

Faculty Handbook

2019-2020

UNIVERSITY OF HARTFORD

THE HARTT SCHOOL COMMUNITY DIVISION

Enriching lives through innovative and unparalleled performing arts education.

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UNIVERSITY OF HARTFORD

THE HARTT SCHOOL COMMUNITY DIVISION

Enriching lives through innovative and unparalleled performing arts education.

Welcome!

As Hartt Community Division faculty, you are part of a community of performing arts educators who are constantly striving to develop their craft and deliver the best to their students. As a result of our faculty, the Community Division is a vibrant school where students of all ages and abilities can pursue their individual excellence. It is a regional destination for some of the highest quality music and dance instruction available. Thank you, in advance, for playing your part to sustain our programs at this level.

This handbook is a statement of policies, procedures, and information relevant to faculty members of The University of Hartford's Hartt School Community Division. It is the responsibility of each faculty member to be acquainted with the material contained in this document, and to abide by the policies and procedures contained herein, as well as the terms of the faculty member letter of agreement, and University of Hartford personnel policies. Please review this document carefully and do not hesitate to contact us if you have any questions or concerns.

We look forward to working with you this year!

HCD Mission Statement

Our mission is to enrich lives through innovative and unparalleled performing arts education.

HCD Vision Statement

We believe in the transformative power of the performing arts. We engage the region's best, most innovative faculty, building an unparalleled educational experience and environment that will enrich the lives of our students regardless of age, background, or level. We are committed to the development of the whole artist through a complement of instruction, collaboration, performance, outreach, and creative exploration.

HCD Culture Statement

As the community extension of The Hartt School, The Hartt School Community Division further defines our core values as: a commitment to excellence in a warm, friendly, nurturing, inclusive, and diverse environment for all – students, faculty, families, and administration. Our ideals of respect, dignity, personal enrichment and a professional approach are at the foundation of all that we do – every day.

The Hartt School Mission Statement

The Hartt School provides pre-professional training in the performing arts characterized by artistic and academic rigor, individualized attention including mentorship and peer support, and a synthesis of tradition and innovation leading to life-long service to and advocacy for the arts.

The Hartt School Value Statement

We believe in an education that:

- Promotes a contextual understanding of the arts from historical, cultural, and theoretical perspectives;
- Is rich in performance and collaboration opportunities within the School, University, community, and professional world;
- Cultivates broadly-educated individuals and performing artists of vision, depth, and confidence through unique opportunities available throughout the University;
- Is connected with the professional world and the evolution of the field;
- Fosters and develops teaching excellence, which equips and inspires future teachers to positively impact the field; and
- Underscores the essential role of the arts in enriching society and the human experience

University of Hartford Mission Statement

Dedicated to learning, personal growth, knowledge creation and the betterment of society, the University engages students in acquiring the knowledge, skills and values necessary to thrive in and contribute to a pluralistic, complex world.

University of Hartford Vision Statement

We combine a traditionally strong commitment to shared community values of support and encouragement with academic challenge in a wide variety of programs and disciplines in order to prepare our students for success in the 21st century.

University of Hartford Values Statement

At the University of Hartford we are committed to community. We are an academic community that values integrity, curiosity, creativity, excellence, responsibility, and accomplishment. Enriched by our diversity and our engagement with one another, we take pride in our shared traditions and experiences. We are dedicated to building a culture that respects all of its members and celebrates their contributions as we work together to strengthen our community.

HCD Administrative Personnel and Contact Information

Director	Noah Blocker-Glynn	(860) 768-5546	glynn@hartford.edu
Artistic & Education Director, Dance Department	Sarkis Kaltakhtchian	(860) 768-2424	kaltakhtc@hartford.edu
Administrative Director of HCD Dance Department	Jillian Cote	(860) 768-2491	jicote@hartford.edu
Assistant Director	Margaret Spear	(860) 768-4718	wyporek@hartford.edu
Assistant Director	Kelly Jo Massicotte	(860) 768-4140	kmassicot@hartford.edu
Registrar	Chris Rizzio	(860) 768-4334	hcdbills@hartford.edu
Private Lesson & Recruitment Coordinator	Jessica Rost	(860) 768-5593	hcdlesson@hartford.edu
Dance Administrator	Daniella Parisot	(860) 768-2495	dancedesk@hartford.edu
Communications and Marketing Coordinator	Kalee Marquis	(860) 768-5553	hcdpr@hartford.edu
Administrative Assistant	Anthony Ferello	(860) 768-4117	hcdevents@hartford.edu
Music Programs & Community Engagement Coord.	Noa Michaud	(860) 768-5730	nomichaud@hartford.edu
Main Office		(860) 768-4451	harttcomm@hartford.edu
Simsbury Office		(860) 651-3570	simsmore@hartford.edu

Contact Information and Hours for HCD Locations

Location

Main Campus:

The Hartt School Community Division
University of Hartford
200 Bloomfield Avenue
West Hartford, CT 06117
Ph (860) 768-4451
Fax (860) 768-4777
harttcomm@hartford.edu

Dance Department:

Mort & Irma Handel Performing Arts Center
35 Westbourne Pkwy
Hartford, CT 06112
Ph (860) 768-6000
Fx (860) 768-2496
dancedesk@hartford.edu

Simsmore Square:

The Yakemore Family Performing Arts Center
540 Hopmeadow Street, Lower Level
Simsbury, CT 06070
Ph (860) 651-3570
Fx (860) 651-3563
simsmore@hartford.edu

Hours of Operation

Main Campus Office:

- September – June, Monday-Thursday 2pm-7pm, Friday 2pm-6pm, and Saturdays 8:00am-12:30pm
- Summer hours (July through August) Monday-Thursday 12pm-6pm Friday 10am-3pm
Closed Saturday, except for special programs

Dance Department:

Monday-Friday 10am-6pm. Reception staff on site when classes are running, generally from 3pm to 9pm weekdays and on Saturdays from 8:30am-2pm during the academic year

Simsmore Square:

Hours of operation are based on actual class and teaching schedules. To schedule a teaching space, please send an email request to hcdevents@hartford.edu, or call our Scheduling Coordinator (ext. 4117).

University of Hartford Policies and Personnel Manual

Hartt Community Division (HCD) Statement regarding University of Hartford Policies

Employment as a Community Division faculty member is subject to the rules and procedures set forth in the University of Hartford Personnel Manual. These documents can be found online in self-serve under employee, select "Employee Manual" at the bottom; or you may contact Human Resource Development, (860) 768-4666, for a copy. The policies are updated regularly. For the most up to date documents, visit the HRD website. Select policies that are most-relevant to HCD faculty have been excerpted in this manual.

Emergency Procedures

1. Emergency Situations – Public Safety

If an employee is involved in, or otherwise wishes to report, an emergency occurring on campus, dial x7777 on-campus or (860) 768-7777 to reach the department of Public Safety. Public Safety is available 24 hours a day, seven days a week for emergency assistance.

2. General Assistance – Public Safety

Dial (860) 768-7985.

3. Accidents or Illness – Public Safety (Dance Department – see policy in Dance section)

Public Safety will evaluate any emergency medical condition involving an employee and treat, refer, or advise as necessary. Serious, life-threatening medical emergencies should be treated in the emergency room. The University participates in a medical managed care program, with approved network providers available to treat all non-life threatening work related injuries/illnesses under the terms of the program. For injuries or illness that are not work-related, employees are expected to use their personal physicians in accordance with the guidelines administered by their medical insurance plan.

4. Accident Reporting (Dance Department – see page 51)

The immediate reporting of any work-related accident and/or injury involving an employee is required. The supervisor of the injured employee is accountable for reporting the circumstances surrounding the work injury immediately to Public Safety by calling (860) 768-7985 as well as alerting Human Resources Development (hereinafter "HRD") by completing an Accident Investigation Form. This form must be immediately hand-carried or faxed to HRD (860) 768-4732. HRD, in turn, will process a First Report of Injury and coordinate claims processing with the insurance carrier. (See also **6.12-1, Health and Safety.**) If medical treatment is necessary, the supervisor should contact the treating physician/facility as well as HRD to pre-authorize the visit.

5. Reporting Child Abuse or Neglect (HCD Specific)

Any faculty member who observes something that they suspect to be abuse is required to report the suspected abuse to the HCD Director or other HCD staff member, or if a child is in immediate danger to immediately call Public Safety x 7777 on-campus or (860) 768-7777. Child abuse can include physical injury (not caused by accident), mental injury, sexual abuse or exploitation, maltreatment, or neglect (whether physical, emotional or moral), including being denied proper care attention. Anyone under the age of 18 is considered a child. The faculty member is also required to provide written documentation to the HCD Director after a report is made, or comply with the University's Public Safety office requests for reporting.

6. Fire and Emergency Evacuation Procedures

In case of fire or any time when evacuation is indicated, employees are required to leave the building immediately via the exit nearest their work area.

- a. Prominently posted evacuation instructions, as well as primary and secondary exits, are located in all buildings. These postings are maintained by the University's Safety Manager in conjunction with the affected department.
- b. Fire drills are required by law and will take place periodically. Everyone in the building is required to follow evacuation procedures.

7. Secure in Place

When it is necessary to secure-in-place, you will be safest by moving away from danger and/or placing a locked door or other barricade between you and the associated violence or danger. To minimize vulnerability, turn off lights, silence phones, close curtains and blinds, and move away from window. Await further instruction from e2campus Text Alerts and emergency personnel. Do not leave until an "All Clear" is received.

8. Emergency University Closing

Because the University is a highly residential institution, it is critical to maintain its operations and schedules. Generally, the University will not close except under unusual circumstances. The Facilities Department issues annual instructions regarding emergency closings.

In the event of a delayed opening, early dismissal or other emergency closing, announcements will be made to individual departments. Whenever possible, decisions to close the University prior to its normal business hours will be announced on University-designated radio and television stations, as well as the University's general information line (860) 768-4100, the University's website (www.hartford.edu), and via the University's Emergency Text Message Alert System for those registered to receive messages. Staff in jobs that are essential to handling the emergency and maintaining the safe operation and protection of the campus must make every reasonable effort to report to work as scheduled. Staff should use good judgment and not endanger themselves when travel conditions in their area are too hazardous.

NOTE: HCD automatically closes when the University closes. For more information on HCD closures, see Inclement Weather and School Cancellations section on page 24.

Civility

The University of Hartford prides itself on the service it provides its various clients and constituencies. It carries out its mission with the concerns of these groups as its first priority.

Among the many groups that the University serves are, first and foremost, students and their parents. Students attend the University to receive an education, and this education should be brought to the students in as humane and flexible a framework as reasonable, with an absence of red tape and unnecessary rules and restrictions. While high academic standards should be striven for and maintained, and while strong moral and ethical values should be encouraged in everyone, the maintenance of such standards and values should not be confused with the imposition of rules for their own sake.

Support services for students should be delivered in a fashion that is student-centered and responsive to student needs. Students should be treated politely and sensibly. Those responsible for the delivery of services should be willing to apply rules flexibly and intelligently and to make exceptions when a good

purpose and common sense are served by doing so. They should be mindful of the fact that many students are still learning how to conduct themselves in a community and may be less understanding or patient than their elders.

Programs and procedures should be regularly reviewed to ensure they remain responsive to student needs and can operate smoothly. Changes should be made when appropriate, and with proper authorization. In most cases, at least where full-time undergraduate students are concerned, parents fund the education that students receive. They too, should be treated politely and respectfully. Their concerns should be answered courteously and promptly. They should be kept informed about rules and procedures at the University. Questions about their sons and daughters should be answered clearly where this can be done without breaching rules of confidentiality and privacy. The advice of parents on the operations of the University should be sought where appropriate.

Courtesy and politeness, like charity, begin at home. Many offices and services on the campus provide assistance to University employees. Here, too, a customer-service attitude should be encouraged. There should be no rule nor regulation that cannot be explained and no procedure developed purely and simply for the convenience of the members of the office in question. Efforts should be made to keep constituencies informed, and regulations and procedures should not be changed without approval after adequate consultation, particularly (though not exclusively) with officially-constituted committees and other governance bodies. When changes are made, they will be adequately announced and the reasons for the changes should, where appropriate, be explained.

What holds true of internal constituencies also applies to external ones. Decisions made at the University frequently have an effect on the external public. When this is so, it is important that the public be consulted and informed. Other external clients and constituencies include business and industry, alumni, friends of the University, and donors. The concerns of all these groups should be kept adequately in mind. In all of their dealings with employees, supervisors should do their best to recognize those for whom they are responsible; not in terms simply of their own ability to apply rules undeviatingly or to carry out the specific mission of the department in question, but rather in terms of responsiveness to constituencies, willingness to facilitate, and a sense of the overall mission of the University.

Behind the actions of all members of the campus community there should stand an awareness of mission and an eagerness to establish good relations with all constituencies. The education and retention of students, strong employee relations, and a willingness to advance the University in positive directions should be uppermost in the minds of all.

Diversity

As an institution of higher learning, the University of Hartford strives to be more than merely a mirror of the larger society; it should foster learning and encourage the personal growth of students in an environment that promotes and celebrates diversity. Accordingly, our goals are:

- to maintain an open, honest, disciplined, and caring community where the unique qualities of each person are fully appreciated;
- to create on the campus a community reasonably reflective of the diversity of the larger society - one in which diversity is managed and supported for the benefit of all; and
- to balance the rights of individuals and the concerns of the institution so all of our members are treated with respect, and the larger goals of the University are fully understood.

Each student, faculty, and staff member deserves the full respect of and courteous treatment by other

members of the University family, regardless of race, color, sex, age, religion, national and ethnic origin, disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information, or any other protected class under applicable law.

Institutional efforts to promote community imply certain expectations regarding the behavior of members of the community. We do not tolerate acts of incivility, bigotry, violence, or racial or sexual harassment.

Conduct counter to these expectations will be considered a serious offense against our community and the rights of its members, and will be dealt with severely.

Students with Exceptionalities

The Hartt School Community Division is committed to providing access to our programming for all populations, including children and adults with special learning needs. In order to best serve students with exceptionalities, we strive to maintain an open dialogue of clear communication with families and students about their specific needs. Although we are unable to provide the same services as public schools, or other programs that specialize in this area, we will work with each family to identify resources and support structures to help the student to succeed. If requested, HCD is able to recommend options for school programming, and will offer guidance to educators concerning appropriate and beneficial instructional activities and/or materials. To discuss unique needs, please contact Private Lesson and Recruitment Coordinator, Jessica Rost, at hcdlesson@hartford.edu or call 860.768.5593. Hartt Community Division Professional Staff will facilitate dialogue with the appropriate instructor, director, and/or administrator.

General Expectations

1. Policy

As a condition of employment, each employee is expected to be responsive to the University's operating needs and its institutional purposes, customs, traditions, and general expectations. Supervisors are authorized to act upon any conduct which may be detrimental to the orderly function of the University, and to take necessary corrective and/or disciplinary action as deemed appropriate, up to and including termination.

2. General Expectations

Conduct which would be wrong wherever people gather for socially acceptable purposes is also wrong at the University. Common decency and lawful conduct are standard expectations. In general, employees are expected to adhere to all University and departmental policies and procedures. These expectations include, but are not limited to, the following:

- a. Maintaining good attendance and punctuality.
- b. Using work time effectively and properly.
- c. Carrying out all reasonable supervisory requests.
- d. Refraining from interfering with the work of others.
- e. Cooperating with and refraining from interfering with an ongoing investigation.
- f. Refraining from any kind of harassment - personal, sexual, or discriminatory - towards visitors, employees, or students.
- g. Following safe practices and safety rules.
- h. Conserving University resources, materials, and supplies.
- i. Promoting an attractive campus by making use of appropriate receptacles.
- j. Acting responsibly with equipment and property of the University, employees, or students including, but not limited to, adherence to the Responsible Technology Use Policy (located in the University's self-service center on a password-protected webpage).
- k. Accurately representing facts and maintaining records, including time/pay records.
- l. Maintaining the confidentiality of personnel or confidential information.
- m. Refraining from gambling or betting in the workplace.

- n. Reporting to work fit, and not under the influence of intoxicants or drugs.
- o. Complying with the University's policies on maintaining a drug-free workplace, and elimination of drug and alcohol abuse on campus.
- p. Firearms, weapons of all kinds, and other dangerous or hazardous devices or substances are prohibited from University of Hartford premises at all times.
- q. Using e-mail and/or the web exclusively for matters relating to University business and not for communication of a private or personal nature, except as permitted in Section 5, below. The viewing and/or transmission of any messages or materials that may be disruptive, offensive or harmful to morale is prohibited.
- r. Using the University name or printing the name or University logo in any form for personal profit other than for official University business without prior permission from an Officer is prohibited.

3. Solicitations

A University employee may not solicit another University employee for any purpose while either employee is on work time, unless it has been authorized by an Officer of the University.

Authorization will be limited to internal programs, such as benefit options, retirement or savings programs, insurance, University contributions, or for fund-raising by the United Way. Work time is defined as any period when an employee has duties or tasks to perform. It does not include established rest periods, lunch periods or personal time, which may or may not be paid time.

The distribution of any materials relating to the above also must have prior approval. University email, mail services and bulletin boards are to be used only for authorized distribution or posting of solicitation or promotional materials. The distribution of chain letters is considered to be a form of solicitation and is also prohibited.

Non-employees are not permitted to distribute any material or solicit employees on University property at any time and/or for any purpose.

4. Telephones and Personal Calls

Necessary personal calls may be made using University telephones. These calls should be kept to a minimum and made as brief as possible. Monthly telephone expense reports are distributed to supervisors. If charges are made for personal calls, employees will be required to pay these charges immediately.

5. University-issued Electronic Resources

The University of Hartford recognizes that there are many work-related situations that require the use of University-issued electronic resources including, but not limited to, SMART phones, cell phones, personal digital assistants (PDAs), pagers, computers and email devices. The University further recognizes that its employees may occasionally need to make personal use of these electronic resources. The personal use of University-issued electronic resources is only permitted to the extent that (i) the personal use is reasonable, (ii) the University incurs no additional cost from that use and (iii) the use does not inappropriately interfere with official University business. All uses of University issued electronic resources, whether for business or personal reasons, and all appliances connected to or otherwise using University networks or systems, whether University-issued or not, are also subject to the University's Responsible Technology Use Policy, which can be found at <https://www.hartford.edu/about/offices-divisions/finance-administration/office-technology-services/computer-policies.aspx>. In all cases, there should be no expectation of privacy when using a University-issued electronic resource or the University's information technology systems.

6. Electronic Monitoring

The University may engage in monitoring practices, both electronic and non-electronic. Such practices may include, but are not limited to, those for the purpose of recording the hours of work, monitoring the nature and quality of our services, and monitoring security and the conduct of people on our premises.

All employees should recognize that University facilities, equipment, and time are to be used in furtherance of legitimate University purposes. The University reserves the right to engage in monitoring activities, both electronic and non-electronic, at its sole discretion and without further notice unless otherwise restricted by law.

7. Personal Appearance and Dress

It is not the University's policy to dictate a particular mode of dress. It is, however, everyone's responsibility to dress in a manner which is in common good taste and in keeping with generally accepted standards of good grooming.

8. Keys

Employees issued keys agree, under penalty, that they will not loan those keys to any unauthorized person, will not duplicate University keys, and will safeguard those keys and return them to the University upon demand or separation of employment.

9. Policy on Elimination of Drug and Alcohol Abuse

The University subscribes to the guidelines recommended by the State of Connecticut Department of Higher Education on the elimination of drug and alcohol abuse in the educational environment. The University also meets the requirements of the federal Drug-Free Workplace Act of 1988. The manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on the campus and properties of the University of Hartford. The unsanctioned distribution, dispensing, possession or use of alcoholic beverages is also prohibited on the campus and properties of the University of Hartford. University employees are expected to comply with all laws and regulations governing alcoholic beverages, including laws prohibiting the furnishing or serving of alcoholic beverages to minors.

Alcohol and/or drug addiction are approached from the point of view that they are illnesses which may interfere with the employee's ability to meet the general expectations of the job. When alcohol or drug addiction is apparent on the job, the employee must obtain medical treatment in order to continue employment. This does not mean the University accepts an obligation to continue employment of an otherwise unsatisfactory employee.

HRD, or if unavailable, Public Safety, should be contacted before taking any action or confronting an employee suspected to be under the influence of alcohol and/or drugs. HRD will coordinate with agencies and other resources that can offer assistance, and will work with supervisors in resolving related problems.

10. Confidentiality, Press Releases and Labeling Confidential Material

Employees often come into contact with information that, if released without authorization or carelessly handled, could have critical consequences to other staff, faculty, students, or those responsible for the University's administration.

Unauthorized disclosure of personnel data or confidential information about the University or its employees to the press or others is considered a serious breach of responsibility. If a newspaper or

television reporter calls with questions on University policy, or for general information about the University, the caller should be referred to the Office of Communication. If the reporter is querying about a specific area of a person's expertise, the person may feel free to speak, bearing in mind, however, that when a reporter calls, he/she is usually fighting a deadline and will compress a statement into a few quotable lines if it is used at all. The Office of Communication should be advised about the call, because the University's news operation maintains a record of such media contacts.

All information, reports and correspondence, including email, which should be treated as confidential should be labeled **confidential** and will only be disclosed as permitted by law. All envelopes, packages and containers used in mailing or transporting confidential material should also be labeled **confidential**, and should be opened only by the addressee or designee. However, information which is confidential in nature will be treated as such and the employee will be held accountable for treatment of the information as confidential regardless whether it is labeled as confidential.

Employees who disclose an employer's illegal activities have specific protection under the law (Connecticut Public Act 82-289). Also, under Connecticut Public Act 83-578, employees' rights, as they exist under the First Amendment to the U.S. Constitution and sections of the State of Connecticut Constitution, are given special protection in the workplace. Before any discipline is taken in regard to violations infringing upon the principles of free speech or the concept of whistle blowing, the matter should be referred to HRD.

The University reserves the right to share confidential information as appropriate for legitimate University purposes. Notwithstanding this section, the University shall provide information as required by law or for contractual purposes.

11. Garnishments, Wage Attachments

The University complies with various federal and state laws that pertain to garnishments, assignments and levies against salaries as served by court order against the salary of any employee. The Payroll Office processes all pay attachments. HRD ensures compliance with state mandated support enforcement orders, as required by law. The law restricts the extent to which discipline may be taken in these cases. HRD must be consulted before any disciplinary action is taken.

12. Conflict of Interest

It is the University of Hartford's policy, initiated by the Board of Regents and currently in full force and effect, to respect the rights of its employees to invest in private enterprise and engage in outside activities of a private nature with the understanding that, in all facets of their duties with the University, employees are expected to act in the best interest of the University, to the exclusion of considerations of personal preference and private gain. To ensure conformity with this policy, the Officers have concluded it is proper to set forth in writing the University's policy regarding conflict of interest.

A potential conflict of interest exists whenever an employee or any member of his/her family has a financial interest in, or any connection with, an enterprise that does business with the University if the employee is in a position, either directly or indirectly, to make or influence decisions concerning transactions with such outside enterprise. Good judgment is key to the effective and fair implementation of any conflict of interest policy.

This is a statement of University policy as established by the Board of Regents in regard to conflicts of interest and business ethics. It is not intended to cover detail, but serves only a general guide.

Every employee is responsible for being aware of the importance of personal conduct and the University places its basic reliance on the integrity, good judgment and high ethical standards of the employee. Management reserves the right to determine when an employee's activities bring about a conflict with the University's best interest and to take whatever action is necessary to resolve the situation. That action can include progressive discipline, up to and including termination.

Presented below are some, but not all, of the cautions and concerns University employees must consider:

- a. An employee should not be in a position to gain from the present or potential dealings of the University with suppliers, contractors, or service organizations.
- b. Buying, renting or selling property, facilities, equipment or services to the University by employees of the University must have prior approval from the appropriate Officer.
- c. No University employee should accept, either directly or indirectly through his/her family or friends, gifts (other than those of nominal value) or other considerations from firms or individuals doing or seeking to do business with the University.
- d. Outside activities of University employees should not interfere with their University duties, time schedules or normal participation in appropriate University events.
- e. All compensation of University employees for any and all services rendered to the University, and in recognition of past, present, or future services to the University, is the responsibility of the direct supervisor of the employee in question. No gift (other than those of nominal value), gratuity, or additional compensation may be given to, or accepted by, a University employee without the knowledge and express advance approval of that individual's direct supervisor and such other officials as would normally be involved in compensation decisions relating to the individual in question.

Where there is any question of interpretation of the above policy, employees should first consult with their supervisor. If there is still any reasonable doubt as to the proper action, the full situation should be presented to HRD for review and further action.

13. Confidential Telephone Reporting Process/Whistle Blower Hotline

Rigorous accountability standards remind all University departments and colleges of the importance of continually reviewing and improving business practices as well as establishing avenues for providing internal and external feedback. As a result, the University established a formal process, called the *Confidential Telephone Reporting Line*, as a means for callers to report allegations of questionable and/or inappropriate business conduct. Issues raised to the Confidential Telephone Reporting Line are taken seriously and will be researched and evaluated for appropriate follow up. This confidential reporting line, (860) 242-0138, allows callers to leave a message of up to three minutes in length.

While calls can be placed anonymously, callers should know that some types of issues are difficult to investigate without the ability to obtain additional information that can only be obtained through follow-up with the caller. A caller may, on a purely voluntary basis, leave contact information to allow for follow-up. If a caller chooses to provide contact information, the University will make every effort to keep the caller's identity confidential, unless (a) the caller agrees to be identified; (b) identification is necessary to allow law enforcement officials to investigate potentially criminal activity; or (c) release of the identity is required by law.

Faculty and staff are encouraged to report any activity which they believe could be illegal or otherwise improper under applicable law or University policy. Examples of these activities include, but are not limited to, the following:

- unauthorized or inappropriate use or misappropriation of University resources;
- theft, embezzlement, fraud, self-dealing, or private benefit;
- discrimination (i.e., use of any epithet, slur, negative stereotyping, or threatening, intimidating or hostile act) against an employee or potential employee due to a person's race, color, sex, age, religion, national and ethnic origin, disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information or any other protected class under applicable law;
- sexual harassment;
- violation of the University's Drug-Free Workplace policy;
- conflict of interest;
- breach of confidentiality or privacy;
- any suspected cases of child abuse occurring on University property or involving any University activity
- violation of NCAA regulations;
- violation of the University's policies related to human subjects research, and other research and academic misconduct;
- violation of the University's obligations under federal, state and local grants, contracts and sponsored research agreements; or
- any other conduct which would constitute a violation of any federal, state or local law.
- Note: The University also encourages everyone to report suspected cases of child abuse directly to law enforcement officials);

The Confidential Telephone Reporting Line shall supplement and complement, rather than replace, other existing mechanisms and avenues for reporting employee concerns. The whistleblower system shall not be used as a replacement for normal supervisory reporting lines or interdepartmental interactions.

Reports to the Confidential Telephone Reporting Line should be made in good faith by verifying that the report has a reasonable factual basis, and includes as much specific information as possible in the message to allow the University to properly assess the nature, extent, and urgency of any applicable incident. In the event that it is apparent that a report was not brought in good faith but rather was intended in a capricious or malicious manner, grounds may exist for instituting formal disciplinary action against the reporting employee.

Retaliatory action of any kind taken by an employee of the University of Hartford against any other employee or student of the institution as a result of that person's use of the Confidential Telephone Reporting Line is prohibited by University policy, and in certain instances, by law. If an employee is concerned that another individual has retaliated in response to his/her use of the Confidential Telephone Reporting Line, then he/she is entitled to file a written complaint under the University's grievance procedure or with the University's Internal Auditor, CC327.

14. Employee Honesty

The employment relationship at the University is based upon mutual honesty and trust. Normal good sense dictates the difference between right and wrong. There are, however, rare instances of dishonesty which are grounds for immediate dismissal. These include theft, fraud, and padding claims and expense accounts. This list of terminating offenses is not all inclusive. Management retains the right to decide the level of discipline which is appropriate based upon relevant facts and

circumstances. Any employee who is aware of or suspects an employee of dishonesty should notify HRD or the Confidential Telephone Reporting Line immediately.

Access/Disclosure - Employee Records/University Property

1. Verification of Employment

Under state law, there are strict limitations on information that can be provided regarding past and present employment. The safest procedure to handle parties requesting employment verification and related information is to refer such inquiries to HRD.

Recommendations, character references and/or professional references are not to be given in the name of the University. Personal references should be clearly identified as such, and not as an official statement of the University, nor written on University letterhead.

2. Rights of Access

The University reserves the right to inspect the contents of desks, lockers, personal computer files, electronic and voice mail as well as other University property provided for employee use.

3. Electronic Monitoring

The University may engage in monitoring practices, both electronic and non-electronic. Such practices may include, but are not limited to, those for the purpose of recording the hours of work, monitoring the nature and quality of our services, and monitoring security and the conduct of people on our premises.

All employees should recognize that University facilities, equipment, resources and time are to be used in furtherance of legitimate University purposes. The University reserves the right to engage in monitoring activities, both electronic and non-electronic, at its sole discretion and without further notice unless otherwise restricted by law.

Health and Safety

It is the policy of the University to provide a healthful and safe environment for its students, employees, and visitors. The means of accomplishing this is through obtaining broad safety involvement and defining associated responsibilities. The goal is to minimize the number of accidents, injuries, and cases of occupational illness on its campus and properties. It is the responsibility of all employees to cooperate.

1. Safety Committee

The University Safety Committee (managed by the Executive Director of Facilities) is chaired by the University Safety Manager, and consists of representatives from the various schools, administrative offices, and the University's Workers' Compensation insurance carrier. The Safety Committee supports and monitors the University's on-going safety program. In conjunction with the University Safety Manager, a representative from the insurance carrier, HRD, Public Safety and, as appropriate, legal counsel, the committee issues general safety rules; communicates related information campus-wide; monitors the inspection of areas for hazards; directs the investigation of accidents; and monitors the correction of unsafe conditions. In addition, the committee also suggests safety training programs for supervisors and employees; monitors compliance with laws and regulations; and creates ways to maintain an active, campus-wide safety program.

2. Responsibilities of the Department Manager

- a. Maintaining healthful and safe conditions is a responsibility shared by everyone in management. The tasks associated with this responsibility range from detecting hazards to

taking appropriate preventive and/or corrective measures. Enforcement of safe practices and safety rules through education and disciplinary measures is essential.

All employees are expected to comply with the University's safety policies, practices and rules. Failure to comply may lead to appropriate disciplinary action, up to and including termination.

- b. The University provides Workers' Compensation insurance for all employees, subject to the University's right to challenge. In the event of a work-related accident or injury, this insurance provides medical care and income payments in accordance with Connecticut state law. The University will pay, without prejudice, up to three full days of compensation following the work related accident/injury if an employee is medically certified unable to work. Any claim for lost earnings will be adjudicated and, if appropriate, paid by the Workers' Compensation insurance carrier directly to the affected employee.
- c. The immediate reporting of any work-related accident or injury involving an employee is required. The supervisor of the injured employee is accountable for reporting the circumstances surrounding the work injury immediately to Public Safety by calling (860) 768-7985 as well as alerting HRD by completing an Accident Investigation Form. This form must be immediately hand-carried or faxed to HRD at (860) 768-4732. HRD, in turn, will process a First Report of Injury (which should be done within 24 hours of the incident) and coordinate claims processing with the insurance carrier.
- d. The University participates in the Connecticut Medical Managed Care Plan, with approved network providers available to treat work-related injuries/illnesses. Failure to use a network provider for a work-related injury/illness may result in denial of medical and/or lost wage benefits. Contact HRD or visit the HRD website at www.hartford.edu/hrd for the list of network providers.

3. Responsibilities of the Employee

All University employees have a three-fold obligation regarding safety:

- to follow established safe practices and safety rules;
- to report to the supervisor any hazards to themselves or to others of which they become aware; and
- to immediately report any accident or injury, no matter how slight, to the supervisor.

4. Physical Examinations and Fitness

The University may require medical certification of fitness for duty for any given position. The decision of whether or not an employee can fulfill the physical efforts demands of the position will be based upon the limitations/restrictions, if any, placed on the person by the treating physician, compared to the requirements of the job.

5. Non-Smoking Rules

Non-smoking rules have the same important weight and are enforced as vigorously as any other health and safety rule. They relate to fire, safety, Connecticut statutes and general sanitation. All employees are expected to treat these rules as seriously as any other health and safety rule. (See also Smoking/Non-Smoking section in the University of Hartford Personnel Manual).

Smoking/Non-Smoking

1. Policy

The University is required by Connecticut statute to maintain and post a policy on smoking and nonsmoking of pipes, cigars, and cigarettes. It is the University's policy to establish, communicate and enforce restrictions on smoking in University areas based on the following criteria:

- a. to comply with a specific code, regulation, or law, including the Connecticut Indoor Clean Air Act; and
- b. to prevent deterioration and/or damage to surroundings, equipment, and materials adversely affected by smoke.

2. General Smoking Prohibitions

Smoking is not permitted in any building or vehicle of the University. There is no formal break period for those employees who have the opportunity to take refreshment in the normal course of their duties without interference with their work. If absolutely necessary, an employee, with supervisor's approval, will be allowed one 10-minute break in the morning and the afternoon to smoke. These breaks are to be taken on an individual, rather than group, basis in any given department.

At all times, courtesy to non-smokers must be observed by staying away from all building entrances and exits to avoid complaints of secondhand smoke. At no time will smokers loiter around any University building entrance or exit. All entrances and exits should remain clear for University traffic, which includes visitors, students, and employees.

3. Specific Smoking Prohibitions

Specific prohibitions against smoking are posted in accordance with the policy criteria stated above. Management is responsible for ensuring compliance with specific smoking policies in facilities or areas under their responsibility. (See also Health and Safety.)

4. "No Smoking" Signs

Uniform signs are provided and installed by the Facilities Department to affect this policy.

5. Enforcement

Infractions of smoking/non-smoking rules subject the offender to disciplinary action as deemed appropriate in each case. Such discipline is administered or recommended by the supervisor or any other campus authority responsible for implementation of rules and practices. (See also General Expectations.)

Sexual Harassment Prevention

1. Policy

The University of Hartford affirms its commitment to ensuring an environment for all employees and students which is fair, humane and respectful - an environment that supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately insert sex or sexuality into the workplace or educational environment, which treat persons differently based on sex or sexuality or which otherwise create hostile or unwelcoming conditions relating sex or sexuality are damaging to this environment.

Such behaviors are prohibited by federal regulations, which state: "Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an

individual's employment, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.”

The University of Hartford applies the same protection to students in the academic learning environment. The Office for Civil Rights, U.S. Department of Education's memorandum, "Title IX and Sexual Harassment Complaints," defines sexual harassment as follows: "Sexual harassment consists of verbal, nonverbal or physical conduct of a sexual nature, imposed on the basis of sex by an employee or agent of recipient that denies, limits, provides different or conditions the provision of aid, benefits, services or treatment protected under Title IX." The Senior Advisor to the President (860 768-4011) is the individual designated to coordinate efforts by the University to comply with and carry out requirements under Title IX and Section 504 for students.

The University of Hartford deprecates such conduct as an abuse of authority, and thus it is an official University policy that sexual harassment on or by either employees, students, or others will not be tolerated. The University accepts that sexual harassment, like any civil rights violation, generates a harmful atmosphere. The University will act positively to investigate alleged harassment, and to affect a remedy when an allegation is determined to have validity. **Complaints about sexual harassment by employees should be registered with the office of HRD, unless otherwise provided in this policy. Complaints about sexual harassment by Community Division students should be registered with the Director of the Community Division, and for collegiate students, with the office of the Vice President for Student Affairs.**

The University's Sexual Harassment Prevention Policy is posted on employee communication centers located in the Auerbach Computer and Administration Center, the Handel Performing Arts Center, the Facilities building, the office of HRD (located in the Financial and Administrative Service Building – FASB) as well as the HRD website at www.hartford.edu/hrd.

2. Procedures

Instances of harassment which result in negative consequences are actionable offenses and can be handled through legal channels. Strategies that can be communicated short of legal channels are described fully in the University of Hartford Personnel Manual, which can be found online (www.hartford.edu/hrd) or obtained through Human Resources Development.

Drug-Free and Alcohol-Free Workplace

1. Policy

The University subscribes to the guidelines recommended by the State of Connecticut's Department of Higher Education for the elimination of drug and alcohol abuse in the educational environment. The University also subscribes to the requirements of the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Amendments of 1989.

2. Prohibitions

The manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited on the campus and properties of the University of Hartford.

The unsanctioned/unlawful manufacture, distribution, dispensing, possession, or use of alcoholic beverages is prohibited on the campus and properties of the University of Hartford. University employees are expected to comply with all laws and regulations governing alcoholic beverages,

including laws prohibiting the furnishing or serving of alcoholic beverages to minors.

3. Certifications/Notifications

- a. Any University employee receiving a federal grant and/or contract greater than \$25,000 will be required to certify that they will conform to the Drug-free and Alcohol-free Workplace Policy.
- b. Any person receiving funds through a federal grant and/or contract totaling \$25,000 or more who is convicted of a drug offense in the workplace shall notify the University within five days of conviction. The University is required to notify the funding agency of the conviction within 10 days of receiving such notice from the employee, or of otherwise receiving actual notice of such conviction.

4. Sanctions

In cases where an individual is found to be in violation of this policy, the University will take one of the following actions within 30 days of receiving notice:

- a. take appropriate disciplinary action, up to and including termination and/or criminal prosecution; or
- b. require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency. The University's EAP may serve this function (See also 5.13, Employee Assistance Program in the University Personnel Manual).

Other Important University of Hartford Policies

Parking

Parking at the University of Hartford is arranged through Public Safety. All part-time faculty may obtain a free parking permit by presenting a copy of their current employment letter to the Public Safety Office. Parking permits must be renewed each year (late August). You may contact Public Safety at (860) 768-7985 with any questions.

Parking at the Handel Center in Hartford is available in the main entrance parking lot for students and families of HCD. All part-time faculty and staff should park behind the building (off Albany Avenue). All part-time faculty may obtain a free parking permit by presenting a copy of their current employment letter to the Public Safety Office. You may contact Public Safety at (860) 768-7985 with any questions.

Parking in Simsbury is available on an as available basis in front of, beside and behind 540 Hopmeadow Street. No permit is required to park at this location.

Payroll Information

All Community Division part time hourly faculty and staff are paid bi-weekly based on the University of Hartford scheduled paydays. Full time faculty and staff are paid semi-monthly on the 15th and last day of the month. See APPENDIX 3 for calendar details.

University ID Card (HawkID)

All Community Division faculty and staff must obtain a faculty/staff I.D. card. The first step to obtain a card is to visit the University's Human Resources Development office to complete a "Request for University of Hartford Identification Card." The ID Office (outside Gengras Student Union in old Bank of America office – room 112) is open during the academic year Monday through Thursday, 9:00am-4:30pm and Friday, 9:00am-3:00pm. Summer hours are limited. Hours are subject to change so please call the ID office before visiting, (860) 768-5343.

HCD Faculty Benefits

Tuition Remission

The University of Hartford has a tuition remission program for University employees. Part-time faculty are eligible to enroll in individual classes free of charge (except fees). The terms of this arrangement should be discussed with Human Resources Development as there are limitations to the number of classes that can be pursued; hrd@hartford.edu or (860) 768-4666. The University personnel manual and the University Human Resource Development website (www.hartford.edu/hrd) have additional information regarding this benefit. In general part-time faculty are eligible for the benefit, on a space available basis, for themselves (one course maximum per semester) to be used in the semester they are teaching or the semester immediately following. Tuition abatement forms can be picked up in the Community Division Main Office or printed from the University website. Additionally, all Community Division faculty receive a 10% discount on all Community Division lessons and classes.

Health and Retirement Plans

Access to the University health and retirement plans are based on University policies, and require a minimum of 1,000 hours of teaching in one discrete area each year. Questions about these benefits should be directed to Human Resources Development, (860) 768-4666.

Email

Faculty members are expected to maintain a hartford.edu e-mail account through the University of Hartford. This is the address that the Community Division will use to reach you electronically. You will be expected to check this account frequently and respond to all emails within 72 hours. You may call Information Technology Services at (860) 768-4357 if you encounter any difficulties accessing or utilizing your email account. One feature of this account is the ability to auto-forward messages to a preferred personal email account. See APPENDIX 1 for instructions. HCD faculty is asked to activate an appropriate email auto-response if they plan to be away from email for longer than 48 hours.

Hartt Community Division Administrative Policies

Communication Policy

All faculty and staff are expected to respond to any form of communication (e.g. voicemail, email, memo, etc.) as soon as possible after receipt. In general, return communication should take place within 72 hours. Good communication is key to the success of our school.

If at any time you are unable to respond to any form of communication within 72 hours (e.g. if you are out of town, etc.), when HCD is in session, you must inform the Director.

Confidentiality and Professionalism

No member of The Hartt School Community Division faculty should ever discuss the details of a student's progress with individuals other than faculty, staff, or parents/guardians of the student. We expect that you will not discuss students with, or in front of, other Community Division students or families. Please be discrete and sensitive to preserving the confidential relationship between student and teacher.

Since the Hartt Community Division is an extension of the University of Hartford, all faculty must abide by any rules stipulated by the University. The Hartt School facilities are shared, and it is important to be respectful of others using the space.

Dance faculty members are also expected to enforce the Rules of Conduct in the dance student handbook. Please inquire with the Dance Department Director for more details.

Mailboxes

Each Hartt Community Division faculty member is assigned a mailbox in the HCD main office (faculty file folder). See your respective teaching location for mailbox locations.

The Website and Bi-Weekly Newsletter

The Hartt School Community Division maintains a website (hartford.edu/hcd) as part of the University of Hartford system. It is updated regularly and provides the most up-to-date information regarding Community Division programs and activities. To celebrate our students and faculty, HCD publishes a monthly e-newsletter during the academic year (September–June) that highlights the accolades, special performances, and success stories of our students and faculty. Additionally, a weekly Monday Mailer is distributed via e-mail that acts as a snapshot of our comprehensive programmatic information. This includes approaching registration deadline reminders, new program announcements, and unique program spotlights. The Monday Mailer runs throughout the summer, in addition to the academic year. To sign up for or submit to these communication platforms, please e-mail Marketing and Communications Coordinator Kalee Marquis at kmarquis@hartford.edu.

Inclement Weather and School Cancellations

The main source of Hartt Community Division (HCD) cancellation information is the main office telephone system / answering service (860) 768-4451 and the website hartford.edu/hcd. Consultation is made with faculty and ensemble directors as appropriate; however the final decision will be made by HCD administration.

Timing and Closing Schedule:

DAY/AFTERNOON ACTIVITIES – Cancellation of daytime and afternoon activities will be posted no later than 6:30am.

AFTERNOON/EVENING ACTIVITIES – Cancellations of afternoon and evening activities will be posted no later than 12:00pm.

NOTE: HCD reserves the right to respond to emergencies at any time and in all circumstances HCD administration will make the decision to cancel activities as early as possible.

In the event of a significant weather event, HCD administration may elect to cancel activities for the entire day and indicate such at 6:30am. A separate message may not be broadcasted at 12:00pm to confirm cancellation of evening activities. Please refer to the website (www.hartford.edu/hcd) for specific information.

Communications:

In the event of a cancellation or school closing, the website and phone system will be updated immediately. Secondly, HCD families, faculty/staff, and Newsletter contacts will receive a digital message regarding the closing and follow-up information for reopening.

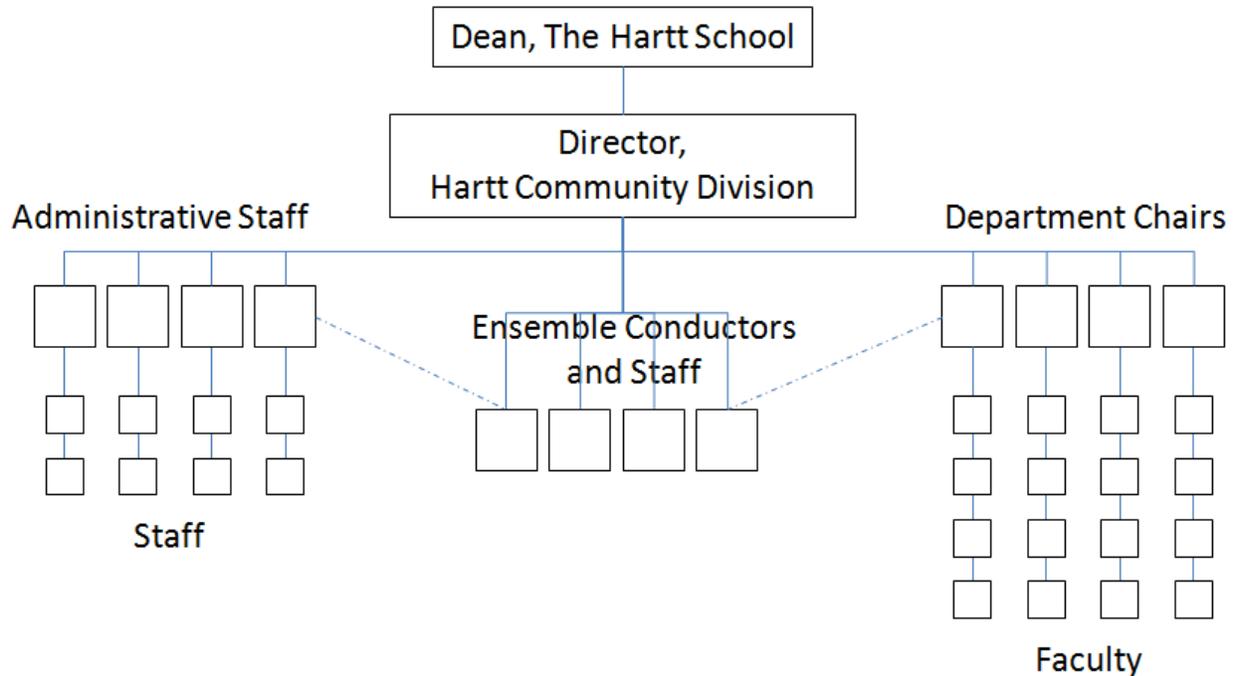
Extenuating Circumstances:

In extenuating circumstances, cancellation information may vary for different HCD venues (i.e., University of Hartford main campus, Simsmore Square, West Hartford Unitarian Church, etc.). One or more HCD locations may remain open depending on conditions. Please refer to the website or phone system for specifics.

NOTE: Cancellations are not necessarily tied to public school cancellations; however, cancellation decisions are tied to those made by the University of Hartford (e.g. HCD classes cannot run if the University is closed).

Organization (Department Organization and Leadership)

NOTE: A detailed organization chart may be requested through the main office



Administrative Staff

Administrative Assistant
 Administrative Director of HCD
 Dance Dept.
 Artistic and Education Director,
 Dance Dept.
 Assistant Directors
 Communications and Marketing
 Coordinator
 Director
 Music Programs and
 Community Engagement
 Coordinator
 Private Lesson and Recruitment
 Coordinator
 Program Directors and Staff
 Receptionists
 Registrar

Ensembles

Adult Chamber Choir
 Chamber Music
 Connecticut Children's Chorus
 Connecticut Youth Symphony
 Jazz and Popular Music
 Ensembles GHYWE
 Harmony Winds
 Philharmonia Winds
 Sinfonia Strings
 Stringendo Orchestra
 Suzuki Orchestras
 Virtuosi
 Vivace

Department Heads

Composition and Musicianship
 Jazz and Popular Music Institute
 Piano
 Suzuki Strings
 Traditional Strings
 Vocal Studies
 Winds, Brass, Percussion

Hartt Community Division Policies for Faculty

Faculty Job Description and Evaluation

The Hartt Community Division embraces the idea that, just as there is a multitude of learning styles, there are many different ways and methods of teaching well. But regardless of the method and style used, there are certain principles shared by excellent teachers and there are certain shared traits and expectations. For HCD faculty, these are described in a job description document titled *The Integral Role of Hartt Community Division Faculty* (see APPENDIX 5).

Student Feedback

Once a year, the Community Division provides participants with materials and forms to evaluate their instructors. These evaluations provide vital feedback and are available for analysis by the Director, respective Department Head, and the individual faculty member only.

Faculty Evaluations

In addition to the annual student-completed evaluations, the Director will meet with new faculty members nearing the completion of their first year of teaching. This meeting provides the opportunity for detailed discussion and evaluation of the faculty member's instruction, processes and development. All first-year faculty members are also required to complete a self-assessment form to provide information to the Director and Department Heads. After the first year of teaching, all faculty members are placed on a three-year rotation for a formal evaluation. This process includes a written evaluation by the Director, a self-evaluation, and a meeting with the director. Discussion may consist of topics regarding student retention, student evaluations, and faculty self-evaluation, among others.

Annual Faculty Self-Evaluation

All faculty will be required to complete a self-evaluation annually. Self-evaluation documents will be available year-round (online) and can be completed at the faculty member's convenience, however, must be completed prior to October 1 of each year.

The purpose of self-evaluation, in addition to those outlined above, is to provide a goal-setting and self-reflection opportunity for each faculty member. Each self-evaluation document will be reviewed by the Director and will be used in concert with HCD records, past evaluations, and recommendations to award merit.

Timeline

- Self-evaluation messages will be sent to all faculty in May of each year with regular reminders throughout the summer months.
- Faculty will have until October 1 (following fall) to submit their self-evaluation document for the previous year, September 1 to August 31.

Completing Your Self-Evaluation

There is not a specific form for the self-evaluation process. Faculty is encouraged to write freely about their work and activities during the previous academic year. Faculty is expected to address each of the 4 Self-Evaluation Topics (listed below). It is suggested to keep responses in paragraph form – length and scope will vary, but should accurately reflect activity.

Self-Evaluations can be completed in *Word* (or other word processing) format, but must be delivered in PDF form (or in Microsoft Word). Please include your first and last name.

Self-evaluations can be emailed to Noah Blocker-Glynn at glynn@hartford.edu

Self-Evaluation Topics

Please respond to all

Evaluation Period is September 1 through August 31

1. Teaching Philosophy

2. Teaching and Studio Activity

- Overview of teaching strategies, lesson structure, student load, studio classes, etc.
- Overview of student activity
 - Examples: major milestones, recitals/performances, competitions, ensemble or other school participation, etc.
- Have you tried something innovative or new?
- How do you feel about your teaching?
- How do you define a good lesson?
- Do you ever reschedule lessons or cancel for gigs? If yes, how often?

3. Professional Development

- Overview of training, continuing education, certifications, master classes, etc., that have been attended
 - including HCD-sponsored meetings/trainings

4. Service, Community Building, and Collaboration

- Overview of engagement in the school, outside performances, recruitment activities, presentations/lectures, etc.
- Overview of service to the school's mission and vision
- Overview of collaborations with other faculty members (including cross-disciplinary connections), outreach events, social engagements, work within the university, etc.

Questions about the self-evaluation process can be directed to Noah Blocker-Glynn, glynn@hartford.edu or 860.768.5546.

Harassment and Offensive Behavior Policy

Faculty Members – Physical Contact with Students

Instructors are prohibited from physical contact or touching of students except as outlined in this policy. There are two basic prohibitions:

1. The touching of genitals or genital related areas, e.g., breasts.
2. Any other touching to which a student objects.

If instruction requires touch, this point should be clarified before teaching a lesson or class begins.

The faculty member must explain to the student that in order to teach the particular subject that it is or may be necessary to touch specific areas of the body (e.g. neck, chest, and diaphragm, in the case of voice). The student must state understanding and agreement for the lesson to proceed. If the student objects, the teacher then asks an administrator to join them both. In the cases of younger students, parents would attend as well. The administrator explains the reasons for touching during instruction, and may also tell the student/parent that they might not be ready for the teaching experience at that level on that instrument.

All one to one instruction of HCD students is required to take place on HCD property. Exceptions to this policy may be granted at the discretion of the Director for faculty with special needs if protections for the faculty and student are in place.

All classroom and studio windows must be free and clear of visual impediments at all times. Shades on door windows must be up, or in the open position during teaching.

Procedure for Making Complaints Under this Policy

HCD is unable to respond to an employee's concern about discrimination, prohibited offensive behavior or harassment if the employee does not inform the organization that such conduct has occurred or is occurring. Therefore, any employee who believes that he or she is the victim of prohibited offensive behavior or harassment should promptly bring the matter to the attention of the Director of the Community Division, Human Resources Development, or other HCD administrator.

Any person experiencing prohibited offensive behavior or harassment should also feel free, without fear of adverse consequences, to tell the person responsible for the behavior to stop. While this step is not required in order to make a complaint under this policy, HCD wants to encourage a culture where its employees feel free to object to offensive behavior.

Penalties

If HCD determines that an employee has engaged in prohibited or unlawful activities proscribed by this policy, whether it affects another employee of HCD or other persons having contact or doing business with HCD (such as students, parents, visitors, or vendors), appropriate disciplinary action up to and including discharge may be taken against the offending employee.

Response to Complaint

All concerns will be addressed as promptly as feasible either by investigation or other means appropriate under the circumstances. HCD will respond to allegations of harassment as it deems appropriate and reserves full discretion to issue any disciplinary action, up to and including immediate termination of employment.

Reports of harassment will be treated with discretion. Employees who make complaints of harassment or who participate in an investigation of such a report will be expected to fully cooperate with HCD by providing complete and accurate information as requested by HCD. An employee who makes a complaint of harassment should be prepared to provide the person dealing with the complaint with as much detailed information as possible on the behavior in question, including the names of any witnesses. Employees who are accused of harassment will be given an opportunity to respond to the allegations, and are expected to cooperate fully with any investigation.

Making a false or fabricated complaint of harassment will be treated very seriously. Any employee who is found to have made such a complaint will be subject to discipline, up to and including dismissal.

HCD's policy is to follow all applicable anti-discrimination laws and policies of the University of Hartford. The above information is intended as a short summary of those requirements. Any questions regarding this policy can be addressed by the Director of the Community Division.

Personal (romantic or sexual) Relationships Between Faculty Based on Mutual Consent

Personal relationships may develop between employees. For the purposes of this policy, a personal relationship is defined as a romantic or sexual relationship between two employees based on mutual consent. However, employees should realize that such relationships can be misunderstood. Others may believe an employee receives special treatment because of a personal relationship. If employees become romantically or sexually involved, both are encouraged to consider whether the relationship reflects negatively on either employee, or HCD, or affects employee judgment on business matters and whether the relationship is likely to be disruptive in the workplace.

When a consensual romantic or sexual relationship between co-employees or a supervisor or manager and direct report occurs and we believe this relationship potentially either conflicts with our business practices, compromises our integrity, affects judgments on business matters, or is likely to be disruptive in the workplace, we may take appropriate disciplinary actions to address the situation, up to and including adjustment of the workplace reporting relationship or discharge.

Employees should understand that consensual romantic relationships between adults may qualify as a violation of the sexual harassment policy. Mutual consent will not automatically provide legal protection if a complaint of sexual harassment is made. This policy is not intended to interfere in the personal lives of its employees, except where the conduct involved has negative ramifications for the workplace or poses the potential for legal liability. Adults involved in a consensual romantic relationship where there is a question of an authority differential should report the relationship to the organization's Director. This will permit HCD's management to assess the situation and make any appropriate workplace adjustments.

Personal (romantic or sexual) Relationships Between A Faculty Member and a Student 18 Years of Age or Older

HCD believes that the professional relationship between a student and a faculty member is vital to a student's educational development and affirms that the teaching relationship is based on trust, confidence and dependency. Faculty members are not to enter into a sexual or romantic relationship with a student 18 years of age or older for whom they have a direct or indirect responsibility for assessing, supervising, tutoring, teaching, or coaching.

Personal (romantic or sexual) Relationships Between A Faculty and a Student Under the Age of 18 or a Vulnerable Adult Are Prohibited

A romantic or sexual relationship (whether mutual or not) between an employee and a child student (i.e. a student under the age of 18 years) or a vulnerable adult is absolutely prohibited. Any employee who engages in such conduct will be subject to disciplinary action up to and including termination on the first offense.

Use of HCD Resources Policy

Electronic Mail (e-mail), voicemail, telephone, UHA intranet, on-line subscriber services and the internet are all information management and communications tools that are important parts of the way that HCD conducts business. In order to ensure that HCD and its employees comply with the business and legal requirements created by the use of these services, the guidelines listed below have been established to assist employees in determining the ways in which these tools should be used.

Gift Policy

It is expected that students and families will want to provide gifts to their teachers/instructors. As a general practice, Community Division employees are discouraged from accepting gifts from students (or student's family) or other customers of the school. Faculty and staff are prohibited from accepting gifts that exceed a "nominal value" (\$100), or contain alcohol.

Below is an excerpt from the University of Hartford's Gift and Award Policy:

The University recognizes that respective business entities frequently provide to one another business gifts, services, gratuities, or entertainment as a form of courtesy that is designed to build or enhance teamwork, alliance or goodwill. However, ethical problems arise when a provided item compromises an individual's ability to make objective and fair business decisions.

The University prohibits its employees generally from accepting for personal benefit any gift or valuable item from any non-University source in connection with the University's operations; and specifically from accepting any gift, service or gratuity from any current or potential vendor.

Social Media Policy

At HCD, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for HCD.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with HCD, as well as any other form of electronic communication. The same principles and guidelines found in HCD policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of HCD or HCD's legitimate business interests may result in disciplinary action up to and including termination.

It is HCD's expectation that all of your communications with students and, if applicable, their parents remain professional and appropriate and it is our strong recommendation that faculty not engage or otherwise communicate with students or parents on an individual basis via social media.

Use of Cell Phone in the Workplace

Personal use of cell phones in the workplace is discouraged. Cell phone usage can be particularly disruptive to the general flow of business activities such as meetings, classes, etc. Employees are asked to make personal calls on cell phones during non-work times whenever possible and to ensure that friends and family members are aware of the organization's policy. Flexibility will be provided in circumstances demanding immediate attention. The organization will not be liable for the loss of personal cellular phones brought into the workplace.

Use of Photos and Videos

Although most students/guardians grant permission to use photos and videos for promotional purposes, a small number do not. It is important to ensure that permission is granted before any image or video of a student is made public (e.g. via social media, promotional materials, etc.). As such, all photos and videos representing HCD students must be vetted and approved by administration before they are made public. Images and videos of HCD activities should be disseminated/posted through approved HCD outlets and pages (Facebook, Instagram, Newsletter, Youtube, etc.). Please forward these items to the Communications and Marketing Manager at hcdpr@hartford.edu.

Authorized Employees

All work assignments and duties performed on HCD premises should be performed by authorized and approved individuals or independent contractors. Human Resources Development should be notified in advance of all individuals hired to perform any work assignments. Program directors may also coordinate the hire of project-related speakers, presenters, and instructors. Payments of cash to individuals (either non-employees or existing employees) for completing HCD-related work assignments and duties are prohibited.

Employees who violate this policy may be subject to disciplinary action that may include termination of employment.

If additional help is needed to complete work assignments in a particular department or work area, please contact the Director of the Community Division. If it is deemed necessary to provide additional work assistance in that area, every effort will be made to make arrangements to assist in having the assignments completed. To maintain the highest level of customer service, it is imperative that key office assignments be covered at all times. Should the need arise; supervisors may temporarily use employees from other areas within the office to cover these key assignments.

Security

Everyone is expected to use good judgment in order to keep our work environment safe and hazard-free. If an employee should see anyone injured, involved in an accident at work, or if an employee observes a dangerous condition or emergency situation, or suspicious

individuals in or near the workplace, they should immediately notify Public Safety (860) 768-7777 or x7777 from an on-campus phone, or HCD Staff.

Resignation

Faculty members who voluntarily resign from HCD are asked to give a minimum of two-week advance notice, and much longer if possible. Faculty who teach private lessons must first contact the Director and respective Department Head, and to wait until the HCD Administration communicates their resignation to their students. This allows for a teacher transfer plan to be developed before student notification occurs.

Outside Teaching

The Community Division provides a referral service for incoming students (see “Taking New Students” on page 40-41). When such a referral occurs, it is required that faculty teach these individuals through the Community Division. Family members of Community Division students should also be taught through the Community Division. Additionally, it is prohibited for Community Division students to transfer directly into any current faculty member’s Non-University studio. Faculty must comply with the above requirements and restrictions until one year after each applicable student is no longer enrolled through the Community Division. The University reserves a right to terminate immediately any faculty who do not adhere to this policy. In addition to this Outside Teaching policy, the Community Division maintains a Noncompetition and Confidentiality Policy (see next item) concerning any individual who is currently a Community Division student, or was a Community Division student within one academic year from the current date (each, an “HCD Student”). That policy obligates faculty to accept a prohibition upon teaching any HCD Student for the period of one calendar year after any end of that faculty’s University employment unless the University’s authorized representative in writing permits otherwise.

The Community Division strongly encourages faculty to promote registration of students from their personal studios through the Community Division. Students benefit from all that Community Division enrollment has to offer (e.g. performance and master class opportunities, discounted ensemble tuition rates, library privileges, etc.)

Faculty must teach all Community Division students at University of Hartford facilities or approved satellite locations. Conversely, no non-Hartt students may be taught on-campus, or be involved in Hartt concert activities. Faculty may not teach in private residences, or unapproved facilities.

Noncompetition and Confidentiality Policy

“HCD Student” means any individual who is currently a Hartt Community Division student, or was a Hartt Community Division student within one academic year from the current date. Hartt Community Division faculty members are privy and will have access to confidential information, including current and prospective customer contact information. Accordingly, each such faculty member must not use that information other than to fulfill that faculty member’s responsibilities to the Hartt Community Division. **Without any limitation upon the preceding statement, that faculty member is obligated, unless acting with written consent of the Hartt Community Division director, not to solicit or accept business from or perform any services offered by the Hartt Community Division to any HCD Student for the period of one calendar year after any end of that faculty member’s University employment.**

The Community Division encourages faculty not to participate with any business or activity that is in direct competition with the school. In recognition of the fact that Community Division faculty members may also teach for other institutions, instances of potential conflict and competition should be addressed with the director.

General Information for All Faculty

Faculty Appointments

Community Division part-time faculty are appointed/reappointed each year effective the first of September and in general the appointment is for the period of one year (September to August). The University adheres to the principle of employment at will; therefore, the term of employment is for such a period only as is mutually satisfactory to both the employee and the University.

In general, part-time faculty agreements are procured in the summer and must be signed and returned before the start of the new academic year (specified on agreement). The agreement contains pay details and a description of responsibilities. Compensation is based on the actual number of hours taught. Employment may be contingent upon the satisfactory completion of an appropriate background check based on the legitimate, job-related qualifications and specific responsibilities of the position.

Community Division Faculty/Staff Benefits

(The University of Hartford offers Benefits to faculty - Outlined on Page 22)

Discounts and Reduced Community Division Tuition

With a University ID, there are benefits that are afforded to HCD faculty, including discounts at the University of Hartford bookstore, access to the Sports Center (with variable fee), and many performances (contact the Box Office at (860) 768-4228 for specific performances). Additionally, all Community Division faculty and their family members, receive a 20% discount on all Community Division lessons and classes. Any questions regarding classes should be forwarded to the Community Division Registrar at (860) 768-4334 or hcdbills@hartford.edu

Faculty Meetings

Annual faculty meetings are held at the beginning of the academic year (September). Additional meetings for specific departments/areas of instruction may be scheduled at the discretion of the department heads. These are designed to provide faculty members the opportunity to discuss issues related to the Community Division and to receive general updates and information about activities and program objectives. Notices will be sent in advance of the meeting. Faculty are expected to attend these meetings.

Teaching Load and Compensation

Part-Time Music Faculty

Part-time Music Faculty are paid hourly based upon the number of students registered for instruction. The faculty must take attendance for all private lessons, group classes, chamber music coachings, and other compensated time via the ASAP Connected (online registration) system. Faculty are then paid for all hours for which attendance is taken during the pay period (the prior 2 weeks in most cases). **The faculty must take attendance to get paid. It is imperative that faculty inform the Community Division Registrar (Hcdbills@hartford.edu or 860-768-4334) of any inaccuracies on teaching rosters in ASAP Connected.** Teachers may view their private lesson, group class, and other student rosters online at app.asapconnected.com (full site) or ta.asapconnected.com (mobile site). Please feel free to ask the office for assistance with this matter.

Part-Time Dance Faculty

Part-Time Dance Faculty are paid for the actual number of hours taught for each class that is assigned. The faculty must mark “teacher present” for all dance classes, via the ASAP Connected (online registration) system. Time for other work such as rehearsals will be submitted via paper timesheet. Faculty are then paid for all hours for which attendance is taken during the pay period (the prior 2 weeks in most cases). **The faculty must take attendance to get paid. It is imperative that faculty inform the Community Division Dance Office Coordinator (parisot@hartford.edu or 860-768-2495) of any inaccuracies on teaching rosters in ASAP Connected.** Teachers may view their rosters online at app.asapconnected.com (full site) or ta.asapconnected.com (mobile site). Please feel free to ask the office for assistance with this matter. Any hours worked outside of regularly assigned teaching must be approved by the The Director of Dance.

Ensemble Directors, Program Coordinators, and other Faculty/Staff (non-timesheet)

Positions that are not compensated on an hourly basis are paid on a semi-monthly basis during the academic year (September to June) unless otherwise specified.

Specific questions regarding pay should be directed to Kelly Jo Massicotte at (860) 768-4140 or kmassicot@hartford.edu.

Student Registration and Billing Questions

Faculty should direct / forward all questions regarding student registration and billing to hcdbilling@hartford.edu or to office staff (e.g. Registrar, Dance Office Coordinator, etc.)

Student Discipline and Behavior Policy

Faculty are required to adhere to the student disciplinary policy stated below. It is expected that all faculty will address behavioral and/or disciplinary concerns, immediately.

Rules of Conduct for Students:

Polite, respectful, and disciplined behavior is required and expected of all students, family members, and guests. Hartt Community Division respects individual differences in culture, race, ethnic origin, religion, gender, and sexual orientation. It is important that all members of HCD recognize that behavior, either verbal or physical, which disregards or demeans the self-esteem of others, is unacceptable. Other examples of misconduct include theft, smoking on the premises, physical or verbal aggression, and possession, distribution, or use of illegal drugs in any HCD facility.

HCD Student Discipline Policy

1. A verbal warning is issued to the student.
2. A written warning is sent home with the child and also filed with the Head of the Department.
3. If the issue continues, the Department Head will request a meeting with the parent/guardian to discuss a strategy for improving behavior. This will be the final opportunity. If there is no improvement, he/she will be asked to leave the class/rehearsal/program.

All students, their families, and their affiliates are required to conduct themselves in a collegial and cooperative manner and in compliance with applicable University Policies and Procedures as well as State Federal and Local law. The Hartt Community Division reserves

the right to discontinue services to any student at any time subject to a pro-rated refund as deemed appropriate by the Hartt Community Division.

Recitals/Performance Activities

We encourage faculty to plan special studio events or other activities to build their studios and/or promote the Community Division as a place that offers comprehensive performing arts experiences. Please provide advance notification (at least 30 days) to the Community Division office, hcdevents@hartford.edu when planning special studio events or activities to ensure that there is ample time to address any logistical concerns. In addition, this will help the office to address questions and assist in publicizing the event. Faculty are expected to use a template to submit all program details including, correct spelling of student name(s), repertoire/selections, composer information, program notes, etc., to the Community Division office at least two weeks prior to the event. Contact hcdevents@hartford.edu to request a program template. All recital programs must be printed on Hartt program covers, formatted and proofread by office staff.

Contact our staff at hcdevents@hartford.edu to schedule a recital, and for program formatting, proofreading and printing (see *Program Submission Process*).

Faculty Recitals

Community Division faculty are also eligible and encouraged to present their own recitals, pending space availability. Contact our staff at hcdevents@hartford.edu to schedule a recital or to request a program template.

For all receptions, please note the following:

- Inform Hartt Operations Staff that you are planning a reception and the location; Hartt Operations can then provide a trash receptacle for your use if one is not present in that location.
- Please remove all trash from the area after your reception. A dumpster is located outside the Hartt School by the exterior door on the first floor next to room 138. If you need additional garbage bags please make arrangements with Hartt Operations before your reception takes place.
- Left over liquids in cups/glasses should be poured down a sink before putting cups in the trash. Liquid spills on hard surface flooring should be cleaned. If a spill other than water occurs on a carpet, the spill should be reported immediately to Hartt Operations.

Recital Music Submission Form

All recitals that require a collaborative pianist must submit a recital music submission form and music at least 2 weeks before the recital date. The recital music submission form can be found in APPENDIX 6.

Program Submission Process

All Hartt Community Division performances should use a program template and have programs produced through the main HCD office. This is to ensure that all programs look professional, use a consistent style guide, and are printed on Hartt program covers.

Facilities and Operations Policies

Room Assignments

General Room Usage Policy

All classes and private lessons taught in the Fuller Building, HPAC, UUC, or Simsmore Square are expected to be scheduled through The Hartt School Community Division. Hartt faculty may not teach independently on the premises.

How to Schedule a Room

Main Campus and Simsmore Square Location:

The Community Division schedules space for its faculty based on specific equipment requirements and availability. Prior to each semester, space and facility needs will be determined and every effort will be made to meet faculty needs. Community Division faculty are expected to schedule all teaching through the Community Division, not through Hartt Operations. Space will be reserved on a first-come, first-served basis. Please contact hcdevents@hartford.edu to reserve a space. Faculty should only reserve a space for the time that they plan to teach. If faculty discover that they are not using their scheduled time, they should notify the Community Division Scheduling Coordinator to cancel or adjust accordingly.

Community Division Scheduling Coordinator
hcdevents@hartford.edu
(860) 768-4117

To request space for a recital, masterclass, event, or other special circumstance please put in a request to the Scheduling Coordinator a minimum of *two weeks* prior to the date of the event. Please note that performance times are subject to the schedules of each performance venue and alternate times and performance spaces may have to be utilized. However, the Scheduling Coordinator will work to accommodate requests as much as possible.

Handel Performing Arts Center:

For info regarding dance studio assignments, please contact
Dance Office Coordinator: (860) 768-2495

Hartt Equipment and Room Setups

Since there are so many performing groups and organizations at Hartt using school equipment, it is impossible to allow equipment to be used without some type of regulation. Please note that Hartt Operations does not provide music stands or chairs, or set up most private lessons and chamber music coachings due to staffing limitations. We ask that teachers please utilize nearby resources to set up lessons and coachings. There are exceptions made for those with disabilities and special circumstances. If you need assistance with equipment, e.g., music stands, lights, tables, chairs, and risers, please contact Hartt Operations Staff at harttops@hartford.edu or by phone at (860) 768-4678. For assistance with school-related activities off campus, you must supply written notification to the Hartt Facilities Manager, Leonard Bretton at harttops@hartford.edu.

Note: In the event that a room is locked during non HCD hours and Hartt Operations staff is unavailable, please contact Public Safety, 860-768-7985.

Music Stand Policy

Due to the volume of activity in the Fuller Music Center, music stands are sometimes scarce so we encourage teachers to bring their own, if possible. The Hartt School will provide stands for Hartt performing organization rehearsals and performances, for all student or faculty performance on campus, and for those particular classes which require them. Hartt music stands are to be used exclusively for Hartt-sponsored performances and recitals. No stands should be taken out of the Fuller Building without the permission of the Hartt Facilities Manager.

Information for Private Music Lesson Faculty

Taking New Students

The Hartt Community Division is proud to serve more than 1500 students through our Private Lesson Program. With such a broad student base and an established reputation in the Greater Hartford area, we receive new inquiries for private lessons every day. Our school works very hard to recruit students for the Private Lesson Program, and the faculty is an integral part of this process. Our Private Lesson Coordinator regularly receives inquiries and works with faculty to find the best matches and build our program. Private lesson faculty members are responsible for scheduling and are encouraged to build their own studios. One of the keys to building one's studio is maintaining clear and timely communications with prospective and current students.

The following outlines the private lesson referral and placement process as well as our expectations of faculty in that process:

1. Each fall, spring, and summer, faculty members are expected to provide the Private Lesson Coordinator with their availability to take new students. This will be prompted by a communication to all faculty members soliciting this information. Faculty **must** respond to availability inquiries in order to receive new student referrals. Please be as specific as possible when communicating availability. If a faculty member has a full studio, they still must respond to the Private Lesson Coordinator with this information.
2. Once the Private Lesson Coordinator receives an inquiry and matches that student with a prospective faculty member, student information is sent to that faculty member in an email. Please contact the Private Lesson and Recruitment Coordinator (x 5593, hcdlesson@hartford.edu) or your department head for more information.
3. Within **24 business hours**, the faculty member must contact the student via both phone and email to attempt to schedule an initial lesson. The contact should include:
 - The faculty member introducing him or herself as faculty with The Hartt Community Division who has received an inquiry for lessons for (student name);
 - Availability information e.g: "I'm available to schedule a lesson with you on Tuesday, September 10 between 6 and 8 pm, or Saturday, September 7 at 9am;" and
 - The faculty member's preferred mode of contact (e.g. phone versus university email).
4. If the student/parent does not reply within two (2) days, the faculty member is expected to contact the student a second time- again via both phone and email.
5. Within two (2) days of receiving the referral, the faculty member is expected to contact the Private Lesson Coordinator (x 5593, hcdlesson@hartford.edu), with an update.

When the initial lesson is scheduled, faculty must inform the Private Lesson Coordinator of when it will occur.

PLEASE NOTE: This is an important proactive step. We must track every student who calls our office to make sure they are accommodated. If you were unable to place the student, we must know so that we can place the student with a different teacher. If the student is placed, we need to know so that we can assist them with registration.

In the case that a teacher does not make contact with a student in a timely manner, the department head will be notified and the student will be referred to a different faculty member. Repeated incidents like this will jeopardize future referrals and employment.

6. Teach the initial lesson. If you wish to schedule the student, please confirm the day, time, and length of their lessons with the Private Lesson Coordinator. If you do not believe that the student-teacher match is a good one, please let the Private Lesson Coordinator know as soon as possible.
7. Teachers may view their private lesson, group class, and other student rosters online at **app.asapconnected.com** (full site) or **ta.asapconnected.com** (mobile site). Contact the office with any questions. As a studio grows, a faculty member is expected to update the Private Lesson Coordinator on his or her remaining availability. Faculty members are encouraged to be proactive in this step, and are expected to respond in a timely fashion when the Private Lesson Coordinator requests this information.

Maintaining a Private Lesson Studio

Student retention is an equally important component of maintaining a healthy studio and school. Private lesson faculty are responsible for maintaining their own studios.

To maintain best practices in this regard, faculty members are expected to:

1. Schedule current students for the summer and school year in a timely fashion;
2. Stay informed of registration processes and deadlines, and encourage families to re-enroll;
3. Check private lesson, group class, and other student rosters online at **app.asapconnected.com** (full site) or **ta.asapconnected.com** (mobile site) to ensure that all students are registered for the correct number, length, and type of lessons. If there are errors, it is the faculty member's responsibility to assist the family in contacting the registrar to correct the registration. Faculty will not be compensated for unregistered students and it is strongly recommended to not teach any student who is not registered;
4. It is suggested that faculty teach at least four (4) weeks during the summer, as this is helpful for the consistency of each student's musical development as well as retention into the next school year; and
Stay informed about opportunities that will enrich their students' experience at The Hartt Community Division: large ensembles, chamber ensembles, theory classes, Solo Recitals, studio recitals, studio classes, summer programming, masterclasses, Performer's Certificate Program, etc. It is expected that faculty members will encourage students to take advantage of these opportunities. Faculty may access information about these programs on the website, by reading the weekly

newsletter and memos from the Community Division staff, or by contacting the Private Lesson and Recruitment Coordinator at (860) 768-5593, hcdlesson@hartford.edu

Note: Faculty are expected to maintain an HCD teaching load of at least four (4) to eight (8) hours per week during the academic year and retain students from year to year.

Reporting Lines: Department Heads

The Community Division is organized into a series of departments, each with a corresponding Head. The department heads are responsible (in consultation with the Director) for program development, faculty hiring, and, and overall leadership.

Winds, Brass, Percussion	Barbara Hill	bahill@hartford.edu
Composition and Musicianship	Jessica Rudman	rudman@hartford.edu
Dance	Sarkis Kaltakhtchian	
Jazz and Popular Music Institute	Luke Nelson	nelson@hartford.edu
Piano	Maggie Francis	francis@hartford.edu
Traditional Strings	Sarah Washburn	washburn@hartford.edu
Suzuki Strings	Teri Einfeldt	einfeldt@hartford.edu
Vocal Studies	Nancy Andersen	nandersen@hartford.edu

Student Evaluation

Each faculty member is required to submit an annual evaluation for each pre-college student. Achievement Days count as a student evaluation. If a student does not participate in Achievement Days, a Student Evaluation Form must be completed. Digital progress reports are distributed prior to the end of the academic year. Faculty members complete the evaluation and return them to the office. Future employment letters may be held until all pre-college student evaluation forms are received.

Evaluations for Community Division *Fund for Access* students are completed twice annually (once mid-year and once at the end of the academic year). For mid-year evaluations, you will be contacted with detailed instructions and a list of students who must be evaluated.

Faculty must submit student progress reports online, via the Google Form (provided by the Private Lesson Coordinator). Evaluations submitted online are forwarded to students by the office staff and copies are given to faculty.

Attendance Records

Since the scheduling of lessons and attendance is not handled by the main office, it is important that faculty maintain attendance records for all students (both youth and adults). Attendance will be tracked by faculty in ASAP online registration.

Absences

If it is necessary for a teacher to miss a lesson or class, students must be notified as far in advance as possible. Faculty must notify the Community Division office of an unexpected absence, due to illness or other issue, prior to the start of that day’s lessons. Lessons cancelled by the teacher (for any reason) must be made-up at a mutually convenient time

for the student and teacher. The Community Division does not guarantee make-up lessons for student cancellations. These lessons may be made up at the discretion of the faculty member. It is suggested that each faculty member develop a written policy for students that clearly defines parameters under which lessons are made-up or not.

Faculty members are expected to inform the Community Division staff (via harttcomm@hartford.edu) of any planned absences during the academic year, particularly if the absence will extend beyond one week. Planned absences of longer than two weeks during the academic year (September through June) must be discussed with, mutually agreed upon, and approved by the Department Head and Director well in advance of the absence. In the case of private lesson instruction, substitute teachers may be required in order to maintain a consistent lesson program for students. For all other circumstances, substitutes must be secured by the faculty member in advance. (See “*Substitute Teachers*” on page 43.)

Under no circumstances should a regularly scheduled class, “group class,” or ensemble rehearsal be cancelled because of a planned teacher/conductor absence. In these cases, instructors must secure an approved substitute to lead the class or ensemble.

Private Instruction by Remote Technology (“Skype”)

The Hartt School Community Division (HCD) believes strongly in the proven educational impact and efficacy of face-to-face instruction, endorsing this medium as the primary method for all instruction. It is expected that HCD faculty will only provide instruction at approved locations, being physically present for each meeting. Lessons administered via remote technology (“Skype”) are prohibited unless otherwise approved by the Director of Hartt Community Division.

Requests for Exception

HCD faculty may inquire about exceptions to this policy, by written request to the Director. Requests should include supporting information regarding the need for remote lessons, number of anticipated remote lessons, and reasoning for not employing a substitute (see *Substitute Teachers* policy).

Substitute Teachers

Substitute teachers may not be used without prior consultation with the appropriate Department Head and the Director of the Community Division. Any current member of the HCD faculty can serve as a substitute teacher for another faculty member. Any other substitutes must be pre-approved by the respective department head and the Director and must be processed for HCD employment in advance of the teaching engagement. Any one-time engagement of a substitute can be negotiated between faculty members. HCD recommends a standard sub rate of \$50.00 per hour for all types of activities, e.g. private lessons, classes, ensemble rehearsals, chamber music coaching, etc. Any engagement of subs for a period of longer than two weeks should be processed through HCD’s existing registration and payroll processing. See the Registrar for assistance.

Changing Teachers

The teacher transfer process is often daunting to students, parents and teachers alike. If you are faced with a teacher transfer request, either from a current student or prospective

student, please be reassured that, while awkward and sensitive, it has happened to almost everyone. The important thing is consistency in how the situation is handled.

If a student/parent mentions a teacher transfer, the first thing to do is to refer that person to the Private Lesson and Recruitment Coordinator. The Coordinator will then send the teacher transfer form and contact the department head. This form outlines the following steps that the student/parent needs to complete in the transfer process.

(Excerpted from the Teacher Transfer Form)

Teacher Transfer Procedure

- Speak with the department head regarding the reason for your request of new teacher
- Complete the online Teacher Transfer Student Form
- Have a discussion with your current teacher in an attempt to find a resolution. In many cases, families and teachers may come to an agreement and no transfer is necessary. If you would still like to pursue a transfer, the current teacher must sign this form in the space provided, indicating that you have had a discussion.
- Follow up with the department head regarding your conversation with your current teacher
- The department head will assist you in finding a new teacher, and will put you in contact with him or her to schedule lessons

Out of courtesy and respect for your colleagues and to prevent any misunderstandings or false expectations, we strongly recommend that you not engage any further in teacher transfer discussions with students who are not in your studio other than referring the student to the Department Head and the Transfer Form. If one of your current students is approaching you, then you are already at Step 3 and we ask that you help guide the student through the process as outlined above, i.e., the department head must be informed and a form secured by the parent.

The Online Teacher Transfer Form is required to complete the process and is designed to help students and parents move through the process in a way that promotes open communication and clear understanding. It also ensures precise information about numbers of lessons taught, etc., which will affect teacher pay. NOTE: In cases where it is difficult to secure “in-person” signatures, email will suffice, although email should confirm and not replace direct discussion among the parties involved.

Faculty members are encouraged to contact their respective department head or Community Division Director for more information, assistance or clarification of teacher transfer requirements and procedures.

Outside Teaching

See Outside Teaching (page 33).

Chamber Music Teaching

Chamber ensemble coaches have a different set of responsibilities than private lesson faculty.

1. Setting the Semester Calendar: Chamber ensembles must meet at least 24 times per year, with each coaching lasting at least one hour. It is desirable to have 12 coaching sessions per semester. If, *due to an emergency*, the coach is not able to meet with a

group for a scheduled coaching, he/she is responsible for getting an approved substitute. (See sub policy.)

2. Coaches are expected to establish a schedule for each ensemble for the year. This schedule should be published, distributed to students and their parents, and to the Department Coordinator, who will submit a copy to the Community Division Office for reference, and to the Community Division Registrar for billing confirmation.
3. Any scheduled session missed by the Coach will warrant a make-up session, scheduled at the mutual convenience of both the Coach and the ensemble members.
4. Coaches are expected to communicate with students and parents regarding absences, scheduled rehearsals, performance dates and expectations, successes and difficulties of individual members as well as that of the group.
5. Coaches must coordinate the selection of all performance dates based upon the readiness of the ensemble and the availability of its members. Chamber music ensembles must perform at two of the Community Division Chamber Music Recitals each year. The coach must submit the necessary paperwork to the office to have his/her group perform at one of the concerts. Submissions can be made online, or by picking up a recital form in the office. **Forms must be submitted at least 2 weeks prior to the first recital of each series.** The Music Program Manager will review all programs 1 week prior to the first recital of each series, and will be responsible for making any necessary adjustments to the programs at that time.
6. Submissions for Community Division Chamber Music Recital are limited to the following time limits. Coaches are strongly urged to adhere to these time limits. If longer literature is ready for performance, an additional recital opportunity should be sought.
 - advanced level groups: 15 min.
 - intermediate level groups: 10 mins.
 - beginner level groups: 8 mins.
7. The Coach is expected to solve any attendance problems through communication with both the student and parent, and will also be responsible, in consultation with the respective Chamber Music Coordinator, for deciding whether or not a group can sustain itself as an ensemble.

Chamber Music Compensation

Community Division faculty who are recruited to coach Chamber Music ensembles must take attendance for all chamber music coachings via the ASAP Connected (online registration) system. The rate for coaching is based on the faculty member's regular hourly teaching rate plus a \$9.00 per hour overage. Please see "*Substitute Teaching*" on page 43 for information regarding sub rates.

Studio Classes

The Community Division encourages faculty to consider offering studio classes as a regular part of their instruction. This type of instruction encourages group participation, informal performance opportunities, and will help prepare students for other HCD activities. Faculty will be compensated for one (1) studio class each semester (Fall semester, September –

December. Spring semester, January – June.). To qualify for payment, studio classes must involve a minimum of four (4) students. Studio classes will be paid at 1.5 hours each (max) regardless of the length of the class. To be paid, faculty must submit a *Studio Class Payment Form*, (see APPENDIX 8) with a roster of student participants, and required signatures. Activity will be added to your HCD private lesson roster. Collaborative pianists/accompanists can be provided for up-to 2 hours (total). Limited collaborative pianist hours are available on a first-come-first-served basis and can be arranged through hcdevents@hartford.edu, when you reserve your studio class space. Please note that collaborative pianist hours must be reserved in advance or your pianist may not be paid. Faculty are responsible for selecting their collaborative pianist from the approved list and organizing music and schedule.

Community Division Collaborative Pianists

The Hartt Community Division provides collaborative pianists for Suzuki, All-School, and Honors Recitals. Collaborative pianist services may be available on a first-come-first-served basis for studio recitals and studio classes. Requests for collaborative pianist services should be made at the time of your room reservation. Any additional requests for these services should be directed to hcdevents@hartford.edu. Collaborative pianists for outside events that promote our school may be covered by the Community Division. Requests for collaborative pianists for outside events and studio recitals will be reviewed on an individual basis. Please contact hcdevents@hartford.edu for more information.

In general, collaborative pianists are provided for a period of 2 rehearsal hours (may vary depending on number of recital participants) and actual performance time up to a 2-hour maximum. It is important to treat all Community Division collaborative pianists as music professionals. Whenever possible, please provide the assigned pianist copies of scores, markings, any directives or important information at least two weeks in advance of the first rehearsal.

The Community Division maintains a roster of diverse collaborative pianists who are regularly available for most recital opportunities. A Community Division staff member will assist faculty with recruiting a collaborative pianist from the HCD roster. Faculty is responsible for communicating with the pianist after they are assigned by HCD staff; examples of details to communicate include updates to rehearsal schedules, literature or other details that may affect the collaborative pianist.

Health and Injury Prevention Recommendations

The Hartt Community Division promotes health and injury prevention education with our faculty members and students. Faculty members are strongly encouraged to discuss and educate students on injury prevention techniques as well as the promotion of healthy habits in the studio. For more information and recommendations on health and injury prevention education specific to each department please refer to APPENDIX 4.

Information for Dance Faculty

Dance Faculty Office Space

Work space is limited in the Handel Center. The photocopier in the Community Division Office is not for personal use.

If you need to conference with a parent and/or student in Hartford, please see the office coordinator to arrange to schedule an appointment.

Faculty Absence and Substitutes

It is expected that Faculty may need to miss a lesson or class. Notification of faculty absence must be made to the Administrative Director as far in advance as possible, no later than 2 weeks advance notice.

Faculty are expected to find their own substitutes when absences are planned in advance. Substitutes must be drawn from current faculty or the approved list of substitute teachers (the current list of faculty for 2019-2020 will be emailed to faculty in September).

In instances of illness or other emergency, every attempt will be made by HCD staff to secure a substitute. In the event a substitute cannot be found and the class is cancelled, it must be rescheduled and made-up at a later time. NOTE: Faculty are not paid when absent.

Faculty are expected to limit requests for substitutes to emergencies only.

Student Absence, Attendance Tracking, Roll Sheets, and Make-up Policy

Student Absences

Students and/or parents are expected to call the office when a child is going to be absent. Student absences can be viewed at the reception desk and in the class binder. NOTE: Student withdrawal must be made to the Dance Administrator or Registrar, in writing.

Attendance and Absence Tracking

Faculty are required to take attendance and track student absences, regardless of the class type or program (Exception: receptionists will maintain roll sheets for the Adult Program). If a student misses two classes in a row, faculty must inform the office coordinator who will then contact the parent.

Missed Class Policy

The goal is to have a policy that encourages students to attend the classes in which they are enrolled, but which also provides an element of flexibility and fairness in responding to unexpected circumstances. Additionally, it is important that students and faculty be aware of—and prepared for—student absences and substitutions to facilitate the best possible outcome for all involved.

It is expected that students attend all classes in which they are enrolled. Our program of study is designed to provide students with as much consistency and cohesiveness as possible, so that steady progress is made by the class as a whole. It is not possible to truly “make-up” for practice that is missed. In other words, doing something different on a different day in a different class does not substitute for the work of the lesson that was missed.

On the other hand, there are some situations that arise which result in a student missing a class. This may be a family emergency or a scheduled academic school event that cannot be avoided. We will always be willing to consider extenuating circumstances on an individual basis. For example, we encourage students to stay home if they are suffering from a contagious illness. On the other hand, we encourage students to observe their own class if they do not feel “up to” taking the class fully for some reason. Your instructor will give guidance concerning these situations. Most importantly, we want to make sure that the integrity of the daily training programs is supported by attendance policies.

Policy:

1. Students are expected to attend all classes in which they are enrolled.
2. Parents are expected to inform the Dancedesk of an absence from class prior to that absence, so the instructor may be notified in a timely manner.

6/24/19 1:32 PM Missed Class Policy The goal is to have a policy that encourages students to attend the classes in which they are enrolled, but which also provides an element of flexibility and fairness in responding to unexpected circumstances. Additionally, it is important that students and faculty be aware of—and prepared for—student absences and substitutions to facilitate the best possible outcome for all involved. It is expected that students attend all classes in which they are enrolled. Our program of study is designed to provide students with as much consistency and cohesiveness as possible, so that steady progress is made by the class as a whole. It is not possible to truly “make-up” for practice that is missed. In other words, doing something different on a different day in a different class does not substitute for the work of the lesson that was missed. On the other hand, there are some situations that arise which result in a student missing a class. This may be a family emergency or a scheduled academic school event that cannot be avoided. We will always be willing to consider extenuating circumstances on an individual basis. For example, we encourage students to stay home if they are suffering from a contagious illness. On the other hand, we encourage students to observe their own class if they do not feel “up to” taking the class fully for some reason. Your instructor will give guidance concerning these situations. Most importantly, we want to make sure that the integrity of the daily training programs is supported by attendance policies. Policy: 1. Students are expected to attend all classes in which they are enrolled. 2. Parents are expected to inform the Dancedesk of an absence from class prior to that absence, so the instructor may be notified in a timely manner. 3. Should the student wish to “make up” this class, or substitute another class for the missed class, the following procedure should be followed: a) the substituted class must be at the same level or a level lower than the class which was missed (instructors have the option of recommending alternative classes); b) the instructor of the substituted class must be contacted through the Dancedesk, given notification of the student’s request, and have the opportunity to give permission for said substitution; c) the substituted class must be taken no later than two weeks following the missed class, or will be forfeited. 4. Make up or substituted classes may not be taken prior to an absence. 5. Substitution of another class for a missed class does not “erase” the initial absence in the class in which the student was enrolled. 6. Students are encouraged to observe and take notes in classes if they are feeling unwell or if they are tardy and/or have been asked to observe for some other reason. These observed classes are not considered absences (the student is marked

“present” on the roster). 3. Should the student wish to “make up” this class, or substitute another class for the missed class, the following procedure should be followed:

- a) the substituted class must be at the same level or a level lower than the class which was missed (instructors have the option of recommending alternative classes);
 - b) the instructor of the substituted class must be contacted through the Dancedesk, given notification of the student’s request, and have the opportunity to give permission for said substitution;
 - c) the substituted class must be taken no later than two weeks following the missed class, or will be forfeited.
4. Make up or substituted classes may not be taken prior to an absence.
5. Substitution of another class for a missed class does not “erase” the initial absence in the class in which the student was enrolled.
6. Students are encouraged to observe and take notes in classes if they are feeling unwell or if they are tardy and/or have been asked to observe for some other reason. These observed classes are not considered absences (the student is marked “present” on the roster).

Roll Sheets and Level Placement

All students should be listed on the class roll sheet. In the event that a student does not appear on the roll sheet, they may be taking a sample class for level placement. These students will present the instructor with a placement form which will require a suggested level from the faculty member (please submit to the receptionist).

If a student does not appear on the roll sheet and are not attending for level placement, they should be directed to the receptionist for registration.

Class Transfers (student)

Faculty are expected to inform the office (in writing) of student class transfers.

NOTE: It is critical that faculty keep accurate attendance records (exception for adult classes).

Student Evaluations

Tracking student progress is a vital part of the education process. Dance Department students receive one written evaluation per year. All students in the classical ballet program receive an end of year evaluation.

If you have a student who you believe would benefit from being moved to another class, at any point in the year, please contact the Director of the Dance Department to discuss the student and their activity.

School Closures, Cancellations, and Compensation

Community Division dance faculty will be compensated for *regularly scheduled classes* that are cancelled as a result of weather-related closings and non-anticipated cancellations. Accompanists are not compensated for classes that are canceled.

Documentation Procedures

In the event of a closing, faculty should take attendance for all group classes via the ASAP Connected (online registration) system as though they had taught their *regularly scheduled classes*. Faculty must indicate "Snow Day" in the notes as well.

Faculty Meetings

The Director of the Dance Department will hold regular faculty meetings. Faculty are expected to attend in order to keep abreast of department activities and participate in program planning.

Rules of Conduct

All faculty are expected to enforce the Rules of Conduct as stated in the Dance Student Handbook. Copies are available at the Dance office and noted above.

Student Disciplinary Issues (see policy in General Information for All Faculty pages 36-37)

Studio Assignments

Please adhere to the studio grid for your scheduled classes in all locations. Requests to change studios and/or times should be made through the Dance Administration.

Outside of normal class time, studio space may be reserved by a faculty member. You must obtain permission and schedule usage with the Dance Administrator. During open facility hours, the college dance and theatre departments have first priority for open studio use, followed by the Community Division, followed by any companies in residence.

Recitals/Performance Activities – Visit Virtual Dance Bag for updated deadlines, schedules, and calendars

Below is a list of regularly scheduled recitals and performance activities:

- Nutcracker performances – December 14-16
- HarttWorks performances – March 23-24
- Spring Festival – 3 Weeks, May 20 – June 8

Faculty must notify Dance Department administration when special studio events or other activities are being planned. Please make notifications as far in advance as possible.

Faculty Tickets to Dance Department Performances

Whenever possible, faculty members may be granted one complimentary ticket to Dance Department productions. Faculty member's names will be placed on a list supplied to the Box office. As our performances frequently sell out, it is highly recommended that faculty contact the box office as soon as they receive the complimentary ticket message from the Office Coordinator.

Student Injury and Emergency Procedures – HCD Dance Department (ONLY)

EMERGENCY NUMBER – 860-768-7777 (x7777 from any on-campus phone)

Accidents or Illness – Public Safety

Public Safety will evaluate any emergency medical condition and treat, refer or advise as necessary. Serious, life-threatening medical emergencies should be treated in the hospital, with ambulance transport, as appropriate.

Student Injury

In the event of student injury, faculty/staff must contact Public Safety immediately. Injuries at the Performing Arts Center may be reported to the Public Safety official on-duty in the lobby. If an officer is unavailable, please call **x7777** on-campus or **860-768-7777**.

Parent Notification and Consent to Transport via Ambulance (students under age 18)

In the event a student sustains a non-life threatening injury, HCD staff should contact the parent/guardian immediately. In most situations, injuries do not require ambulance transport.

If a parent is not able to be reached, Public Safety will determine the need for ambulance transport to the closest Emergency Department.

Accident Reporting - Non-serious (no hospital visit)

The immediate reporting of any accident and/or injury involving a student participating in any University activity is required. The supervising faculty member of the injured student is accountable for reporting the circumstances surrounding the injury immediately to the following individuals:

- Administrative Director of Dance, Jillian Cote; jicote@hartford.edu
- Director, Noah Blocker-Glynn; glynn@hartford.edu

This report can be a brief narrative, submitted via email or email with attached document.

NOTE: The responding Public Safety Official may also require information from the reporting faculty member.

Examples of Non-Serious injuries/illness requiring documentation:*

- *sprains and strains (non-weight bearing, significant pain, or lack of mobility)*
- *head injuries (without loss of consciousness)*
- *cuts requiring bandaging (more than a Band-Aid)*
- *psychological emergencies*

*If you are unsure, document.

Accident Reporting - Serious (hospital visit required)

The immediate reporting of any accident and/or injury involving a student participating in any University activity is required. The supervising faculty member of the injured student is accountable for reporting a serious injury immediately, via phone to:

- Division Director, Noah Blocker-Glynn; (603) 348-7143, cell phone
Division Director will notify the Director of Dance, as appropriate.

A follow-up narrative, as outlined in “Accident Reporting – Non-Serious” will also be required.

NOTE: The responding Public Safety Official may also require information from the reporting faculty member.

Examples of Serious injuries/illness requiring documentation:*

- *fractures (possible broken bone)*
- *back injuries with significant pain and/or immobility (non-weight bearing)*
- *head injuries (with loss of consciousness, disorientation, nausea/vomiting, or vision impairment)*
- *significant bleeding*
- *unconsciousness*
- *death*

*If you are unsure, call.

Fire and Emergency Evacuation Procedures

In case of fire or any time when evacuation is indicated, all students, faculty/staff are required to leave the building immediately via the exit nearest their work area.

- a. Prominently posted evacuation instructions, as well as primary and secondary exits, are located in all buildings. These postings are maintained by the University's Safety Manager in conjunction with the affected department.
- b. Fire drills are required by law and will take place periodically. Everyone in the building is required to follow evacuation procedures.

Follow Up

HCD Director collects and prints staff/faculty reports as well as public safety reports.

- a. A scan of all pertinent information is saved on the Director's secure file.
- b. A printed copy of the report is placed in the student file (digital or hardcopy as applicable).

Information for Music and Dance Skills Specialists

Introduction

Music/Dance Skills Specialists positions are the full-time teaching staff with letters of agreement. Although they are teachers employed by the University of Hartford, they are not classified as faculty since they are not subject to the tenure, service, or promotion rules of the university.

Music/Dance Skills Specialists have a variety of duties and responsibilities. Each year, the Director of the Community Division and each specialist negotiate the letter of agreement based upon estimated teaching hours. Compensation is adjusted throughout the year based on actual teaching and completion of other program responsibilities.

Areas of Responsibility for Music/Dance Skills Specialist positions

Music Skills Specialists teach and administer a variety of the programs. Each specific letter of agreement is based upon the estimated hours of instruction and other duties over the course of a fiscal year (July 1 – June 30). These areas of responsibility may include private lesson instruction, class instruction, chamber music instruction, master class instruction, accompanying, administration, ensemble conducting, summer program administration or teaching, and other duties as agreed upon. **It is required that Music/Dance Skills Specialist maintain accurate attendance records in the online registration system, ASAP.**

Process of Development of Duties and Responsibilities

In spring of each year, the Director (or designate) meets with each Music/Dance Skills Specialist to negotiate and estimate duties and responsibilities for the next fiscal year (July 1 – June 30). The two individuals determine the estimated teaching load for the academic year (estimated), any administrative responsibilities, and any responsibilities outside of the academic year (i.e. July-August or late June). After this discussion, the Director issues a letter of agreement that outlines the responsibilities and the salary based on those responsibilities. Each year may have a very different list of responsibilities and salary, depending on the volume of work for the individual.

Adjustment of Salaries

Each letter of agreement between the University of Hartford and the Music/Dance Skills Specialist is subject to adjustment based on the actual number of hours of activity. This is confirmed at the census dates for the Community Division: September 2019 (includes summer adjustments), and December 2019 for the fall Semester; March 2020, May 2020, and June 2020 for the spring Semester. After these dates, compensation will be adjusted up or down depending upon enrollment and actual instructional time and will be prorated for the remainder of the year based on the census date enrollment. If a Music/Dance Skills Specialist goes below the minimum of equivalent to 21 hours for 34 weeks (714 hours), the full-time position may be eliminated in the next fiscal year unless assurance of appropriate enrollment levels is confirmed.

Pay Schedule

Music/Dance Skills Specialists are paid semi-monthly 24 pays per year. Please refer to the payroll calendar in APPENDIX 3.

Benefits

Benefits as described in the University Staff Handbook apply to Music/Dance Skills Specialists with the exception of “Vacations,” “Comprehensive Paid Leave,” and “Attendance Award Days.” All Music/Dance Skills Specialists should obtain a University of Hartford staff ID card. These cards entitle Music/Dance Skills Specialists to use the library and to receive a discount at the University of Hartford bookstore and Sports Center.

The University of Hartford has a tuition remission program for University employees. Full-time staff and recognized dependents are eligible to take individual classes or pursue a course of study. The terms of this arrangement should be discussed with Human Resources as there are limitations to the number of classes that can be pursued each semester. The minimum number of classes per semester is two (8 credits total). The University personnel manual and the University Human Resource Development website have additional information regarding this benefit. Tuition abatement forms can be picked up in the Main Office or printed from the University website.

Reporting Lines: Department Heads

The Community Division is organized into a series of departments, each with a corresponding department head. The departments are: winds, brass, & percussion; creative studies; dance; piano; strings; and voice. The department heads are responsible (in consultation with the Director) for program development, faculty hiring, student placement systems, and overall leadership. Music/Dance Skills Specialists report to the department head in their areas of expertise for program development and evaluation, and the Director

for official personnel responsibilities of the University of Hartford. If the Music/Dance Skills Specialist is a Department Head, that individual reports solely to the Director. The department heads meet monthly with the Director to develop and implement the policies and programs of the Division.

APPENDIXES

APPENDIX 1 - E-Mail Directions

APPENDIX 2 – Community Division Calendars

APPENDIX 3 – University of Hartford Payroll Calendar

APPENDIX 4 –Health and Injury Prevention Recommendations

APPENDIX 5 – The Integral Role of Hartt Community Division Faculty

APPENDIX 6 – Recital Music Submission Form

APPENDIX 7 - Accessing Pay Information/Direct Deposit Statements

APPENDIX 8 – Studio Class Payment Form

APPENDIX 1 – E-Mail Directions

All Hartt Community Division faculty will be required to maintain a hartford.edu address. This will insure consistency and clarity in our communication and customer service systems. Following are directions on how to forward that address to your personal one.

- Email accounts are ready 24hrs after creation. ITS can help you set up a real email program at work to read your email on a university issued computer, and/or can provide you information to configure this at home on a personally owned computer. To set up Outlook, Windows Live, MAC Mail, or other “real” email program, use incoming server hawkmail.hartford.edu, outgoing server smtp.hartford.edu. Or quick online email access is available here: <http://hawkmail.hartford.edu>

NOTE: Username is the portion of your email address before the @hartford.edu.

- **Forwarding:** can be done via Email program using rules. Read online using links for instructions below.
- **SPAM** account – full email address – <http://barracuda.hartford.edu:8000> click create new password – password will be emailed to you. Can be changed in Preferences tab once accessing the account.
- **QUOTA** – HawkMail is a tiered quota system, read online about the tiers using links for instructions.

APPENDIX 2 – Community Division Calendars

Calendars are also available on the website at www.hartford.edu/hcd

Main Campus and Simsbury Satellite (Music only)

2019-2020 Private Lesson Academic Year Calendar

Academic year starts 9.3.19 and ends 6.30.20

September 2019							October 2019							November 2019							December 2019							January 2020						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
14	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

February 2020							March 2020							April 2020							May 2020							June 2020						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1	1	2	3	4	5	6	7				1	2	3	4						1	2				1	2	3	4
2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
23	24	25	26	27	28	29	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
																					31													

Number of lesson days available in calendar:

Su	M	Tu	W	Th	F	S
38	40	42	41	41	40	39

Key

-  Closed
-  Break: private lessons given at teacher discretion
-  Special schedule: Fuller building closed (12.7.19)

Dance Calendar

2019-2020 Dance Department Academic Year Calendar

Classical Ballet Program			
Division I			
Level A	Thursday	4:30-5:30pm	Cameron Whitney
	Saturday	9:45-10:45am	René Olivier
Level B			
Level B	Thursday	5:30-6:30pm	Cameron Whitney
	Saturday	10:45-11:45am	René Olivier
Level C			
Green	Wednesday Friday	4:30-5:45pm	Cameron Whitney
Orange	Tuesday Thursday	4:30-5:45pm	Daniella Parisot
Division II			
Level 1 Yellow	Tuesday	6:00-7:30pm	Daniella Parisot
	Thursday	6:00-7:30pm	Daniella Parisot
Level 1 Red			
Level 1 Red	Monday	4:30-6:00pm	René Olivier
	Wednesday	4:30-6:00pm	René Olivier
Level 2			
Level 2	Monday	6:00-7:45pm	René Olivier
	Wednesday	6:00-7:45pm	René Olivier
Level 3			
Level 3	Monday	4:30-6:30pm	Mary Ann Mayer
	Wednesday	4:30-6:00pm	Mary Ann Mayer
	Wednesday	6:15-7:15pm (Historic Dance)	Mary Ann Mayer
	Friday	4:30-6:30pm	Mary Ann Mayer
Conditioning Division II			
Conditioning Division II	Saturday	11:00am-12:00pm	Deborah Rosner
Division III			
Level 4	Monday	4:30-7:00pm	Deborah Rosner
	Wednesday	4:30-6:30pm	Sarkis Kaltakhtchian
	Wednesday	6:45-7:45pm (Character)	Sarkis Kaltakhtchian
	Friday	4:30-7:00pm	Sarkis Kaltakhtchian
Level 5			
Level 5	Monday	4:30-6:00pm (Modern)	Libby Nye
	Monday	6:15-8:15pm	Sarkis Kaltakhtchian
	Tuesday	4:30-7:00pm	René Olivier
	Thursday	4:30-6:30pm	Sarkis Kaltakhtchian
	Friday	4:30-7:00pm	René Olivier

Division III Continued			
Level 6	Monday	4:00-6:00pm	Sarkis Kaltakhtchian
	Monday	6:15-7:30pm (Modern)	Libby Nye
	Tuesday	4:30-6:30pm	Sarkis Kaltakhtchian
	Wednesday	4:30-7:00pm	Robyne Watkin
	Thursday	4:30-6:30pm	Deborah Rosner
	Friday	4:30-7:00pm	Deborah Rosner
Conditioning Division III	Saturday	10:00-11:00am	Deborah Rosner

Youth Program			
Beginner Jazz Tap Combo	Saturday	9:00-10:00	Chelsea Massey
Tap I	Thursday	5:00-6:00pm	Chelsea Massey
Tap II	Tuesday	6:30-7:30pm	Chelsea Massey
Jazz I	Saturday	10:00-11:00am	Chelsea Massey
Jazz II	Saturday	11:00am-12:00pm	Chelsea Massey

Adult Program			
Adult Ballet	Tuesday	6:00-7:30pm	Deborah Rosner
	Thursday	6:00-7:30pm	René Olivier
Adult Repertoire	Thursday	7:30-8:30pm	René Olivier

Pre-K Program			
Pre-K	Thursday	3:45-4:30pm	Cameron Whitney
	Saturday	9:00-9:45am	Cameron Whitney

Pre-K Session Dates

Thursday:	Fall Session:	9/26/19-11/21/19
	Winter Session:	1/9/20-2/27/19
	Spring Session:	3/26/20-5/21/20
Saturday:	Fall Session:	9/28/19-11/16/19
	Winter Session:	1/11/20-3/14/20
	Spring Session:	3/28/19-5/23/20

APPENDIX 3 – University of Hartford Fiscal 2020 Bi-Weekly Payroll Calendar

Fiscal Year 2020 Bi-Weekly Payroll Calendar			
Pay #	Start Date	End Date	Check Date
14	6/24/2019	7/7/2019	7/12/2019
15	7/8/2019	7/21/2019	7/26/2019
16	7/22/2019	8/4/2019	8/9/2019
17	8/5/2019	8/18/2019	8/23/2019
18	8/19/2019	9/1/2019	9/6/2019
19	9/2/2019	9/15/2019	9/20/2019
20	9/16/2019	9/29/2019	10/4/2019
21	9/30/2019	10/13/2019	10/18/2019
22	10/14/2019	10/27/2019	11/1/2019
23	10/28/2019	11/10/2019	11/15/2019
24	11/11/2019	11/24/2019	11/27/2019
25	11/25/2019	12/8/2019	12/13/2019
26	12/9/2019	12/22/2019	12/27/2019
1	12/23/2019	1/5/2020	1/10/2020
2	1/6/2020	1/19/2020	1/24/2020
3	1/20/2020	2/2/2020	2/7/2020
4	2/3/2020	2/16/2020	2/21/2020
5	2/17/2020	3/1/2020	3/6/2020
6	3/2/2020	3/15/2020	3/20/2020
7	3/16/2020	3/29/2020	4/3/2020
8	3/30/2020	4/12/2020	4/17/2020
9	4/13/2020	4/26/2020	5/1/2020
10	4/27/2020	5/10/2020	5/15/2020
11	5/11/2020	5/24/2020	5/29/2020
12	5/25/2020	6/7/2020	6/12/2020
13	6/8/2020	6/21/2020	6/26/2020
14	6/22/2020	7/5/2020	7/10/2020

**Reminder, All changes should be processed three weeks in advance of pay day.

University of Hartford Fiscal 20 Semi-Monthly payroll Calendar

Fiscal Year 2020 Semi-Monthly Payroll Calendar					
Pay #	Faculty 20 Pay	Adjunct	Start Date	End Date	Check Date
13		SU	7/1/2019	7/15/2019	7/15/2019
14		SU	7/16/2019	7/31/2019	7/31/2019
15		SU	8/1/2019	8/15/2019	8/15/2019
16	*	SU	8/16/2019	8/31/2019	8/30/2019
17	*	F	9/1/2019	9/15/2019	9/13/2019
18	*	F	9/16/2019	9/30/2019	9/30/2019
19	*	F	10/1/2019	10/15/2019	10/15/2019
20	*	F	10/16/2019	10/31/2019	10/31/2019
21	*	F	11/1/2019	11/15/2019	11/15/2019
22	*	F	11/16/2019	11/30/2019	11/27/2019
23	*	F	12/1/2019	12/15/2019	12/13/2019
24	*		12/16/2019	12/31/2019	12/31/2019
1	*	W	1/1/2020	1/15/2020	1/15/2020
2	*		1/16/2020	1/31/2020	1/31/2020
3	*	S	2/1/2020	2/15/2020	2/14/2020
4	*	S	2/16/2020	2/29/2020	2/28/2020
5	*	S	3/1/2020	3/15/2020	3/13/2020
6	*	S	3/16/2020	3/31/2020	3/31/2020
7	*	S	4/1/2020	4/15/2020	4/15/2020
8	*	S	4/16/2020	4/30/2020	4/30/2020
9	*	S	5/1/2020	5/15/2020	5/15/2020
10	*		5/16/2020	5/31/2020	5/29/2020
11	*	SU	6/1/2020	6/15/2020	6/14/2020
12		SU	6/16/2020	6/30/2020	6/28/2020
13		SU	7/1/2020	7/15/2020	7/15/2020

Adjunct Pay: F = Fall Term, W = Winter Term, S = Spring Term, M = May Term
 SU = Summer Term - Must see your contract for pay schedule.

**Reminder, All changes should be processed three weeks in advance of pay day.

APPENDIX 4 – Health and Injury Prevention Recommendations

Playing an instrument involves both big and small movements of the musculoskeletal system, both inside and outside of the body. At times, the conscious positioning of the body into specific playing postures may seem unnatural and, if not properly executed, can induce injury over time.

Injuries and disorders to the muscular and neuromusculoskeletal system can vary, but generally fall into the following categories:

1. Genetic or related to a pre-existing medical conditions
2. Trauma or injury-related conditions
3. Behavior-related conditions

Possible Injuries

Guitar and Harp

Inflammation of cartilage or tendons in hands or wrist (Tendonitis)

Swelling, pain, or discomfort in neck, shoulders, arms, or wrist (Overuse Syndrome)

Numbness and tingling in hand or arm caused by a pinched nerve in the wrist (Carpal tunnel syndrome)

Involuntary, prolonged muscle contractions (Dystonia)

Skin irritations such as erythema, scaling, cyst formation, scarring, or inflammatory papules where skin makes contact with instrument while playing (“Fiddlers Neck”)

Piano, Organ, and Harpsichord

Inflammation of cartilage or tendons in hands and wrist (Tendonitis)

Numbness and tingling in hand or arm caused by a pinched nerve in the wrist (Carpal tunnel syndrome)

Involuntary, prolonged muscle contractions (Dystonia)

Percussion

Inflammation of cartilage or tendons in hands and wrist (Tendonitis)

Numbness and tingling in hand or arm caused by a pinched nerve in the wrist (Carpal tunnel syndrome)

Involuntary, prolonged muscle contractions (Dystonia)

Strings

Inflammation of cartilage or tendons in hands or wrist (Tendonitis)

Swelling, pain, or discomfort in neck, shoulders, arms, or wrist (Overuse Syndrome)

Numbness and tingling in hand or arm caused by a pinched nerve in the wrist (Carpal tunnel syndrome)

Involuntary, prolonged muscle contractions (Dystonia)

Skin irritations such as erythema, scaling, cyst formation, scarring, or inflammatory papules where skin makes contact with instrument while playing (“Fiddlers Neck”)

Winds and Brass

Inflammation of cartilage or tendons in hands or wrist (Tendonitis)

Swelling, pain, or discomfort in neck, shoulders, arms, or wrist (Overuse Syndrome)

Numbness and tingling in hand or arm caused by a pinched nerve in the wrist (Carpal tunnel syndrome)

Involuntary, prolonged muscle contractions (Dystonia)

Sensitivity, chapping, and cracking of lips (Cheilitis)

Lip and face muscular injury due to prolonged, high stress playing—mostly only reported in French horn and trumpet players—otherwise known as “Satchmo’s Syndrome” (Orbicularis Oris Rupture)

Common Methods of Prevention

The first and most proactive measure is prevention

- Avoiding overuse or misuse for extended periods of time, including excessive practicing
- Always warm-up properly before extended periods of activity and perform any stretches as prescribed by private instructor if necessary

Practicing and employing proper postural alignment

- Spinal positioning
- Weight distribution
- Adequate muscular support
- Proper balance

Rest if feeling fatigued or injured

- “No pain, no gain” is not applicable to playing your instrument. If you are feeling pain associated with playing your instrument either directly or from a secondary injury, you need to rest. You should consult your private instructor and, if deemed necessary, a medical professional.

Maintain healthy nutrition, hydration and sleeping habits

- Students should aim for 8 glasses of water each day, eat healthy and well-balanced meals to stay energized and focused, and maintain a sleep regimen of 8 hours each night.

Rehabilitation

In cases where prevention has either been lacking or found inadequate, injury may occur. In these instances, focus shifts from prevention of injury to rehabilitation.

If any pain or lasting discomfort arises from your singing, please raise concern with your private instructor and consider seeking guidance from a medical professional.

Hearing Loss

In addition to the above injuries, special care must be observed by instrumentalists playing in orchestras, wind ensembles, marching bands, and contemporary rock, pop, or jazz bands to avoid hearing loss from excessive exposure to loud noises.

While all musicians are vulnerable to Noise-Induced Hearing Loss, percussionists, winds, and brass players are particularly susceptible to damaged hearing from over exposure.

- Plan ahead and be aware of any situation where you may be exposed to loud sounds of any kind
- Excessive exposure to sounds of 85 decibels or more will cause temporary or permanent hearing loss.

For reference, below is a chart of average noises and their decibel levels*:

(Figure 1)

30 dB – A Whisper
 50 dB – Moderate Rain
 60 dB – The Average Conversation
 70 dB – Passing Freeway Traffic
 80 dB – Alarm Clock
 90 dB – Blender, Food Processor, Blow-Dryer, the Subway
 100 dB – Mp3 Player at Full Volume; Lawnmower, Snowblower
 110 dB – Rock Concerts and Sporting Events; Power Tools
 120 dB – Jet Planes at takeoff
 130 dB – Sirens, Race cars; Jackhammers
 140 dB – Gun Shots; Fireworks

*As a general rule, for every 3 dB above the 85 dB threshold, the intensity of a noise rises exponentially. For Example, a 100 dB noise or sound has **32 times** the destructive power of an 85 dB sound or noise, even though it is less than **2 times** as loud on a decibel scale.

(Figure 2)

The Occupational Safety and Health Administration’s (OSHA)

Maximum Daily Exposure Times to Continuous Instances of Noise without Protection:

Decibel Level	OSHA
85 dB	16 hours
88 dB	10.6 hours
91 dB	7 hours
94 dB	4.6 hours
97 dB	3 hours
100 dB	2 hours
110 dB	30 minutes
120 dB	Almost immediate

Notice in Figure 2 above that as the decibel level increases by only a few integers, the time it would take for daily exposure without protection to cause damage decreases significantly. An average instrumental ensemble in comfortable sized room (that is to say, not a concert hall or a room that is too small) can easily exceed the 85 dB threshold at numerous points throughout a given rehearsal.

The most important aspect of Noise-Induced Hearing Loss, or NIHL, is that it is preventable. If you, your student, or your child will be in a situation of any kind where noise levels will exceed 85 dB for an extended period of time, please consider using protection such as noise-cancelling earplugs. As hearing is vital to becoming accomplished performers and educators, we have an obligation to protect the hearing ability of not only ourselves but also those with whom we collaborate.

Voice

Playing an instrument or singing involves both big and small movements of the musculoskeletal system, both inside and outside of the body. At times, the conscious positioning of the body into specific playing or singing postures may seem unnatural and, if not properly executed, can induce injury over time.

It is important for all musicians—even instrumentalists—to take care of their voice, as they are often called upon to use their voices and sing when in lessons, coachings, conducting, teaching, and performing.

Injuries and disorders to the muscular and neuromusculoskeletal system can vary, but generally fall into the following categories:

1. Genetic or related to a pre-existing medical conditions
2. Trauma or injury-related conditions
3. Behavior-related conditions

Possible Injuries

- Inflammation of vocal folds and/or loss of voice from fatigue
- Calluses on the vocal fold (vocal cord nodules)
- Abnormal tissue growth on mucosal membrane (vocal cord polyp)
- Ruptured blood vessel in vocal folds (vocal cord hemorrhage)
- Formation of firm mass under the surface of the vocal fold (vocal cord cyst)

Common Methods of Prevention

The first and most proactive measure is injury prevention

- Avoiding overuse/misuse
- Avoid shouting or speaking over loud noises
- Avoid using voice for extended periods of time
- Includes excessive practicing/performing

Practicing and employing proper postural alignment

- Spinal positioning
- Weight distribution
- Muscular support
- Balance

Rest voice if feeling ill, pain, or fatigued

- Singing when tired or ill can exacerbate an underlying and sometimes unrelated condition.
- Singing when ill with a flu or cold can lead to laryngitis.
- “No pain, no gain” is not applicable to using your voice. If you are feeling pain associated with speaking or singing either directly or from a secondary injury, you need to rest. You should consult your private instructor and, if deemed necessary, a medical professional.

Maintain healthy nutrition, hydration and sleeping habits

- Limit or avoid entirely the consumption of caffeine, alcohol, and smoking, which dehydrate the vocal tract.
- Be mindful of singing while on medications that induce dryness or may induce vocal damage such as antihistamines and analgesics. When in doubt, consult a physician.
- Students should aim for 8 glasses of water each day, eat healthy and well-balanced meals to stay energized and focused, and maintain a sleep regimen of 8 hours each night.

Rehabilitation

In cases where prevention has either been lacking or found inadequate, injury may occur. In these instances, focus shifts from prevention of injury to rehabilitation. If any pain or lasting discomfort arises from your singing, please raise concern with your private instructor and consider seeking guidance from a medical professional.

Protecting Your Vocal Health An NASM-PAMA Student Information Sheet

- Vocal health is important for all musicians and essential to lifelong success for singers.
- Understanding basic care of the voice is essential for musicians who speak, sing, and rehearse or teach others.
- Practicing, rehearsing, and performing music is physically demanding.
- Musicians are susceptible to numerous vocal disorders.
- Many vocal disorders and conditions are preventable and/or treatable.
- Sufficient warm-up time is important.
- Begin warming up mid-range, and then slowly work outward to vocal pitch extremes.
- Proper alignment, adequate breath support, and correct physical technique are essential.
- Regular breaks during practice and rehearsal are vital in order to prevent undue physical or vocal stress and strain.
- It is important to set a reasonable limit on the amount of time that you will practice in a day.
- Avoid sudden increases in practice times.
- Know your voice and its limits, and avoid overdoing it or misusing it.
- Maintain healthy habits. Safeguard your physical and mental health.
- Drink plenty of water in order to keep your vocal folds adequately lubricated. Limit your use of alcohol, and avoid smoking.

- Day-to-day decisions can impact your vocal health, both now and in the future. Since vocal strain and a myriad of other injuries can occur in and out of school, you also need to learn more and take care of your own vocal health on a daily basis. Avoid shouting, screaming, or other strenuous vocal use.
- If you are concerned about your personal vocal health, talk with a medical professional.
- If you are concerned about your vocal health in relationship to your program of study, consult the appropriate contact person at your institution.
- This information is provided by the National Association of Schools of Music (NASM) and the performing Arts Medicine Association (PAMA). For more information, check out the other NASM-PAMA neuromusculoskeletal health documents, located on the NASM website at <http://nasm.arts-accredit.org/index.jsp?page=NASM-PAMA:%20Neuromusculoskeletal%20and%20Vocal%20Health>
- See also the NASM/PAMA Student Information Sheet on "Protecting Your Neuromusculoskeletal Health." Vocal health is an aspect of neuromusculoskeletal health.

The Integral Role of Hartt Community Division Faculty

(Roles, Responsibilities and Expectations for Job Performance)

The faculty of the Hartt Community Division (HCD) are the key assets of the school. Without them, we cannot fulfill our mission to ***enrich lives through innovative and unparalleled performing arts education***. With this mission at the heart of their work, Community Division faculty are asked to deliver instruction in a way that is true to the school's values of quality and access.

HCD faculty are part of a team dedicated to providing high quality instruction and performing arts experiences that will allow students to reach their highest potential, both individually and collectively.

As part of this team, in addition to their specific teaching assignments, HCD faculty are asked to

- Recruit students to HCD and advocate Hartt and the University to prospective students.
- Actively engage with colleagues and regularly participate in departmental and all-school meetings, discussions, professional development workshops, initiatives, and projects related to pedagogical standards and the positive development and growth of the school.
- Maintain open and frequent communication with parents and students, as well as faculty and staff as needed to ensure each student has an exceptional educational experience.
- Help parents understand their role in a child's performing arts education.
- Be consistently present when school is in session; arrange in advance for planned absences effectively; and communicate unplanned absences appropriately to students, parents, and the administration.
- Stay current about HCD program offerings and recommend opportunities that will expand their students' artistic growth and development.
- Stay current with news and information regarding the performing arts education field. It is also highly recommended that all Community Division faculty members partake in professional development at least once every two (2) years for the purposes of revitalizing teaching, learning about new innovations, and broadening connections with colleagues on a regional/national basis. The Community Division has an annual Professional Development Grant Program to support faculty in these efforts. *NOTE: Suzuki faculty members are required to have current SAA membership.*
- Proudly include their Community Division teaching role in bio, web site, and other instances that promote them as a teacher and artist.
- Embrace and participate in HCD's faculty and student assessment philosophies and practices.

Above all, Community Division faculty are asked to be committed to the individual growth and development of their students. We seek individuals who see teaching as a career focus; who are able to keep our mission at the heart of their work; and who view Hartt Community Division as a place to grow over the long term.

Additional information for HCD Private Instruction Faculty

The Hartt Community Division private music instruction program represents a large and critical part of the school. Hartt relies on its private instruction faculty for their commitment, ingenuity, and innovation in building and maintaining their private studios, both in terms of quality and numbers. The ones who are most successful and represent the models of best practices are those who

- Ensure that their students have access to performance opportunities should they desire to participate and be ready for them. Ideally, students should be encouraged to perform at least once per year in departmental or school-wide recitals. NOTE: Percussion faculty should consult with their department head for performance options for their students.
- Encourage students to participate in performance recitals, master classes, studio classes, ensembles, and other ongoing program opportunities.
- Attend students' performances to the greatest extent possible to provide encouragement, support, and assessment with regards to this aspect of their education.
- Regularly and actively participate in departmental and school-wide events such as "Achievement Days," recitals, master classes, and community outreach and recruiting events.
- Teach a minimum of 32 lessons, but may teach 33 or 34 lessons. Exceptions to this policy can be approved by the Director. Students will register for 32-34 lessons, or other pending Director approval, and may choose to add more if they finish lessons before the end of the year (at the discretion of the faculty member).
- Maintain an HCD teaching load of at least four (4) to eight (8) hours per week during the academic year and retain students from year to year.
- Recommended to teach a minimum of 4 weeks during the summer session to support consistency of their students' musical development and to promote retention in their studio. At the very least, faculty should encourage their students to take lessons at HCD during the summer, even if with another teacher recommended by the primary teacher.

The Community Division also relies on its private instruction faculty to effectively manage their studio, working closely with Community Division staff and with adherence to the policies and expectations regarding placement, scheduling, attendance, and evaluation. This includes:

- Be a responsive and active participant in the private lesson student placement process.
- Accurately maintain student attendance records in ASAP and submitting those records as requested by the Registrar.
- Reviewing their teaching roster regularly to ensure that students are registered prior to beginning instruction.
- Monitoring changes in their roster and communicating with students and registration staff to address inaccuracies and ensure correct registration.
- Completing student progress reports and faculty evaluations as requested. Note: Detailed progress reports are requested for all students each spring. Teachers who instruct financial aid and school partnership recipients (e.g. Bloomfield and TIP students) are asked to complete additional, less-detailed evaluations for these students each fall and winter.

APPENDIX 6 – Recital Music Submission Form

All recitals that require a collaborative pianist must submit a recital music submission form and music at least 2 weeks before the recital date. Collaborative pianists are provided for a period of 2 rehearsal hours (may vary depending on number of recital participants) and up to a 2-hour maximum for performance.

Recital Music Submission Form

Please submit this form along with your student's music at least 2 weeks before the recital date. Failure to submit this form and music before the deadline may result in your student performing unaccompanied at the recital. For questions or concerns please contact our Private Lesson Coordinator at Hedlesson@hartford.edu or 860.768.5593.

Student: _____ Instructor: _____

Title of Piece: _____

Composer: _____

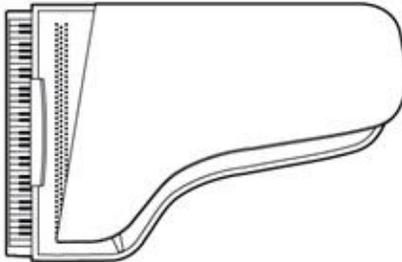
Recital Date: _____ Time: _____

Metronome Marking(s): _____

Special Instructions for Pianist:

Please indicate your preferred setup in the diagram below the following information:

Student Stand Lid Position: Half Full Closed Chair Needed? Yes No



APPENDIX 7 – Accessing Pay Information/Direct Deposit Statements

The University of Hartford utilizes the Self-Service Center to provide employees with online access to view pay information and direct deposit statements safely, reliably, and at your convenience.

You can access your personal information in the Self-Service Center by going to <http://banweb.hartford.edu>, or by going to the University's homepage (<https://www.hartford.edu/>) and clicking My UHart, then select "Self-Serve" from the drop down. Sign in with your User ID and PIN, click on the "Employee" tab at the top of the page, and then on "Pay Information." There you will find detailed information, regarding your earnings. The Self-Service Center will display more information regarding your pay and deductions compared to what was previously on paper pay stub and direct deposit statements.

If you don't have a PIN for the Self-Service Center or need it reset, please contact the ITS Helpdesk at its@hartford.edu or (860) 768-5907.

PLEASE NOTE that it is critical that you don't share your Self Service **PIN** with anyone. Someone having your **PIN** will have access to your salary and other personal, confidential information. If you have not recently changed your Self Service **PIN**, please do so for security reasons, using the following steps to ensure a strong password is selected.

The Self-Service **PIN** has the following requirements:

1. Must be a minimum of 8 to a maximum of 15 alpha-numeric characters.
2. Must contain at least one (1) alpha letter.
3. Must contain at least one (1) number.

The **PIN** is case sensitive and special characters may be used.

Remember, a strong PIN will keep your personal information more safe and secure.

If you have any questions, please contact the Payroll Office at payroll@hartford.edu or at (860)768-4579.

APPENDIX 8 – Studio Class Payment Form

The Community Division encourages faculty to consider offering studio classes as a regular part of their instruction. This type of instruction encourages group participation, informal performance opportunities, and will help prepare students for other HCD activities. Faculty will be compensated for one (1) studio class each semester (Sept – Dec. and Jan. – June). To qualify for payment, studio classes must involve a minimum of four (4) students. Studio classes will be paid at 1.5 hours each (max) regardless of the length of the class. To be paid, faculty must submit a Studio Class Payment Form, (see below) with a roster of student participants, and required signatures. Activity will be added via “Raw Hours” in ASAP. Collaborative pianists/accompanists can be provided for up-to 2 hours (total). Limited collaborative pianist hours are available on a first-come-first-served basis and can be arranged through hcdevents@hartford.edu, when you reserve your studio class space. Please note that collaborative pianist hours must be reserved in advance or your pianist may not be paid. Faculty are responsible for selecting their collaborative pianist from the approved list and organizing music and schedule.

Hartt Community Division Studio Class Payment Form

Please complete and submit to Main Office

Class Date	Start Time	End Time	# of Students	Event Title/Class Focus

<p style="text-align: center;">**Please Note**</p> <p>To qualify for payment, studio classes must involve a minimum of 4 students. <i>(Please attach participant roster to this form.)</i></p> <p>Studio classes will be paid at 1.5 hours each (max) regardless of the length of the class. Activity will be added to your HCD private lesson roster.</p>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;"><i>Teacher (print name)</i></p> <hr style="border: 1px solid black;"/> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;"><i>Teacher (Signature)</i></p> <hr style="border: 1px solid black;"/> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;"><i>Department Chair (Signature)</i></p>
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