
The University of Texas Rio Grande Valley™

.....
School of Music

Faculty Handbook

2023-2024



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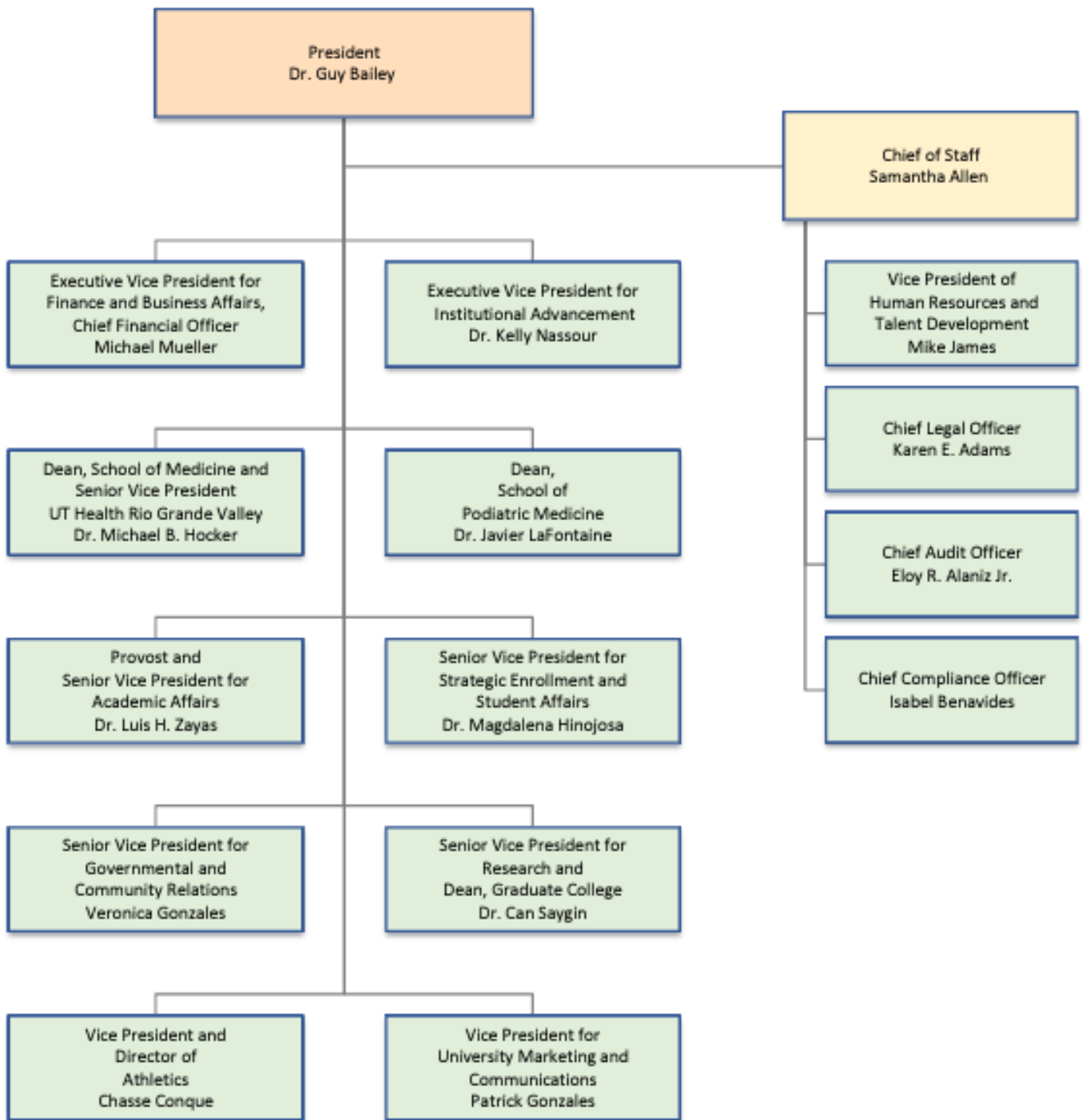
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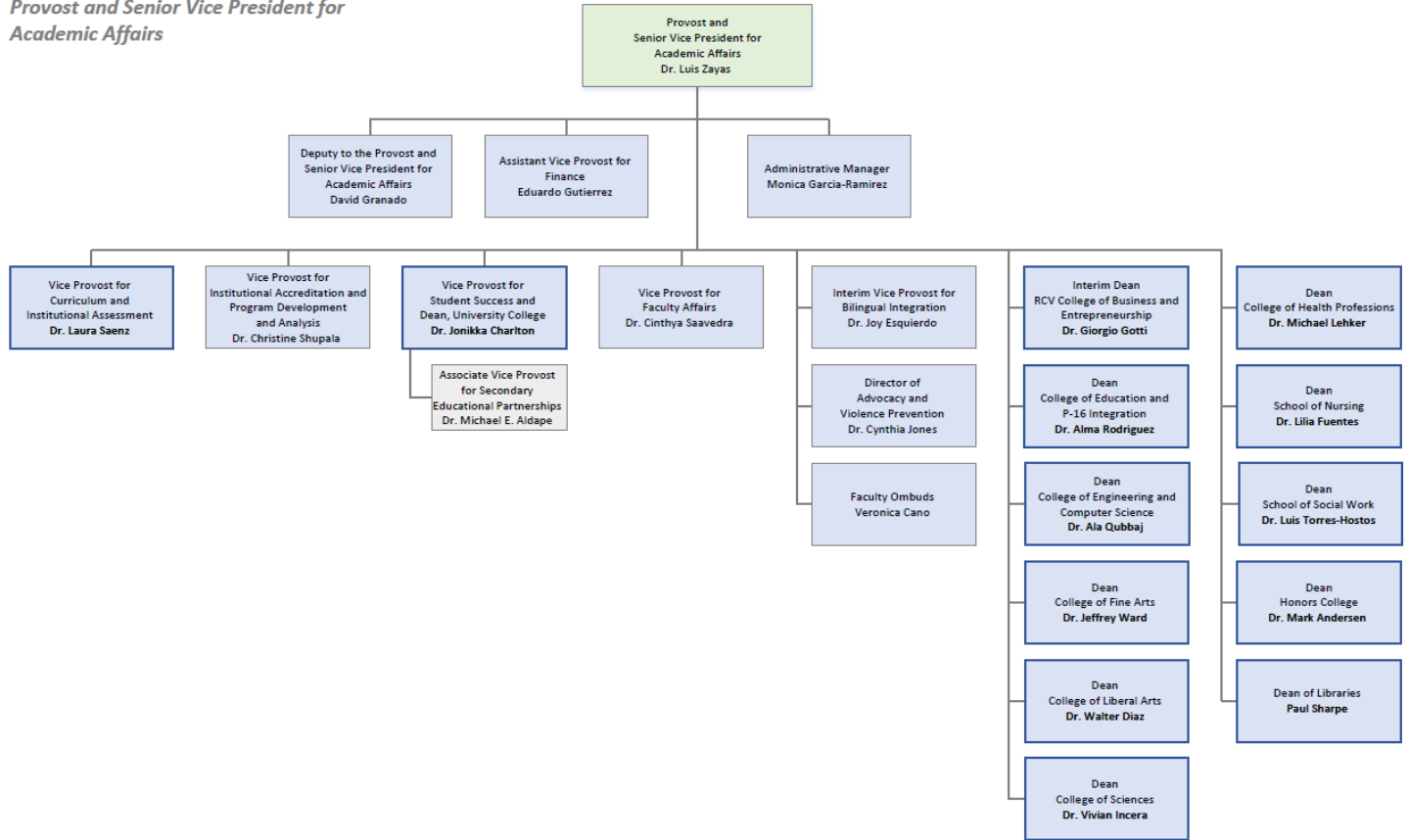
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UNIVERSITY ORGANIZATIONAL CHARTS

UTRGV Organization





UTRGV Organizational Charts
 updated 02/05/2024

SCHOOL OF MUSIC ORGANIZATIONAL CHART

College of Fine Arts			
Dean Dr. Jeffrey Ward (956) 665-2175		Associate Deans Dr. Daniel Hunter-Holly Dr. Krista Jobson Dr. Mark Ramirez	
School of Music Administration	School of Music Administrative Staff		School of Music Advising Coordinators
Director Dr. Kurt Martinez EPACB B2.108 (956) 665-2992 Associate Director Dr. Rebecca Coberly EPACB B1.119 (956) 665-7154	Administrative Manager Norma Salinas EPACB B2.108 (956) 665-3471 Administrative Assistant II Brenda Vela BMSLC 2.214 (956) 882-7768	UTRGV Arts Coordinators Veronica Gomez Carlos Muñoz PAC Facilities Manager Joseph Diaz Recital Lab Coordinators Dr. Cynthia Cripps (ED) Dr. William Haugeberg (BRW)	Undergraduate Advising Dr. Jason Mitchell Graduate Coordinator Dr. Cynthia Cripps
Area Coordinators			
Dr. Virginia Davis , Music Education Dr. Jonathan Guist , Woodwinds Dr. Susan Hurley-Glowa , Ethnomusicology/Musicology Dr. Shoko Kinsella , Piano Dr. Michael Quantz , Guitar		Dr. Diana Seitz , Strings Dr. Mark Ramirez , Percussion Dr. Scott Roeder , Brass Dr. David Sadlier , Voice Dr. Justin Writer , Theory/Composition/Music Technology	

I. INTRODUCTION

The University of Texas Rio Grande Valley is an accredited institutional member of the National Association of Schools of Music. The School of Music at the University of Texas Rio Grande Valley is a unit within the College of Fine arts. Its rules for governance include the policies, procedures, and processes set forth by the State of Texas, The University of Texas System Regents' Rules and Regulations(Regents' Rules), The University of Texas Rio Grande Valley (UTRGV) Handbook of Operating Procedures (HOP), and the Guidelines established by the Office of the Executive Vice President for Academic Affairs (EVPAA).

The purpose of this handbook is to explain the organization and mission of the School of Music, to explain the duties and rights of the faculty, and to provide information to music faculty concerning significant policies, procedures, and guidelines in accordance with the University of Texas Board of Regents, the Office of the EVPAA, the College of Fine Arts, and the National Association of Schools of Music. Information from these sources is employed in this manual. All faculty should familiarize themselves with it.

UT System regents rules:

<https://www.utsystem.edu/offices/board-regents/regents-rules-and-regulations>

UTRGV HOP:

<https://www.utrgv.edu/hop/handbook/index.htm>

College of Fine Arts Bylaws:

https://www.utrgv.edu/cofa/files/documents/cfa_bylaws_amended_approved_5-25-23.pdf

II. VISION AND MISSION STATEMENTS

Vision:

To be a leader in the education of musicians through the innovation and sustainable approaches to performance, research, and teaching, in a bilingual and multicultural environment.

Mission:

The UTRGV School of Music prepares students to succeed as teachers, performers, and scholars by studying diverse musical styles, genres, and traditions; conducting research; and collaborating with each other as well as with local, national, and global communities. Through extensive community engagement, service learning, and exceptional performance opportunities, we expand the understanding of music and enrich the cultural life in our local society and beyond.

UTRGV Core Values

1. Student success
2. Educational, Performance, and Research opportunities
3. Collaboration with other arts, sciences, humanities, and health sciences
4. Performance and Research of music impacting the Rio Grande and beyond
5. Community engagement

III. UTRGV STANDARDS OF CONDUCT GUIDE

Integrity, Accountability, Transparency, and Respect should guide each of us in all actions and decisions.

President's Message:

UT Rio Grande Valley strives to provide an educational and professional environment in which everyone can realize his or her greatest potential. Essential to our success is an absolute commitment to conduct university activities with honesty, integrity and fairness. Please share in this commitment to act according to these ethical principles and to comply with all laws, regulations and policies. When we all "do the right thing" as a UTRGV community, we can achieve our goals, fulfill our mission, and promote the public's trust and confidence in our institution.

- Dr. Guy Bailey, Founding President

UTRGV is committed to responsible and ethical conduct in the classroom, the workplace and the laboratory. This commitment is reflected in many of UTRGV's policies and procedures. It is important for all members of the UTRGV community be aware of these policies and procedures and for individuals and organizations outside of the UTRGV community to know UTRGV's dedication to responsible and ethical practices and conduct.

This document serves as a guide to the expectations and standards of behavior and provides basic principles to assist the UTRGV Community to always “do the right thing.”

More comprehensive information is available in the Handbook of Operating Procedures which is accessible on-line at: www.utrgv.edu/hop/ or by request from the Compliance Office at: compliance@utrgv.edu.

1. Individual Responsibility and Accountability

All members of the UTRGV community (employees, faculty, students, vendors, contractors, and volunteers) are expected to exercise responsibility appropriate to their positions and delegated authorities. They are responsible to each other, to UTRGV and to the public for their actions and decisions. Each person is expected to conduct business using sound judgment and serving the best interests of the UTRGV community.

2. Compliance with Laws, Regulations, and Standards

Because academic institutions are subject to many laws and regulations, all UTRGV employees are expected to become familiar with regulations bearing on their areas of responsibility. Failure to comply can have serious consequences both for the individual and for UTRGV, affecting reputation, finances, or the health and safety of employees, students and others.

3. Research Integrity

At the core of UTRGV’s research program is a strong commitment to research integrity and ethical scientific methodologies. As members of an academic community that values truth and the pursuit of knowledge, scientific misconduct or fraudulent activities are unacceptable. Examples of misconduct/fraud in research are fabrication, falsification, plagiarism or other practices that materially deviate from those that are commonly accepted within the academic community for the conduct and reporting of research.

4. Safe and Healthy Workplace

UTRGV strives to create a safe and healthy environment for employees, students and visitors. It is our policy to comply with all environmental laws and regulations pertaining to our operations. We will act to preserve our natural resources, comply with all environmental laws and operate each of our facilities with the necessary permits, approvals, and controls. Safety practices are in place to reduce the likelihood of accidents and to minimize exposure to hazardous or infectious material.

All employees should become familiar with and understand how these safety policies and practices apply to their specific job responsibilities and seek advice from their supervisor whenever there is a question or concern. Employees must immediately report workplace

injury or unsafe or unhealthy working conditions to their supervisors or to the appropriate oversight office.

5. Respect for Others

We should make an effort to understand the perspectives of others and take those perspectives into account. Courtesy, understanding and respect for others should guide our actions and decisions.

UTRGV prohibits discrimination and harassment against all students, employees or applicants. We provide equal opportunities for all regardless of race, color, national origin, religion, sex, age, ancestry, sexual orientation, gender identify, gender expression, pregnancy, physical or mental disability, medical condition, marital status, citizenship, or status as a veteran. Degrading or humiliating jokes, insults or slurs, intimidation, or other harassing behaviors are not acceptable. We promote an atmosphere of courtesy and respect.

The educational and working environment of UTRGV should be free from inappropriate conduct of a sexual nature. Sexual misconduct and sexual harassment, which includes sexual advances or requests for sexual favors is prohibited. Verbal or physical conduct of a sexual nature that interferes with work performance or creates an intimidating, hostile or offensive work environment will not be tolerated. Additionally, romantic or sexual relationships between faculty and their students are prohibited.

6. Responsible Use of Resources

It is the responsibility of each UTRGV employee to preserve the institution's assets including time, materials, supplies, equipment, and information. Institutional assets are to be maintained for business related purposes. As a general rule, the personal use of any UTRGV asset without prior supervisory approval is prohibited. The occasional use of items, such as telephones, fax machines, or email, provided the use complies with UTRGV policies and does not result in additional cost to UTRGV, is permissible.

Any use of UTRGV resources for personal financial gain unrelated to the institution's business is strictly prohibited.

7. Avoiding Conflicts of Interest and Conflicts of Commitment

Our primary responsibility as employees of the University is the accomplishment of the duties and responsibilities assigned to us.

A conflict of interest occurs when an individual is involved in multiple interests, one of which might compromise objectivity or professional judgment. Conflicts of interest can

arise in the contexts of business relationships, purchasing decision, use and appropriation of UTRGV assets, or research activities. The existence of a conflict of interest can create a real or perceived impropriety that can undermine confidence in the individual or the institution.

It is common to assume that we would readily recognize activities or interests that would be in conflict with our institutional duties or would impair our judgement. Conflicts of interests and commitment have the potential to influence our thinking and decision making both consciously and unconsciously. Even if an outside activity does not actually impair our ability to act in the best interest of UTRGV, it may appear to the public that independence of judgment has been affected.

All actual and potential conflicts of interest must be reported and evaluated so that, when necessary, steps can be taken to reduce, manage, or eliminate the conflict.

UTRGV has policies and procedures related to Conflicts of Interest, Conflicts of Commitment and Outside Employment/Activities.

8. Declining Gifts, Gratuities, and Kickbacks

Faculty and staff should not personally accept any material gifts, gratuities, or other payments, in cash or in kind, from any vendor currently doing or seeking to do business with UTRGV. Material gifts are those of more than nominal value. Nominal value means an item of little or no marketable value such as a keychain, notepad or pen with a vendor's name on it.

9. Accuracy of Records

Employees are required to maintain the integrity and accuracy of business documents and records for which they are responsible. No one may alter or falsify information on any record or document.

10. Privacy and Confidentiality

Many employees have access to sensitive, confidential, or proprietary information. Federal laws and UTRGV policies prohibit the unauthorized seeking, using, or disclosing of such information, including confidential information contained in student, employee or patient records. Such information is to be accessed, used, or disclosed only when authorized and required to complete assigned job duties.

11. Patient Rights and Quality of Care

UTRGV recognizes and supports the rights of all patients to high-quality care without discrimination due to race, creed, religion, national origin, disability, age, sexual orientation, payer source, or any other protected status under relevant law. UTRGV will

always treat patients and their families with consideration, respect, and recognition of their dignity and right to privacy.

12. Billing and Coding Integrity

UTRGV makes every effort to prevent the submission of inappropriate or inaccurate bills or claims to Medicare, Medicaid, other third-party payers, the Federal Government, the State of Texas, clinical trial sponsors, or to patients. All claims for professional services made by, or on behalf of, UTRGV must adhere to applicable billing and coding requirements.

13. Professional Behavior

All members of the UTRGV workforce are expected to behave in a manner that is consistent with professional, courteous conduct and supportive of excellence in the workplace. Unacceptable behavior includes demeaning, disruptive, or threatening actions or any actions that interfere with the ability of others to do their jobs. Any such behavior will not be tolerated and should be reported to management.

14. Voicing Concerns

External standards or policies are no substitute for an individual's internal sense of fairness, honesty, and integrity. Employees who encounter a situation or a course of action that does not feel right are encouraged to discuss the situation with management, the Office of Human Resources, the Compliance Office, or the Hotline at 877-882-3999.

The Hotline service is provided by an external company with operators available 24 hours a day, seven days a week. Hotline calls are taken in English or Spanish. Hotline users may choose to remain anonymous. There will be no retribution or discipline for anyone who reports, in good faith, a possible violation or misconduct.

A report in good faith means one that is made with a reasonable belief that the reported activity occurred or may have occurred.

Employees should not assume that management is aware of a situation or that it is someone else's responsibility to bring attention to an issue. Maintaining the highest ethical standards is everyone's responsibility.

No UTRGV employee may retaliate against any individual for making a good faith report of known or suspected misconduct or wrongdoing or for assisting in an authorized investigation of such reports.

IV. AAUP STATEMENT ON PROFESSIONAL ETHICS

FACULTY RIGHTS AND RESPONSIBILITIES
UTRGV HANDBOOK OF OPERATING PROCEDURES

C. Policy

Policy Number: **ADM 06-106**

Responsible Executive: **Academic Affairs**

Originated: **09/01/2015**

4. Professional conduct:

Faculty members are expected to adhere to the professional standards and guidelines in the AAUP Statement on Professional Ethics.

American Association of University Professors Statement on Professional Ethics follows was originally adopted in 1966. Revisions were made and approved by the Association's Council in 1987 and 2009.

Introduction

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research. The *Statement on Professional Ethics* that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and the Committee on Professional Ethics, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is

impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the [1940 *Statement of Principles on Academic Freedom and Tenure*](#), the 1958 [Statement on Procedural Standards in Faculty Dismissal Proceedings](#),¹ or the applicable provisions of the Association's [Recommended Institutional Regulations on Academic Freedom and Tenure](#).²

The Statement

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of

¹AAUP, *Policy Documents and Reports*, 11th ed. (Baltimore: Johns Hopkins University Press, 2015), 91–93.

²Ibid., 79–90.

colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

V. FACULTY RIGHTS AND RESPONSIBILITIES

UTRGV HANDBOOK OF OPERATING PROCEDURES

Policy Number: **ADM 06-106**

Responsible Executive: **Academic Affairs**

Originated: **09/01/2015**

A. Purpose

This policy sets forth the rights and responsibilities of faculty members at The University of Texas Rio Grande Valley (UTRGV).

B. Persons Affected

This policy applies to faculty of UTRGV.

C. Policy

Faculty members at UTRGV are entitled to rights, with associated responsibilities, related to their research and teaching. They must use those rights and responsibilities in a professional manner.

1. Freedom in Research:

Faculty members are entitled to full freedom in research and in the publication of the results.

2. Freedom in the Classroom:

A faculty member is entitled to freedom in the classroom, physical or virtual, in discussing his or her subject, but is expected not to introduce into his or her teaching controversial matter that has no relation to his or her subject.

3. Clarification of Role:

Faculty members are citizens, members of learned professions, and officers of an educational institution supported by the State of Texas. When a faculty member speaks or writes as a citizen, he or she should be free from UTRGV censorship or discipline, but should make it plain that the faculty member is not a UTRGV spokesperson.

4. Professional conduct:

Faculty members are expected to adhere to the professional standards and guidelines in the AAUP Statement on Professional Ethics.

5. Primary Duties:

The primary duties of a member of the faculty are to perform the following:

Teach online or in the classroom, laboratory, seminar, or clinical setting, and provide mentoring and instructional innovation, development, and improvement. Policies regarding specific teaching-related activities include the following:

i. Syllabus:

The faculty member shall issue a syllabus to students and post it online via UTRGV's Faculty Portfolio Tool (FPT) within the first seven days of the first class of the semester. The syllabus shall at minimum contain:

1. The faculty member's office number and office hours, email, and other contact information;
2. A complete list of required and recommended texts, readings, and other course materials;

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3. A brief description of each major component of the course, including examinations and major assignments;
 4. The tentative course subject outline in chronological order;
 5. Grading system in course;
 6. The faculty member's policy in regard to absences and make-up work;
 7. Student Learning Objectives (SLOs);
 8. Any other information that satisfies the syllabus standards adopted by UTRGV or the faculty member's college or department.

ii. Final Examinations:

1. Faculty members and students are expected to adhere to the published examination schedules.
2. Permission to change the scheduled time of an examination must be secured from the appropriate Dean.
3. Final examinations material will be filed for at least one semester. Students will be permitted to examine their own work.

iii. Office Hours or Times Accessible to Students:

1. Faculty are expected to be accessible to their students outside the classroom (physical or virtual) via email, telephone and office hours.
2. The teaching schedule and office hours shall be posted outside each faculty office or in the Learning Management System and be available in the department office.

iv. Advisement Duties:

Faculty members are to be available to students during the posted office hours. Faculty members are required to be available for advisement. Each department will devise a system for distributing advising responsibilities among faculty.

v. Textbook and Course Material:

Faculty members shall submit their textbook adoptions during the preceding semester, by the beginning of the registration period. Individual faculty members or the department should have discretion in the choice of materials to be used in the courses offered by the department. See HOP ADM 6-204 Textbooks and Other Materials for more information.

b. Research:

Study, investigate, discover, create, and develop professionally.

c. Administration or Service to UTRGV:

Perform curricular tasks auxiliary to teaching and research for the department, college, UTRGV or other organizational unit (e.g., serving on faculty committees, attending to

administrative and disciplinary tasks, fostering intellectual curiosity and integrity in the student body).

i. Committees:

As part of their service responsibilities, faculty members are expected to accept and participate when elected or appointed to college, schools, departments, or UTRGV committees or councils.

ii. Faculty Meetings:

School or departmental meetings shall be scheduled by directors or chairs as needed to handle such matters as curriculum, budget, recruitment, etc. Faculty are expected to participate in all department and college meetings.

iii. Commencement:

Commencement ceremonies will be held twice each academic year, once each at the end of the fall and spring semesters. Faculty members are expected to participate in at least one commencement ceremony each academic year.

d. Contribution to Society and the Professional Discipline:

Faculty will use their professional expertise to benefit society, such as engaging in professional organizations and community projects to help solve local, state, national, and global problems. Faculty members are encouraged to take part and be engaged in professional and community activities.

6. Outside activities:

Faculty may be permitted to engage in certain outside activities, compensated or uncompensated, during regular semesters as well as in the summer, provided that these activities are approved and disclosed as required by HOP ADM 3-600, Conflict of Interest, Conflict of Commitment, and Outside Activities. Such activities, however, should not interfere with a faculty member's primary duties.

7. Nonsectarian:

In accordance with Texas Education Code Section 65.38, no course of instruction of a sectarian character shall be taught in The University of Texas System.

8. Fees for Instructional Purposes:

Faculty members, without previous and special approval of The University of Texas System Board of Regents, shall not collect from students any fees or charges to be expended for UTRGV purposes, and shall not sell to students books, notes, or similar student supplies.

a. Prohibited Fees:

A member of the faculty may not accept pay for extra instruction or teaching of students registered in UTRGV where he or she is employed. (HOP ADM 06-110)

b. Allowed Fees:

With the written approval of the department chair or school director, teaching assistants and other like instructional employees below the rank of an instructor may accept pay from students for extra-class instruction or coaching, but only in courses or sections of courses with which they have no instructional connection.

9. Absences from Duties:

Various types of faculty leaves can be approved via the appropriate leave policy (see ADM 4- 600 Series), including emergency, sick, and military leaves. Other than that, authorization for any faculty member to be absent from his or her usual and regular duties will be granted only under the following conditions:

- a. When such absence is on state business, and
- b. When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution. See Section D. 1 for procedures on faculty absences from assigned duties.

D. Procedures

1. Faculty Absences from Assigned Duties

a. Authorization for Faculty Absences from Assigned Classes:

- i. A faculty member who is unable to meet his or her classes on the day and hour scheduled for reasons other than illness, conferences or professional meetings, must secure prior authorization from the department chair or school director.
- ii. When advance notice is not possible, it is the responsibility of the faculty member to inform the department chair or school director immediately of his or her impending absence. The department chair or school director, in consultation with the faculty member, shall have the responsibility to make arrangements for the assigned classes and other duties.

b. Authorization for Absences from Regular Duties other than Assigned Classes:

For absences from regular duties other than assigned classes, see the appropriate leave policy (ADM 4-600 Series) or department or unit procedures.

2. Outside activities

Procedure for disclosing or obtaining approval of outside activities should follow HOP ADM 3- 600, Conflict of Interest, Conflict of Commitment, and Outside Activities.

E. Definitions

1. *College* – An academic unit organized within the university, which is usually comprised of many departments or provides programs in multiple academic specialties/professional instruction. This academic unit may be referred to as a college or school, and is led by a dean reporting to a designated Executive Vice President (EVP).

2. *Department* – An academic unit organized within a college, usually devoted to a particular academic discipline. This academic unit may be referred to as a department, school, or center, and the unit’s head (usually a chair or director) reports to the dean of the college.

F. Related Statutes or Regulations, Rules, Policies, or Standards

University of Texas System Board of Regents’ Rules and Regulations Rule 31004, Rights and Responsibilities of Faculty Members

Texas Education Code Section 65.38, Nonsectarian

Handbook of Operating Procedures, ADM 03-600, Conflict of Interest, Conflict of Commitment, and Outside Activities

Handbook of Operating Procedures, ADM 04-600 Series

Handbook of Operating Procedures, ADM 06-204 Textbooks and Other Materials

Handbook of Operating Procedures, ADM 06-110 Acceptance of Money from Students

AAUP Statement on Professional Ethics

G. Dates Reviewed or Amended

Amended on July 15, 2019

VI. TYPES OF FACULTY APPOINTMENTS

1. Tenured (Associate Professor, Professor)
2. Tenure-Track (Assistant Professor)
3. Lecturer I, II, III, and Senior Lecturer and Professor of Practice
4. One Year Appointment
5. Part-Time Lecturer

VII. OUTSIDE EMPLOYMENT

Employees may engage in work or activity with outside entities and individuals, including governmental agencies, industry, or other educational institutions so long as such work or activity complies, as applicable, with the approval and disclosure requirements of Section 5 of Regent's Rule 30104 and does not violate State laws or U. T. System Administration or U. T. System institution rules or policies governing the conduct of employees, including ethics standards and provisions prohibiting conflicts of interest, conflicts of commitment, and the use of State resources.

The Annual Disclosure Period for reporting outside activities and interests runs January through **March 15** each year.

CONFLICT OF INTEREST AND OUTSIDE ACTIVITIES REPORTING PORTAL:

<https://www.utrgv.edu/compliance/outside-activities-portal/index.htm>

VIII. FACULTY ABSENCES

All faculty absences from classes or any other scheduled teaching activity must be approved in advance by the Director of the School of Music. Faculty cannot miss classes or applied lessons other than for approved professional reasons and personal emergencies such as illness, death in the family, etc. Please email the Director and copy Brenda Vela or Norma Salinas to inform of upcoming absences.

IX. FACULTY TRAVEL POLICIES AND PROCEDURES

Policy

Before encumbering University funds for travel, a travel requisition must be approved in order for you to receive a travel reimbursement.

Procedures

1. Send email to Director of the SoM indicating a brief description of the travel purpose and how this will benefit the University.

2. If granted approval by the Director of the SoM, proceed to iTravel for booking travel arrangements. For hotel, make sure the rate does not exceed the allowed per diem as indicated in GSA.

(<https://www.gsa.gov/travel/plan-book/per-diem-rates>)

3. It is important once you receive your preliminary iTravel booking that both the Director of the SoM and the Administrative Coordinator receive notification from iTravel of pending itineraries via email.

4. The Director of the SoM has 24 hours to approve iTravel booking.

5. Inform administrative assistants (Norma Salinas or Adriana Vela) in advance of planned trip so instructions can be provided. Create a Requisition in iShop in order to encumber funds for all travel expenses.

6. If travel will cost more than the allotted faculty travel amount, a requisition must still be created and the administrative assistant will inform faculty how to proceed.

X. STUDENT TRAVEL POLICIES AND PROCEDURES

Policy

All proposals must be submitted to the Director of the School of Music. Proposals should follow the **Student Travel Request for Proposal Form**, be submitted in pdf format, and emailed to kurt.martinez@utrgv.edu Proposals must be submitted one month prior to expected travel date to ensure time for all paperwork to be completed (for domestic and/or international travel)

Procedures

1. Once travel funds are approved, faculty member must inform Administrative Coordinator of the travel details.
2. In order for travel arrangements to be completed, an Authorization for Student Travel form from Dean of Students Office must be completed, submitted, and approved.

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3. Priority will be given to ensembles that do not receive additional University funding, such as, but not limited to, the Dean of the College of Fine Arts, Student Service fees, etc, etc.
 4. Faculty will create travel requisition and then assign to Administrative Coordinator.

XI. GUEST ARTISTS, PURCHASING AND WORKSHOP/ FESTIVAL POLICIES.

Policies for Guest Artists and all Purchases-

1. All guest artists need to be approved (email confirmation) at the beginning of the semester in which they will be performing. Guest artists are responsible to set themselves up as vendors, and turn an invoice two weeks prior to rendering services.
2. All purchases of supplies, goods, services, and equipment have to be approved by Dr. Martinez. Any quotes/estimates must be submitted for approval a month in advance.
3. Approved quotes must be forwarded to Adriana Vela or Norma Salinas so a requisition can be submitted. Do not wait until services have been rendered.
4. All prospective suppliers must be entered in our system before any order or services are processed. New suppliers require an invitation from an UTRGV employee. The prospective supplier is responsible for submitting all the paperwork and information requested. Procurement Office will assist in the request for foreign supplier.

Failure to abide by these policies will relinquish the School of Music of being liable for the payment.

Policies for Workshops/Festivals Budget Proposals-

- Faculty are asked to submit a workshop/festival proposal prior to finalizing any plans to host an event on campus.
- Workshop/festival budget proposals are due to the Director the second Friday of the semester in which the event is to happen.
- Workshop/festival budget proposals need to be as specific, as possible. Use prior year attendance numbers, and list projected expenses for the event.
- After receiving a budget proposal, the director has three working days to review and send either, an approval, or request an adjustment to the proposal.
- Only expenses listed on the “approved” budget proposal will be paid or reimbursed.
- Budget proposals total may not contain expenses that surpass 40% of the projected income.
- All workshop/festival proceeds will be deposited into the Student Enrichment account.
- 100% of proceeds generated from UIL and Pre UIL events will go to the School of Music. After covering custodial, security, and parking charges, funds will be used as scholarship money to be awarded to music students in an objective and non-discriminatory basis. Faculty may submit names of students to Dr. Kurt Martinez and he will select the applicants to be awarded.
- The School of Music will keep 40% of proceeds for all other workshops and festivals to pay for custodial, security, parking charges, and other administrative fees.
- If minors (students under 18) will be participating in the Workshops/Festivals the faculty running the event will be responsible for registering the event on the Youth Programs website prior to the beginning of the program.
- <https://www.utrgv.edu/camps/toolbox/index.htm>

XI. STUDENT TRAVEL REQUEST FOR PROPOSAL FORM

Proposals should follow the **Student Travel Request for Proposal Form** below. Proposals need to be submitted as one single PDF document, and emailed to kurt.martinez@utrgv.edu. **Before funding can be approved, all students participating must be currently enrolled as music majors in the School of Music.** Awards will be made only to students who will be presenting or performing their work at major regional, national, or international academic or professional conferences/forums. If the number of applications received by the priority deadline exceeds the available funding, priority will be given to applicants traveling within the priority travel period in the following order. Any applicant who is denied funding in one cycle may reapply in the next cycle. Applicants may not receive more than one (1) award per funding cycle. *Preference will be given to applicants within a given rank who have not previously received support through this program.*

1. Purpose of student travel:

- Evidence of acceptance for presentation of a scholarly/research paper or artistic performance must accompany the application; if the paper/presentation submission is still pending acceptance notification, please document “pending”.

2. Budget: Documentation of travel costs (e.g. itravel estimates for transportation, registration receipts, cost itravel estimates for hotel. Funding for faculty traveling with students may also be included in the budget and should be articulated accordingly.

3. Number of students served:

XII. GUIDELINES: ANNUAL EVALUATION, TENURE, AND PROMOTION

See the “Guidelines for Annual Review, Tenure & Promotion on the Faculty Resources page of the School of Music website at <https://www.utrgv.edu/music/about-us/faculty-resource/index.htm>.