curation and production of events and activities that may include, but are not limited to performance production, film festivals, conference and panel presentations.

6. Documented recognition of larger scaled creative and scholarly work-in-progress, such as a book contract, or receipt of a grant or choreography commissions.

7. Direction and/or participation in community engaged scholarship projects including but not limited to publications, exhibitions and programs, as well as partnerships, grants, curricula, experiences or understandings that simultaneously advance the mission and goals of the faculty member and the community partner.

**UNCG School of Dance Statement on Teaching**

The School of Dance holds teaching to be a multi-faceted set of distinct and related activities that may take place inside and outside of the classroom, in formal and informal settings, and with varying degrees of focus, duration, and intensity. Not all of the teachers in the school engage with all of the students in the school, and not all of the teachers engage with students in settings that provide easily comparable variables. Teachers in our school work in a variety of circumstances: a seminar/lecture course, a rehearsal, a dance technique class, a choreography class, a public-school classroom, and myriad other sites of pedagogical engagement. Further, in some teaching contexts students are present by choice – i.e., taking an elective – while in other contexts students are fulfilling requirements they may not otherwise have chosen, and this variable may impact the conditions of teaching and learning in significant ways.

In instructional hiring and evaluation practices, the School of Dance emphasizes the importance of:
1. Strong planning skills, including flexibility/openness to change in planning;
2. Organization of the learning environment with and for students’ benefit;
3. Delivery of content and clearly (describe, explain, demonstrate, assign);
4. Assessment of student outcomes with fairness (formative and summative);
5. Counseling/Mentoring students to navigate challenges successfully;
6. Setting realistic expectations (with respect to goals, timelines, standards)
7. Effective classroom management (especially as concerns safety)
8. Knowledge and assessment of teaching

The School of Dance maintains ongoing assessment of the nature and success of its teaching mission, and reports its evaluative findings, in the following ways:

1. Regular conversations on teaching, and curriculum, in whole- faculty meetings and in faculty sub-committee meetings;

2. Formal and informal conversations between and among faculty members sharing classes or class sessions, addressing student questions in group and/or individual advisement sessions, and within myriad sites and occasions of students’ sharing of teaching, speaking, writing, choreography and performance accomplishments and works.

3. Faculty members’ annual written reflections on teaching (CVPA FAR form);

4. Annual written senior faculty evaluation of faculty members’ in-class and/or in-studio teaching; *

5. Written peer evaluation of junior faculty members’ end-of-year data on teaching*

6. Director of Dance’s written assessment of teaching, in addition to each faculty member’s student course evaluations.

* Senior faculty members are assigned by the director to observe faculty members’ in-class and/or in-studio teaching and to provide written evaluations.

**UNCG School of Dance Statement on Service**

All members of the Dance faculty are expected to contribute internal service, and to contribute external professional service that is consistent with both individual interests and capabilities, as well as with the mission of the university, college and school. The School of Dance follows published UNCG and CVPA service guidelines:

a) Service to the institution: school, academic programs, CVPA, and UNCG require the serious participation of faculty in their administration and governance. CVPA expects the responsible participation of all faculty in the academic community, and looks for documented evidence of such participation in a candidate’s record. School promotion and tenure documents must clearly define the level of service expected
of candidates for reappointment and for tenure and/or promotion as Associate Professor or Professor.

b) Service to the scholarly profession: Faculty engage in professional service through a host of disciplinary and interdisciplinary activities, including various forms of peer reviewing, participation in academic conferences, service to and leadership in academic organizations, and scholarly editorial work. The CVPA endorses and encourages such activities because they serve the interests of learning; because they are important forms of faculty development and scholarly participation in their own right; and because they are a source of pride and recognition for the university.

c) Service to the community and community engagement: Faculty serve the community in a variety of ways, including consulting to organizations, businesses, and public agencies; developing and participating in outreach programs that apply and disseminate knowledge and creative work beyond the confines of the university; and developing and participating in partnerships (such as internship programs) between academic programs and external agencies. The CVPA endorses and encourages such activities, because they are essential to the service mission of the university; because they are legitimate extensions of scholarship and teaching; because they help to support and enrich academic programs; and because they help to prepare students for lives of service and leadership.

Benchmark Evaluation Expectations:

TEACHING:
The standard teaching assignment in the School of Dance is three (3) organized courses each semester, and/or the equivalent of 15 semester hours per year.

Exceeds Expectations: This faculty member significantly exceeds expectations as articulated on the mutually agreed upon workload assignment, and school determined benchmarks. Examples of eminent activities might include the following:

- Attends seminars or colloquia to improve teaching skills;
- Tries new pedagogical methods and technologies in the classroom;
- Shares successful techniques with colleagues;
- Receives honors or recognition for meritorious teaching from campus and professional associations;
- Receives invitations to teach at other institutions or outside agencies;
- Receives grants, contracts, or external funding related to teaching.

Meets Expectations: In addition to meeting the minimum expectations for teaching, such as demonstrating and effectively delivering knowledge of the subject, this faculty member provides a positive learning environment that is conducive to student learning. This faculty member may also demonstrate one of the traits described in Exceeds Expectations.
**Below Expectations:** This evaluation category is given to a faculty member whose teaching is ineffective. The faculty member is determined to having ongoing problems as identified by the school director, and is failing to meet the minimum teaching expectations. Some indications of unacceptable teaching from peer and student course climate surveys may include: the faculty member makes no effort to improve teaching, the faculty member misses classes, is regularly late to class or does not seem prepared for classroom activities, does not seem current on the subject matter, shows little enthusiasm for the subject matter or classroom interaction, does not return examinations and assignments in a timely manner, does not manage the classroom well, is not available to students, etc. Faculty whose teaching does not meet expectations will meet with the Director of the School of Dance to develop a plan to meet expectations.

**RESEARCH and CREATIVE ACTIVITIES**

**Exceeds Expectations:** This faculty member significantly exceeds expectations as articulated on the mutually agreed upon workload assignment, and school determined benchmarks. Examples of eminent activities might include the following:

- Position as editor of journal or member of editorial board
- Invited chapters in prestigious publications
- Invited papers and guest lectures
- Invited exhibitions and performances
- Recognition in artistic competitions
- Honors and awards from professional or community entities
- Appointment or election as officer in professional organizations
- Citation, replication, or continuation of scholarly and creative work
- Published translations of works into other languages
- Published or broadcast interviews or public testimonials
- Media exposure of research and creative activity
- Receipt of research grants, contracts, or external funding
- Recognition of impact on public policy and the solution of social problems
- Receipt of investment funding related to innovations
- Starting and growing a business or organization or assisting in making an existing business or organization more creative and innovative

**Meets Expectations:**
This faculty member has met expectations as articulated on the mutually agreed upon workload assignment, and school determined benchmarks. This faculty member has met expectations as articulated on the mutually agreed upon workload assignment, and school determined benchmarks:

- Publication of a single-authored book, peer-reviewed articles in academic journals, chapters in edited volumes, book reviews in academic journals, invited essays, completion of a chapter for a single-author book, publication in conference proceedings, research presentations at academic conferences, invited lectures, and keynote addresses.
- Presentation of faculty choreography, dance films, choreographic commissions, collaborative projects, workshops, lecture-demonstrations.

- Performance or participation in creative work developed by the faculty member, another choreographer, or collaboration that is representative of professional performance practice.

- Curricula development and distribution, pedagogical films or DVDs, web-based publication.

- Curation and production of events and activities that may include, but are not limited to performance production, film festivals, conference and panel presentations.

- Documented recognition of larger scaled creative and scholarly work-in-progress, such as a book contract, or receipt of a grant or choreography commissions.

- Direction and/or participation in community engaged scholarship projects including but not limited to publications, exhibitions and programs, as well as partnerships, grants, curricula, experiences or understandings that simultaneously advance the mission and goals of the faculty member and the community partner.

**Below Expectations:**
This faculty has not met expectations as articulated on the mutually agreed upon school determined benchmarks. This faculty member will meet with the Director of Dance to develop an action plan moving forward.

**Service Exceeds Expectations:**
*This faculty member significantly exceeds expectations as articulated on the mutually agreed upon workload assignment, and school determined benchmarks.*

In addition to the minimum expectations in service, a significant level or number of activities will be documented on the Faculty Annual Report that are considered UNCG service eminence measures. A faculty member in this category may be engaged in school, college, university and professional service. Eminent service activities may include:

- Honors or awards recognizing service
- Receipt of grants, contracts, or external funding related to service
- Appointment or election as officer in professional organizations
- Formal and informal student mentoring
- External reviews for promotion and tenure files
- External review of manuscripts
- Internal and external program reviews and evaluations
- Acting as an Peer Reviewer outside of the school
• Serving as a chair for a school, college and or university committee
• Serving as an adjudicator for a regional or national conference or festival
• Serving as a search committee chair or member for another unit in the college or university.

**Meets Expectations:**
The minimum expectations for service include the following activities. A faculty member who fails to meet minimum expectation for service within the school will likely not meet expectations even if some higher-level service activities are present.

• Effective service on school committees
• Regular attendance at School of Dance and CVPA faculty and faculty council meetings
• Regular participation in recruitment activities for the School of Dance, and/or the College of Visual and Performing Arts. Dance faculty may be assigned Dance program entry auditions, Spartan Showcase, or Destination UNCG service. In addition to organized recruitment activities, faculty are encouraged to participate in formal and informal recruitment.

Other Meets Expectations activities may also include:
• Membership in a professional organization
• Development of new courses or curricula in the dance program

**Below Expectations:**
A faculty member in this category has not met the minimum expectations as described above. Faculty whose service does not meet expectations will meet with the Director of the School of Dance to develop a plan to meet expectations.

**Post Tenure Review (PTR)**
The UNCG School of Dance follows the CVPA Post Tenure Review guidelines located at: [https://uncg.instructure.com/courses/14652/files/1472918?module_item_id=411227](https://uncg.instructure.com/courses/14652/files/1472918?module_item_id=411227)

**School of Dance PTR Rotation**
*Please note: this schedule may change when faculty are promoted or enter phased retirement.*

2017-2018: Jill Green, B.J. Sullivan

2018-2019: NO DANCE FACULTY SCHEDULED

2019-2020: Robin Gee

2020-2021: Larry Lavender

2021-2022: Duane Cyrus, Mila Parrish
APPENDIX II. 1: DEPARTMENT OF DANCE PRODUCTION FORMS 1-3 AND 4. CONCERT GUIDELINES

FORM 1: Sample Concert Production schedule—
*Note: Spacing rehearsals scheduled in 306 the week prior to tech*
*Tech times below will be determined by production needs of the choreography.*

<table>
<thead>
<tr>
<th>Mon.</th>
<th>Tues.</th>
<th>Wed.</th>
<th>TR</th>
<th>Fri</th>
<th>Sat.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew call 6:45</td>
<td>Crew call 6:15pm</td>
<td>Crew call 6:30pm</td>
<td>Crew call 6:30</td>
<td>Crew Call 6:30pm</td>
<td>Crew call 12:30 Dancer call 12:30</td>
</tr>
<tr>
<td>Dancer call 6:45</td>
<td>Dancer call 6:30</td>
<td>Dancer call 6:30</td>
<td>Dancer call 6:30</td>
<td>Dancer call 6:45pm</td>
<td>Warm-up: 12:45-1:15 in 322</td>
</tr>
<tr>
<td>Tech #1 7-8:30</td>
<td>Tech #3 6:45-8:00</td>
<td>Tech run 7-9:00pm</td>
<td>Dress Rehearsal 7:30-9:30</td>
<td>Warm-up 7-7:30pm 322</td>
<td>2:00pm Curtain Speech</td>
</tr>
<tr>
<td>Tech #2 8:30-10:00</td>
<td>Tech #4 8-9</td>
<td>Tech #5 9-10</td>
<td>8:00 Curtain Curtain speech-J</td>
<td>Crew/Dancer Call 7:00</td>
<td>Crew/Dancer Call 7:00</td>
</tr>
<tr>
<td>Notes: 10:30</td>
<td>9pm Photo call, first half, 15 minutes each, reverse order</td>
<td>9:30pm Photo call second half, 15 minutes each, reverse order</td>
<td>Notes:</td>
<td>Notes:</td>
<td>Notes:</td>
</tr>
<tr>
<td>Notes:</td>
<td>Notes:</td>
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<td>Notes:</td>
</tr>
</tbody>
</table>

Notes:
- 10:30
- 9pm Photo call, first half, 15 minutes each, reverse order
- 9:30pm Photo call second half, 15 minutes each, reverse order
- 8:00 Curtain Curtain Speech
UNCG School of Dance
CHOREOGRAPHIC PRODUCTION FORM 2
Academic Year

NAME:

WORKING TITLE:

PROJECTED NUMBER OF PERFORMERS:

1) ARE YOU PLANNING TO DOUBLE CAST OR CAST UNDERSTUDIES?

2) PROJECTED CONCERT

3) PROJECTED SEMESTER OR SEMESTERS OF REHEARSALS

4) IS YOU WORK PART OF ANY OF THE FOLLOWING COURSES?
   143, 243, 300, 343, 443, 487, 687, 688, 697
   YES_____    NO______

PREFERRED rehearsal times and spaces- (Select two)
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

WILL YOU REHEARSE OR PERFORM DURING SEMESTER BREAKS?

PLEASE DESCRIBE ANY ANTICIPATED PRODUCTION NEEDS

THANK YOU!!
Thank you for attending today’s audition! The choreographers are interested in knowing more about your 2015-2016 academic year rehearsal and performance availability. The faculty encourages dancers to consider all aspects of their artistic and academic interests when agreeing to performance opportunities. A suggested guideline would be to participate in 2 pieces of student choreography and 1 faculty work per semester (Comp class participation does not count towards this total). Rehearsals and performances for the February Faculty show count as fall semester activity and participation in the SMTD sponsored Larry Keigwin 3/25-4/5 residency and 4/5 performance will not be considered as conflicting with the suggested guideline. Please consult that 2015-2016 Season flyer for concert dates.

1. ARE YOU ENROLLED IN ANY OF THE FOLLOWING COURSES IN FALL 2015?
   143, 243, 300, 343, 443, 487, 687, 688, 697
   YES_____    NO______

2. HOW MANY CREDITS ARE YOU ENROLLED IN FOR FALL 2015?

3. ON AVERAGE-HOW MANY HOURS DO YOU WORK OUTSIDE OF SCHOOL?

4. Available rehearsal times
   Monday
   Tuesday
   Wednesday
   Thursday
   Friday
   Saturday
   Sunday

5. ARE YOU AVAILABLE TO REHEARSE OR PERFORM DURING SEMESTER BREAKS?

6. DO YOU HAVE ANY PRE-EXISTING PROFESSIONAL ENGAGEMENTS OR TRAVEL PLANS OUTSIDE OF UNCG?

THANK YOU!!
II. Guidelines for Dance Concerts
The following general guidelines applies all department sponsored concerts:

1. Designs for all posters/postcards, etc. for all concerts must be approved by the department head before they are sent for printing.
2. All publicity material must state prominently that this is a production of the UNCG School of Dance and must carry the UNCG logo.
3. All choreographers for shared concerts should be mindful of the needs of others, and should consult the coordinator and with others on the concert before planning a work longer than 15 minutes.
4. Plans for scenery and props to be used must be approved in advance by the Technical Director.
5. No one should put any charges on a University account, or make any expenditures for which they expect to be reimbursed, without checking first with the School of Dance Business Coordinator.
6. The coordinator of each concert and the Technical Coordinator should be mindful that patrons attending concerts have a right to be informed of any artistic work containing nudity, adult language, or anything else that might be inappropriate for children. A sign must be posted in the lobby and information included in publicity and at the Box Office at the point of ticket sale.

Faculty Concert
The Faculty Concert at the UNCG Auditorium or the Dance Theatre, showcasing faculty choreographic and performance research, may take place in the spring semester and includes works by full-time faculty and invited guest choreographers.

1. This concert may include work performed by invited casts of advanced students under the DCE 443 number, casts of professionals, mixed casts of professionals and advanced students, and work performed by faculty.
2. A production budget of $500 per dance, up to $3000 for the concert, will normally be assigned.
3. The publicity and design and printing of posters, postcards and programs is managed by the concert coordinator and the Publicity/Marketing Coordinator.
4. Production scheduling, lighting and video recording are coordinated by the Technical Coordinator.
5. Participating choreographers are responsible for organizing and arranging their own casts, rehearsals, costumes, music, props, sets, publicity information, and program copy.

Other Concerts by Faculty
Any full-time faculty member, full-time guest artist, or small group of full-time faculty members, may request a weekend to present their work in the Dance
Theater. Every effort will be made to accommodate these requests, but advance planning is essential. Usually these events will be planned as the production calendar is formulated in November of the previous year.

The faculty choreographer(s) will be directly responsible for:
1. their casts, rehearsals, costumes, music, props, sets, lighting design, and special video needs
2. program copy and printing costs if printing is desired or if programs are longer than 2-4 folding pages (2 sheets of paper).
3. production schedule (to be arranged with Chris).
4. press release copy (to be sent through the Publicity and Marketing Coordinator).
5. other publicity (see note at the beginning of these guidelines).

The School of Dance will:
1. Provide a standard production crew
2. Provide a video crew
3. Provide the theater after 6:30 PM during the production week. Normally the production week is not more than 5 nights, although these are not necessarily contiguous nights. Additional time may be requested by technical personnel.
4. Provide rehearsal space under the studio space scheduling policy
5. Assure staff for Box Office and front of house
6. Photocopy programs and provide paper for programs of 2-4 folded pages (2 sheets of paper).

Current Faculty may recoup 80% of the remaining box office receipts to cover their expenses; the other 20% will return to the department’s box-office trust as indirect cost recovery. Up to $700 may be provided as an advance to cover direct costs (such as to pay a printing bill or postage); if the concert does not take in enough money, then the difference must be repaid to the school. University policies regarding exactly what expenses can be paid may change; faculty should check with the Business Coordinator before making any commitments of payments to anyone. A formal bill or receipt is required for all reimbursements. All sets, costumes, CD’s, etc., paid for by departmental funds become the property of the department.

Emeritus Faculty will receive a 70/30 split of box office receipts. Emeritus Faculty may request performance dates beginning in December and should consult with the Business Coordinator regarding reimbursement requirements and dates. All ticketing is through Triad Stage. Emeritus Faculty should consult with the Director of Dance as how to include SMTD and Dance Staff credits on programs. Artistic choices that may be inappropriate for all audiences must be noted at the Box Office and in the Coleman Lobby prior to each performance.

Emeritus faculty can assume the following production support for Dance Theater productions:
1. A standard production crew
2. Access to the theater after 6:30 PM during the production week. Normally the production week is not more than 5 nights, although these are not necessarily contiguous nights. Additional time may be requested for production by the lighting designer and other technical personnel.
3. Long-term and short-term rehearsal space under the studio space scheduling policy
4. Online sales and staffing for Box Office and front of house through Triad Stage (per ticket surcharge)

Other Emeritus Concert guidelines:
1. Emeritus Faculty are responsible for publicity, posters and programs. The school requests that a program template with appropriate UNCG and CVPA crediting be used (available in the Main Office).
2. Plans for scenery and props must be approved in advance by the Technical Coordinator.
3. No charges may be put on a University account and no expenditures for reimbursement may be made, without checking first with the Business Coordinator.
4. Requests for ancillary performance related activities, i.e. receptions, must be approved by the Director of Dance. The Main Office can help with securing any necessary permits for such events.

*In 2015-2016, the North Carolina Dance Festival was de-coupled from the Dance Department Performance Series in terms of publicity and guarantees of in-kind support.

**Concerts**
The School of Dance will sponsor one concert each semester to provide a showcase for work not covered by our other events. DCE 243, 343, 487, and 687 will have automatic slots. Work that must be shown to complete degree requirements such as MA projects or BFA theses (for December graduates) will also have automatic slots. A Concert Coordinator is assigned by the Director of Dance.

The School of Dance will support:
1. A production budget of $500 per dance for DCE 243/343 and/or DCE 487/687; this may be reduced some years due to budgetary needs. Participating choreographers may request additional funds if cast size is especially large and/or other special needs are great.
2. Publicity and design and printing of posters and programs (coordinated by the Publicity and Marketing Coordinator)
4. The Technical Coordinator will assist with technical production issues, including lighting design, preparation of recorded music and videography.
5. Theater after 6:30 during production week. The Production Week normally begins on the Sunday prior to opening night
6. Rehearsal space following the studio scheduling policy
7. Staff for Box Office and front of house

**MFA Master Production Concerts**
The school can support up to four MFA Thesis concerts per term. Depending on the number of candidates, full or shared evenings of choreography may be scheduled. Candidates may also consider producing in alternative performance spaces. All candidates should credit UNCG in their publicity and program materials. More information on these requirements is available in the MFA Student Handbook. Additional responsibilities follow:

The student choreographer will be directly responsible for all aspects of such events including:

1. Press release, publicity, including posters and/or postcards, program copy (to be delivered to the Publicity/Marketing Coordinator)
2. Production schedule (to be arranged with Chris)
3. Casts, rehearsals, costumes, music, props, sets, and lighting design

The school will provide:

1. A standard production crew
2. The theater after 6:30 PM during the production week. The Production Week normally begins on the Sunday prior to opening night
3. Rehearsal space under our current policy
4. Staff for Box Office and front of house
5. Paper and photocopying for programs
6. Video equipment

There are two options for financial arrangements:

**Option I**
The school will pay up to $100.00 in printing expenses. In addition, the school will provide up to one half of the box office receipts from which the choreographer can be reimbursed for costumes, sets, music, video or other production needs. All sets, costumes, and music paid for by departmental funds become the property of the department, so students may wish to use these funds for other purposes. There can be no reimbursement without official receipts. All students must check with the Business Coordinator to clarify before making any commitments to pay anyone.

**Option II**
The school will provide up to the full amount of the box office receipts, less the first $200, to cover the expenses of the choreographer. All sets, costumes, and music paid for by departmental funds become the property of the school, so students may wish to use these funds for other purposes. There can be no reimbursement without official receipts. All students must check with the Business Coordinator to clarify before making any commitments to pay anyone.

**BFA Thesis Concert**
Each spring the school will produce a concert featuring the work of BFA choreographers from the DCE 470 Creative Synthesis course. In the event that
there are a small number of students completing the BFA, the school retains the right to add additional work to the concert. These concerts will normally run three shows. BFA Thesis Concert guidelines:

1. The assigned faculty instructor will coordinate DCE 470.

2. Participating students will take responsibility for carrying out specific production and publicity needs.

3. Publicity copy (to be sent through the Publicity/Marketing Coordinator)

4. Posters (the Publicity/Marketing Coordinator will help design if requested)

5. Program copy (to be delivered to the Publicity/Marketing Coordinator)

6. Production schedule (to be arranged with Mitch)

7. Casts, rehearsals, costumes, music, props, sets, lighting design, and video needs

8. The school provides:
   a. Reasonable printing costs for posters
   b. Photocopying for programs
   c. Standard production crew
   d. The theater after 6:30 PM during the production week. The Production Week normally begins on the Sunday prior to opening night
   e. Rehearsal space under current studio scheduling policy
   f. A video crew and staff the Box Office and front of house

9. To guarantee participation in this concert, a student must register for DCE 470.

10. If there is room on the concert, other undergraduate works will be selected to fill the program.

Other Student Concerts
The school may produce one or two additional concerts of student work each year. One of these may be designated as the Prime Movers Concert, however other student run concerts may be proposed as the production schedule allows. For student concerts the school will provide:

1. Photocopied programs (copy must be delivered to the Publicity and Marketing Coordinator)

2. Press release (coordinated by the Publicity/Marketing Coordinator; must be written by participating students)

3. Standard production crew

4. The theater after 6:30 PM during the production week. The Production Week normally begins on the Sunday prior to opening night

5. Rehearsal space under current policy

6. A video crew and staff the Box Office and front of house

All other needs are the responsibility of participating students. If the concert is managed by Prime Movers, all Box Office receipts go to Student Government
Association, which is in charge of dispensing funds to Prime Movers. Otherwise, the box office proceeds go to the school.

**Appendix III:**

**UNCG Auditorium Scheduling Guidelines**

Although CVPA has responsibility for UNCG Auditorium, it is a University-owned facility and some University-wide events have to be accommodated, in addition to CVPA events, such as the Chancellor’s State of Campus address, Freshman Convocation, Destination UNCG, and Office of Multicultural Affairs MLK celebration and Scholar’s Recognition Ceremony.

Some CVPA events are important to hold in the auditorium because of the large audience expected; others may be important for production needs or to give students experience performing in a large venue. It is recognized that some events are more flexible than others. There is no guarantee that all desired events can be accommodated every year, especially at the time most desired.

**Process:**

1. Requests for scheduling all CVPA sponsored events at the UNCG Auditorium will go through one person designated by each Department, with all requests for events for MUE and MUS going through the MUP-designee.

2. The initial scheduling for the auditorium will take place at a meeting with the following, to be called by the Executive Assistant to the Dean:
   - UNCG Auditorium Schedule planning team: Designees for Music, Theatre, and Dance UPAS Coordinator Business Officer, UNCG Auditorium (*Brian Fuller*)

3. Timing: All designees should be prepared with tentative schedule proposals by the times indicated below, but recognize that these are only requests; flexibility is needed to meet everyone’s needs:

4. For 2016-17 performances (similar timing to be followed for subsequent years):
   - Draft proposed schedule to UNCG Auditorium Business Officer by mid-September.
   - First meeting convened in early October, with goal to finalize schedule by December 1.

3. Resolution of conflicts- it is expected that schedule conflicts will be resolved by the Schedule Planning Team. The Dean should be responsible for the final decision if all parties cannot agree.

4. Once the schedule is finalized:
a. Business Officer of UNCG Auditorium will confirm in writing to all members of the planning committee, the Dean, and school directors.

b. Anyone from CPVA, the University, or the community may contact the Business Officer in the UNCG Auditorium to request time for an additional event during available time.

**Appendix IV:**

**Director of Graduate Studies guidelines**

The Director of Graduate Studies in Dance oversees the graduate programs in Dance and is responsible for a number of activities during the year: *Please note that this list expands on the criteria outline in the Dance IOG.*

1. Plans orientation and advising sessions for new grads during orientation week. Sessions are planned around Graduate School orientation and usually include brunch or lunch, overview of programs and courses, introduction of old and new grads and faculty, introduction to DCE 624 (dance technique) process and open technique classes for the semester, and advising.

2. Maintains contact with the Graduate School, especially Associate Dean Chesak and Mitzi Wilder (finances).

3. Consults with the Dance Education Coordinator to maintain the interface between Dance Education and the other graduate programs.

4. Schedules second year students for portfolio review process and due dates: DECEMBER 1. Holds portfolio review meeting and disseminates results.

5. Schedules, in consultation with the Department Head, regular meetings with the Graduate Committee to:
   a. Evaluate first year students at the spring term end meeting.

6. Maintains the calendar circulated by Graduate School, making changes to Graduate Bulletin and proof changes, notifying students of Summer Research Stipends (usually happens in February and also ranks and edits proposals-with faculty and submits ranking to graduate school), considers submitting grad students for graduate scholarships, and facilitates with the faculty the nomination students for Outstanding Graduate Thesis/Concert award.

7. Handles the admission process:
   a. Requesting unfinished folders from the Graduate School
b. Reviewing folders and contacting potential students for missing materials

c. Reviewing the folders with the Graduate Committee

8. Getting back to students one month before auditions date

9. Sending out rejection letters to those applicants who are not invited for auditions

10. Writing invitations to the auditions

11. Handles intake of new students including:

   a. Developing an encouraged, but optional campus visit schedule as a supplement to acceptance to the university and program. This would be an opportunity for them to interact with our current and prospective graduate students.

   b. Making decisions (with Graduate Committee and with input from faculty and students) and notifying top candidates

   c. Notifies people who were not accepted.

   d. Ensures commitments from new graduates by a certain date.

   e. Keeps up with student folders throughout the process (returning pink sheets to the Graduate School, noting acceptance, non-acceptance, and advisor, keeping copy of pink sheet, and giving folder to administrative assistant for processing and upkeep.

   f. Remind 2nd year students that committee selection process must be finalized (including identifying a committee chair) by MARCH 15.

12. Tracks continuing student registration:

   a. Signs off on all Plans of Study and sends to Graduate School.

   b. Clears dance students for graduation.

   c. Reminds all out of state students to apply for in state tuition (in the past, we have required this as a condition to receive a waiver).

   d. Accepts petitions to take additional hours circulated to Grad Committee.

   e. Accepts petitions for any other anomalies circulated to Grad Committee.
f. Distributes advising codes every semester (supplied by Graduate School), assigns advisors to new graduate students, maintains lists of grad advisors and students, and emphasizes new and important advising points to faculty (such as submission of Plans of Study, and rules that apply to grads moving between programs).

13. Works with the Business Coordinator and Department Head to determine waivers for all in state and out of state graduate students.

14. Updates handbooks every summer and prepare new handbooks for Web, distribution to faculty, and new students at orientation. With administrative assistant, updates brochures that get handed out through Graduate School publications and updates Website with special attention to timely updating of dates for auditions and submission of graduate applications.

15. Meets with interested applicants to answer questions and give tours

16. Collects COMPLIANCE ASSIST data at end of every semester; maintains a grid that shows student learning as distributed across various courses; integrates data into COMPLIANCE ASSIST; provides upkeep and adjustments to COMPLIANCE ASSIST.

17. Coordinates graduate forums with head. (Set dates, contacts presenters and students) and facilitates forums (i.e. reserves space).

18. Attends Directors of Graduate Study and Graduate Faculty meetings for the semester.

19. Keeps an eye on potential curriculum changes for graduate students and vets with faculty. Creates and submits curriculum change paperwork as appropriate.

20. Advises international students and helps them negotiate the application processes and transition to the university; reviews policies and processes regarding international students.
Travel - Overview

Purpose/Scope

The Travel Manual provides basic information on travel policies and procedures. The manual is based on The State Budget Manual, Section 5, which sets forth travel policies and regulations relative to securing authorization and reimbursement of expenditures for official state travel. The administration and control of travel is in accordance with the provisions of General Statutes (G.S.) 138-5, 138-6, and 138-7. The University must also comply with IRS Publication 463 Travel, Entertainment, Gift, and Car Expenses.

The policies and procedures as stated in this manual apply to State Budgeted Funds deposited with the State Treasurer, whether derived from appropriations or agency receipt; Institutional Trust Funds; and Contracts and Grants.

Policy

Allowable travel expenses will be reimbursed to authorized University personnel and other individuals traveling on official state business. All travel is contingent upon availability of funds.

The policies and procedures set forth in this manual applies to all University of North Carolina at Greensboro faculty, staff, students and other individuals who travel on behalf of the University. Before travel expenditures are incurred, all travelers and administrative personnel should be aware of the travel policies and procedures stated in this manual. Please refer travel questions to Accounts Payable (336-334-5798) or email at travel@uncg.edu.

Official State Business: Official state business occurs when the State employee or other person is traveling to attend approved job related training, work on behalf of, officially represent, or provide a state service upon the State’s or University’s request. Travel that does not directly benefit the State and the University will not be reimbursable.

Employee Responsibility: Before traveling the individual must read, understand and abide by the policies and procedures set forth in this manual. Prior approval authorization for overnight travel is delegated to the traveler’s supervisor. Travelers must complete the Travel Authorization portion of the Form TRV-1 prior to overnight travel. The employee who is traveling on official state business for the University is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Travelers will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.