

## Faculty Guidelines for use of Staff Accompanist Hours

### Provisions

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A limited number of School of Music collaborative staff piano accompaniment hours will be made available on a semester by semester basis to students of the School of Music. Staff piano accompaniment hours paid for by the School of Music may be used for the services listed below and are governed by the **School of Music Staff Accompanist Policy**.

Applied faculty wishing to participate in the School of Music staff accompanist program will be responsible for the following:

- oversee the assignment of collaborative hours to students within their studios
- oversee students' adherence to the guidelines of the School of Music Staff Collaborative Piano Policy.
- keep track of hours assigned to their studios on a timesheet; provide the Staff Accompanist Coordinator with the time sheet at the midterm and final week of the semester. (A midterm time sheet is necessary so that applied faculty can be advised of unused hours.)

### Timelines

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The Collaborative Staff Coordinator will contact Applied faculty with a request to confirm participation in program at the beginning of each semester. All applied faculty wishing to participate must respond with confirmation within the first 14 calendar days of the semester. Specific student assignments need not be made at this time.

### Policies

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**School of Music Staff Accompanist Policy and Contract:** [link](#) All students participating in the program must review and sign the School of Music Staff Accompanist Policy and Contract. This document includes guidelines for successful collaboration, services offered, and policies for scheduling, cancellations, and make-ups.

**Collaborative staff hours** provided by the School of Music may be used for the following services at the following rate and ratio of time per service.

<b>Service Contact Time</b>	<b>Registered Staff Hour</b>
30 minute or less rehearsal	.5 staff hour
30 minute or less lesson	.5 staff hour
60 minute lesson	1 staff hour
60 minute rehearsal	1 staff hour
1 15-minute or less Jury	.5 staff hour
1 20-30 minute Jury	1 staff hour
60 minute or less Studio Recital	2 staff hours
30 minute or less Studio Class	1 staff hour
60 minute Studio Class	1 staff hour
30 minute or less public master class	1 staff hour
60-90 minute public master class	2 staff hours
WVU Young Artist Competition	1-2 staff hour (TBD by the coordinator)
Upper level Convo performance	1 staff hour
Hearing: 1 piece; 12 minutes or less	1 staff hour
Hearing: 1 or 2 pieces; 13 - 20 minutes (total)	2 staff hours
*Recital: 1 piece; 12 minutes or less	1 staff hour
*Recital: 1 or 2 pieces; 13 - 20 minutes (total)	2 staff hours

\* The use of staff pianist hours for the recital is limited to two students per studio each semester in order to allow more students to benefit from this service.

### **Concerns**

Any concerns regarding the School of Music staff collaborator should be addressed to the Collaborative Staff Coordinator, Sun Jung Lee, sunkistpop@gmail.com/304-293-4536(Office)