

UNCG School of Dance
Faculty Handbook



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This document is intended to serve as a resource for full time, 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 Information Handbook on the CVPA web page under faculty resources.

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SCHOOL OF DANCE MISSION AND GOALS STATEMENTS

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, such as teaching, advising, etc. 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 on the Dance Canvas page under announcements.

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. <https://osrr.uncg.edu/academic-integrity/> .

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 storage room of 202A (Marley).

Faculty and TAs 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 the Director of the School of Dance the Dance Music Coordinator schedules Musicians for Dance 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 more than 80 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 of these expenses. School of Dance annual participation in ACDA is determined by schedule and budget.

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, 2 faculty members, 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 within 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 *school* 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 *choreography* should reflect the mission of the school 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 school 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 Services 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.

Academic Advising

First-Year Dance Majors work with CVPA Advisors and an assigned Dance Faculty Advisor for the purposes of academic advising and registration. From their 2nd year on, undergraduate students continue to work with their assigned Dance Faculty Advisor *until* graduation. Students are required to meet in group or individual advising sessions with their cohort advisor to receive an advising code and advising information prior to registration. 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.

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

The *Director of the Graduate Program in Dance* 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 undergraduate course substitutions are managed by the Director of Undergraduate Studies.

GEC for Dance Majors-Effective Fall 2019 the number of GEC required was reduced to 34 with new competencies implemented by 2021-22.

Minerva's Academic Curriculum (MAC) aims at competency achievement and includes competency achievement and gaining familiarity with varied areas of knowledge. Through MAC coursework, undergraduate students will engage in learning experiences to achieve 11 competencies across disciplines, totaling 33–34 credit hours depending on individual course hours structure.

Other requirements and opportunities in the major program, the minor program (if applicable), and the total undergraduate experience build on the foundation of MAC courses and contribute to the attainment of these goals. Alternative ways to demonstrate competencies will be available to students with relevant prior experience or documented disabilities.

Dance Degree Programs

- BFA in Dance Choreography and Performance - requires 120 credits overall towards degree, with 78 credits in Dance. The degree program requires an overall minimum grade point of 2.75, and a B or higher in six (6) credits of above 300 level in African, Ballet, Contemporary or Jazz technique.
- The BFA with Teaching Licensure concentration requires, in addition to completing the 78 credits in Dance, a 3.00 GPA.
- BA in Dance Studies - requires 120 credits overall, with 50 credits in Dance. 2.5 overall GPA is required.
- BA with Teaching Licensure – concentration 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 school, no additional funds are available to support expenses for this concert. The school also participates in the CVPA Distinguished Alum celebration *when scheduled with the CVPA Dean's Office*.

Alumni Choreographers

The school *may* invite 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 session, or the bi-annual Community Meeting may count as an absence.*

Drop Policy: Students who withdraw from this course without academic penalty must do so by the University withdrawal deadline, with the exception of students who must withdraw late due to injury or illness per School of Dance Policies.

Participation: The School of Dance requires an 80% participation rate to receive 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 need to repeat the course.

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 an auditor or Visiting Student, the course appears on the student's transcript. Instructors should request a Withdrawal for any auditor or Visiting Student who does not regularly attend class.

More information about auditing is available at the following link:

<https://spartancentral.uncg.edu/registration-degree-planning/auditing-classes/>

Prospective students are allowed to watch class and to take class with prior approval from the director and instructor. Short-term 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/FACULTY/CALENDARS/](https://reg.uncg.edu/faculty/calendars/)

CLASS COVERAGE

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 Dance 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 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.

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, *Amy Masters*, 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 director, will determine publicity photos and the concert poster.
3. 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.
4. Ticketing is handled by E-TIX. The CVPA Dean's office handles press releases for school events. Christopher Fleming manages productions, and Box Office reports are managed by Business Services Coordinator, *Amy Masters*.
5. 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.)
6. 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.

7. 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.
8. 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.

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: <https://generalcounsel.uncg.edu/wp-content/uploads/2019/01/fairusechecklist.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 room 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 them up to \$500 production budget. All receipts and contracting, once approved by the director, is handled by the Business Services Coordinator.

COURSE EVALUATIONS (COURSE CLIMATE SURVEYS)

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 (Amy Masters). 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.

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

Courses (Graduate): Special Considerations

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) maybe assigned 624 sections in consultation with the director.

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.

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:

<https://osrr.uncg.edu/faculty/disruptive-behavior/>

<https://sa.uncg.edu/handbook/wp-content/uploads/Disruptive-Behavior-in-the-Classroom-Policy-8-4-17.pdf>

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 *fixed-term* is required by the University and follows University guidelines. The School of Dance *moved* to a calendar year review cycle *in* 2020-21. *Additional* information about Annual Review, Workload, Post-Tenure Review and Promotion & Tenure is available on the CVPA Canvas page in the CVPA Information Handbook.

II. POLICIES GOVERNING FACULTY ANNUAL REVIEW (CVPA) *Please note: CVPA guidelines have not been updated to reflect Digital Measures workflow. The Director of Dance has edited the document below to align with current review practices.*

- 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 submitted through Activity Insight (FAR), Updated C.V., Teaching Observation, The Faculty Annual Review Peer Review Committee Report, Faculty Senior in Rank¹ 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 published deadline.*

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.

- I. 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.](#)).
- 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 their projected workload prior to the annual review *meeting*. 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 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 *approval* signifies completion of the annual review and workload process. 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 Dance Peer Review Committee*, in consultation with the faculty member, will select by **Sept. 1** a colleague who is designated as *Peer Observer*.
- B. In consultation with the *faculty member*, the *observer* will determine which classes will be observed for evaluation purposes.
- C. The faculty member will provide the *observer* 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.
- A. 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. Following the observation, a written report will be submitted to the appropriate director and *the Dance Administrative Associate for uploading to Digital Measures*.
- F.
- G. The director 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 school follows the CVPA 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:

- B. The *Dance Peer Review Committee* is responsible for setting the evaluations pairs.
- C. The designated faculty reviewer will initiate contact to arrange a time for the peer observation.
- D. The observation shall occur in the primary area of teaching responsibility.
- E. The observation will focus on the following areas:
 - a. Knowledge of the subject matter

- b. Communication of the subject matter
- c. Learning environment
- F. Following the observation, a written report will be submitted to the appropriate director *and the Dance Administrative Associate for uploading to Digital Measures.*
- G. 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 *Annual Review rankings* from the Dance 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.

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. E-Mail is the preferred method of notification:

Housekeeping

The *Dance Administrative Associate* 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 Tuesday or Thursday afternoons 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 *in attendance*. 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 *as part of 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 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 *school related* business.

FINAL EXAMS

The final exam schedule is listed online: <https://spartancentral.uncg.edu/events/> The regular classroom is automatically reserved for the exam during the scheduled exam time. Exams scheduled in dance studios must be confirmed with the *Dance Administrative Associate* prior to the final exam period.

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 *school director, 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 been 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 online through each faculty member's UNCGenie 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:
<https://sa.uncg.edu/student-grievance-and-appeals-policies-and-procedures/>

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 holds true for *any school level concern*. (*graduate student concerns may be taken to the Graduate Program Director in Dance 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 re register 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](#).

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 or NP.

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 artists 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 full time faculty member. 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 steps:

1. *For graduate students "Permission to Register for Directed Study" form filled out in consultation with the faculty member and submitted to the Graduate School. This allows the Independent Study to be listed on the student transcript with a descriptive title rather than just "Independent Study." Faculty must approve undergraduate student Independent Studies on Genie in order for the student to enroll.*

The second form is available in the Dance Office *and online* 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=

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 form](#) for each building or room key. All TA/GAs and faculty may get keys to studios, as well as their office and the outside door.

For short-term uses, keys to the studios, booth, may be checked out in the Dance office. Keys must be turned in to the dance office upon *graduation*. 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
to ensure that the student meets all school and university procedures and standards in the preparation and completion of their culminating project.

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 consult the 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

<https://utlc.uncg.edu/teaching/faculty-mentoring/about>

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.

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.

MID-SEMESTER TECHNIQUE REVIEWS AND TECHNIQUE PLACEMENT

Technique and Somatic Classes

All UNCG students may register for DCE 116 (Jazz I), 132 (African I) 133 (Tap I), 233 (Tap II), *DCE 235 Yoga for a Every Body, and DCE 244 Pilates for a Healthy Body.*

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 minors, 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 Dance 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.

Faculty Part Time 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).

Part-Time Faculty job requirements

1. Part-time faculty must respond to requests for hiring information from the Business Services Coordinator in a timely manner. It often helps to schedule a meeting with the Business Services Coordinator to go over hiring requirements.
2. New 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 Curricula Vitae and other requested materials to the Director of the School for SACOC credentialing.
4. Faculty complete Conflict of Interest forms online each fall. A link to the form is available on CVPA Faculty Resources web page.
5. 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. Course rosters, 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.
6. 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.
Courses should have a minimum of two Student Learning Outcomes. All faculty are required to post Office Hours per the Provost Guidelines provided below. It is often easier for part-time faculty to schedule 30 minutes before and or after their class meeting times to meet the 1 hour per 3 hours class time requirement.

Reminder: Faculty Accessibility Policy (AKA Office Hours)

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.

Please remember: changes are made to courses annually and faculty should make sure that they are listing the most current course information from the UNCG catalog (formerly called the bulletin)

7. Instructors should arrive at least 10 minutes before each class and be prepared to stay after class for 10 minutes if students have questions.

8. If the cancellation of a class is necessary, call the office ([336 334-5570](#)) to request 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 school director* at ([336 334-3262](#)). Also, send students a notice on Canvas.
9. 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.
10. Grades must be *entered within 48 hours of the last scheduled final exam. It may be easier for part-time faculty to endeavor to enter their grades* 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.
11. 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.
12. 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.
13. 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.

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.

For full time faculty, 2 hours per week should be available for appointments and walk-ins. For part-time faculty and teaching assistants teaching two or more courses, two hours per week should be available. For part-time faculty or teaching assistants teaching one course, one hour should be made available. In addition, students should be informed of your procedure for scheduling appointments at other times, since not all students will be free during scheduled office hours.

UNCG Provost Faculty Accessibility Policy (AKA Office Hours)

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. Exceptions to this expectation may be requested. Interested students should contact the Dance Director of Graduate Studies and/or consult the Graduate School webpage for more information.

Full-time faculty must file forms and gain approval to engage in any additional UNCG employment. 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 issues paychecks by direct deposit on the last working day of each month.

PARTICIPATION GUIDELINES - CLASSROOM

The School of Dance requires an 80% participation rate (for example, 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 – Dance Majors PERFORMANCE

Student performers are encouraged to consider their academic and work schedules when accepting performance invitations. Sophomore, Junior and Senior performers are expected to limit their participation to working with 3 choreographers (faculty or student) a semester and 1 MFA or graduate choreographer per semester (for a total of 4 choreographers each semester). First-year students will limit their participation to a maximum of 3 choreographers (faculty or student) each term.

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 school performance opportunities until the next semester or until work in other classes shows improvement.

If a performer misses more than two scheduled rehearsals the choreographer may drop them from the piece and add performers by invitation. If a student is removed from the rehearsal process, they must consult with the Director of the School before registering for another repertory or production course.

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.

Prior to or early in each semester a mandatory general audition will be held for all student choreographers planning to choreograph and dancers who want to perform. The casting process will be managed by two faculty members and student choreographers will submit cast lists to the Dance Office Manager who will monitor, with the School Director, the implementation of these guidelines.

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 scheduled Technique Review sessions, End of Term conversations or the bi-annual Community Meeting may count as an absence.*

PROFESSIONALISM

UNCG Dance students, staff and faculty are expected to maintain high standards of professionalism in interactions with peers, instructors and the public both on and off campus. As a community of university dance artists, we value a learning environment built on mutual respect, friendliness and compassion towards ourselves and others.

Promptness and regular attendance in adherence to the attendance policy for each class are professional expectations. Student dancers are expected to arrive at least 10 minutes early for classes (unless another scheduled class interferes) to prepare themselves physically and mentally for classwork.

If it appears that an instructor may be absent, students are required to wait for 15 minutes after the scheduled start of the class before leaving. All students in attendance should sign their name on a piece of paper to turn into the Dance Office as proof of attendance.

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.

Full Time 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 ASSIGNMENTS 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, the 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.

Research Assignment applications are due to the director by August 31st. Due to the small size of the Dance faculty and difficulty in covering courses and service assignments in a faculty member's absence, the school is limited to one Research Assignment per academic year. Please consult with the director to determine upcoming academic year availability.

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 be 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.
10. 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 when 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.

Evacuation Routes

In the event of a fire alarm or other event that requires evacuation of the Coleman building, students, faculty and staff should exit the building through the doors closest to them. The following locations have been identified as emergency exits:

- Coleman 201A – Exit through the exterior door located on the West wall of the studio.

- Coleman 202A – Exit through either the exterior door in 201A via the pocket door OR through the door leading to the stairwell on the East side of the room. Take the steps down to the 2nd floor exit, then exit the building through the door directly in front of you.
- Coleman 221A/221B – exit through the emergency exit door in the stairwell.
- Coleman 208 – exit through the emergency exit door just outside of the room.
- Coleman 306 – exit through the ADA access door just outside of the theater.
- Coleman 322 – exit through the emergency exit door in the stairwell.
- Coleman 2nd floor offices – exit either through the emergency exit door located in the 322 stairwell or through the emergency exit door by 208.

All groups should gather in the grassy area in front of the Walker Parking Deck and remain there until cleared to return by campus officials.

Active Shooter Situations

Recent national tragedies remind us that the risk is real. An active shooter incident can happen at any place at any time. The best way to make sure you and those around you stay safe are to prepare ahead of time and be ready. Taking a few steps now to mentally rehearsing what to do can help you react quickly when every second counts.

In the event of an active shooter situation, UNCG Police recommend following the RUN – HIDE – FIGHT procedure:

- RUN – Escape the area if possible. Leave any belongings behind. Keep your hands visible at all times.
- HIDE – Lock the door and block entry into the room. Silence cell phones or other devices. Hide in an area out of view. *Many of the studios have deadbolt locks that can be turned from the inside. Lock those doors and do not leave until instructed to do so by police.
- FIGHT – Use this only as a last resort and if your life is in imminent danger. Attempt to incapacitate the shooter or act with physical aggression towards the shooter.

Workshops are available to faculty and staff through UNCG Police. More information can be found at <https://police.uncg.edu/run-hide-fight/>

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 Greensboro is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace 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/>

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, 453, 253 rehearsals (3 hours/wk per semester)
- 7.** AGSD Spring Choreography showing rehearsals (3 hours/wk per 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

SPACE USAGE RESPONSIBILITIES

All of the dance studio spaces may be signed out for rehearsals by Dance faculty, and undergraduate and graduate students. The Space Request Form, priority order and Space Usage Guidelines are available on-line for rehearsals in Dance studios (unless classes are scheduled) from 8:00 a.m. until 10:00 p.m. No rehearsals are scheduled in the spaces after 10:00 p.m. This is a health and safety issue in accordance with the UNCG Police guidelines.

Once the space is scheduled studio keys may be checked out from the main office. Before securing studio space all users must complete the online Space Usage Guidelines agreement confirming their understanding of the following:

- ❖ All studios/rooms in the Rosenthal Wing of the Coleman Building are reserved for School of Dance faculty, staff and students.
- ❖ For safety reasons studio users should lock the studio doors while rehearsing and are responsible for locking the studios when finished.
- ❖ Dance spaces may not be used for fee-based activities such as teaching or coaching unless an activity is offered through an approved UNCG Dance organization such as AGSD, or Prime Movers.
- ❖ Any external group, with the exception of the CVPA and HHS Dean's Office, wishing to use Dance spaces must submit an event planning form at: <https://online.uncg.edu/uncg-online-division-event-management>. UNCG online manages events and the School of Dance has approval of external group usage. The School of Dance receives no compensation for space rentals.
- ❖ No street shoes are allowed in Dance studios. Dance shoes may be worn.
- ❖ No activities are allowed that will leave marks on the floors (Tap Dance is only allowed in 221A and 221B).
- ❖ All props, sets and scenic elements (i.e. water, sand, bricks, glitter, fire) must be approved by the Technical Coordinator.
- ❖ No taping of dance floors is allowed without permission of the Technical Coordinator.
- ❖ Be respectful of music levels that might interfere with another studio, Dance offices or the Dance Theater.
- ❖ No food or drinks are allowed in any of the studios with the exception of capped water bottles.
- ❖ Hair and body products that may leave residue on the dance floors are not allowed.
- ❖ No spray painting or building may take place in the Dance area without permission of the Technical Director.
- ❖ All furniture must be moved to the walls after every use. Pianos and electronic equipment must be restored to their original positions.
- ❖ If applicable windows must be securely shut.
- ❖ When leaving, double check that all studio doors are locked and that you are leaving the space cleaner than when you found it.
- ❖ Injuries or accidents must be reported immediately to the Dance Office.
- ❖ School curricular productions will take scheduling precedence.

- ❖ Studio housekeeping requests should be submitted to Amy Masters in the Dance Office by e-mail. If you are rehearsing off-hours and have a facilities emergency call the UNCG Police non-emergency number at: 336 334-5963

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. 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 2nd 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. Graduate students must have additional assignments or more complex ones than undergrads to earn graduate credit.

Policy Updates:

1. New grading scale policies:
 - a. Undergraduate-UNCG no longer recognizes A+ effective Fall 2018
 - b. Graduate: S/U will become P/F
2. Faculty should use the Standardized Syllabus template from the UNCG Course and Curriculum Guide (<http://curriculumguide.uncg.edu/>). All courses that are not Independent Study (DCE 300, 475 etc.) must have syllabi that include Student Learning Outcomes (minimum of 2) and undergraduate and/or graduate grading scales.

Please remember: changes are made to courses annually and faculty should make sure that they are listing the most current course information from the 2018-19 newly combined undergraduate or graduate catalog (formerly called the bulletin) available at <https://catalog.uncg.edu/>

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 207, 307 and 405. 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 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 send 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.

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

Daniel Rice is available for technical assistance within the CPVA. To schedule an appointment with Daniel, faculty should first contact 6-Tech at 336-256-8324 or at 6-tech@uncg.edu. Daniel may also be reached by email at: derice@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 E-TIX. The Box Office *will be open 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 choreographer and faculty member as outlined in the next paragraph.

Full-time/Part-Time Dance Faculty, Full-Time/Part-Time Staff, Teaching Assistants, and Musicians

Faculty and staff names are on the comp list in the School of Dance Box Office and are entitled to TWO complimentary tickets per concert presented by the department.

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 performing in concerts receive a BOGO card (buy one, at the student price, and get one free) for each School of Dance production. 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 full time faculty only*

See University policies and Travel Tips at https://accountspayable.uncg.edu/wp-content/uploads/2021/04/Travel-Manual_Final_April_2021.pdf

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 may be subject to restrictions per the Chancellor or Provost. The best way to guarantee the availability of department 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.

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.

Faculty away from campus and regularly assigned workload for professional development or research must complete a Campus Absence form. This form is available off the School of Dance CANVAS page under announcements, and must be submitted to the director for approval at least two weeks prior to the absence. Faculty are requested to notify the director when they have submitted an absence request form and to include class coverage arrangements for their absence.

TUITION-FIXED GUARANTEE AND 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. **The Tuition Surcharge was eliminated for students entering UNCG in 2019.**

UNCG has a Fixed Tuition Guarantee Policy. More information about this policy is available at: <https://csh.uncg.edu/uncg-fixed-tuition-guarantee/>

VIDEO RECORDING

All UNCG Dance concert performances are recorded. If funds are available a professional videographer is hired. *Recordings are stored as links and may be requested from 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 such 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 school will not keep copies of the work in the archives. Sample language for the program and box office is provided below:

This performance contains nudity and is recommended for those 18 and older.

WEBPAGE

Web content should be delivered to the Dance Business Services Coordinator, 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).

APPENDIX I. Full Time Faculty Review

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
 - 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.

APPENDIX II. Guidelines for Dance Concerts

The following general guidelines applies to all School of Dance produced concerts:

1. Designs for all posters/postcards, etc. for all concerts must be approved by the *school director* 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 the Technical Coordinator).
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 an archival 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 to 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 became an external UNCG Dance*

Performance Series in terms of publicity and 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)
3. Standard production crew (coordinated by Technical Coordinator, Chris Fleming).
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 six MFA Thesis choreographers per year. 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

MFA Concert Expenses and Reimbursements

The School of Dance will reimburse MFA Thesis production expenses up to the full amount of the box office receipts, less \$200 to cover theater upkeep. All reimbursed sets, costumes, and music become the property of the school, so students may choose to use reimbursements for other purposes. There will be no reimbursement without official receipts. Payments to individuals cannot be reimbursed because of tax issues. Please check with the Dance Business Services Coordinator, Amy Masters, to find out more about reimbursement processes and deadlines PRIOR to making any commitments to pay for goods or services.

BFA Thesis Concert

The school produces concerts featuring the work of BFA choreographers from the DCE 470 Creative Synthesis course in the spring and/or fall. 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 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 be a BFA Dance Major and register for DCE 470.
10. If there is room at 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 Scholars 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:

3. UNCG Auditorium Schedule planning team: Designees for Music, Theatre, and Dance UPAS Coordinator Business Officer, UNCG Auditorium.
4. 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:
 - a. Draft proposed schedule to UNCG Auditorium Business Officer by mid-September.
 - b. First meeting convened in early October, with the goal to finalize the schedule by December 1.
 - c. 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.
 - d. Once the schedule is finalized:
 - e. The Business Officer of UNCG Auditorium will confirm in writing to all members of the planning committee, the Dean, and school directors.
 - f. 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.

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.^{§5.0.3} 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.^{§5.0.2} Travelers will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.