

**NORTHWESTERN STATE UNIVERSITY
of Louisiana**

**SCHOOL OF CREATIVE AND
PERFORMING ARTS**

FACULTY HANDBOOK

2013-2014

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Procedures for Faculty

The following represents a guide for faculty in completing all necessary procedures to become prepared for life at Northwestern State University. Most questions can be answered by the School secretary in familiarizing yourself with our campus. Always feel free to contact the Vice President, Academic Affairs' office at 357-5361 for additional assistance.

1. Sign and return appointment letter to Vice President, Academic Affairs' Office, Caspari Hall, Suite 211. Telephone: 357-5361.
2. Complete all employment papers in Personnel Office, St. Denis Hall, Room 141. Insurance, Payroll and Retirement forms should be completed in the Personnel Office. These papers should be completed no later than the second day of employment. Telephone: 357-4555.
3. To obtain a parking permit, pay permit fee of \$45 for first car and an additional \$10 for a second vehicle at Cashier's Office, Student Services Center. This receipt together with current vehicle registration, insurance card and the license plate number are to be taken to the University Police Building to obtain permit(s) to be placed on car immediately upon receipt. Telephone: University Police 357-5431.
4. Obtain and review the NSU Faculty/Staff "Handbook" by visiting: provost.nsula.edu and follow the link to NSU Faculty Handbook.
5. Go to the "One Card" office located in the Student Services Center to have your Faculty ID card made. You will need to bring with you either a copy of your appointment letter or a letter from the School of Creative and Performing Arts office indicating that you are a faculty member at NSU. Your new "One Card" will serve as access to the parking lot in addition to allowing you to check-out books at Watson Library. ID cards are made between the hours of 8:00 a.m. and 4:30 p.m. daily.

PERSONNEL

FACULTY HANDBOOK

The “*Faculty Handbook*” may be accessed at: provost.nsula.edu; follow link to the NSU Faculty Handbook.

FISCAL POLICY AND PROCEDURES MANUAL

The “**Fiscal Policy and Procedures Manual**” may be found at the following link: businessaffairs.nsula.edu; follow link to NSU Fiscal Policy and Procedures Manual. Information concerning travel and purchasing may be found in this document.

FACULTY DATA SHEET

An updated “Faculty Data Sheet” must be submitted within two weeks of the beginning of the Fall Semester for each faculty member. Faculty should notify the School of Creative and Performing Arts office and the Office of the Vice President of Academic Affairs if additional academic work has been applied towards the completion of an academic degree.

FACULTY EVALUATION

Please refer to the NSU *Faculty Handbook*, Chapter 6, page 34 for information concerning Faculty Evaluation.

Procedures for the CAPA School include:

- a. Completion of “Faculty Goals Plan” and approval of coordinators in September.
- b. Completion of “Faculty Activity Report” in January.
- c. Meet with area coordinators to review assessment of “FAR” in March.

Faculty members are evaluated using the “Student Survey of Instruction” scores, classroom visits by their coordinator and the “Faculty Activity Report” that is presented annually. Coordinators will meet with their respective faculty members (individually) to review their written evaluation using the above criteria and the Faculty Goals. A recommendation for each faculty member is forwarded to the Director of the School of CAPA who then approves or disapproves the recommendation and forwards the information to the Dean of the College of Arts, Letters, Graduate Studies & Research.

If a faculty member does not agree with the recommendation of his/her coordinator, he/she is urged to discuss this with the coordinator and the director of the School of Creative and Performing Arts. If the issue is not resolved to the satisfaction of the faculty member, he/she may appeal the final recommendation by using the appeal process as stated in the NSU *Faculty Handbook*.

PROMOTION/TENURE

Please refer to the NSU *Faculty Handbook*, Chapter 6 concerning “Criteria for Merit, Retention, Tenure and Promotion”.

FACULTY ATTENDANCE REPORTS

Please refer to the "**Fiscal Policy and Procedures Manual**", Section X-12 on the NSU Website for rules governing the submission of "time cards". Signatures and report of attendance must be completed in ink. A #2 pencil should be used to complete the “bubble” section of the time card for 12-month employees.

NSU TELEPHONE DIRECTORY

Access NSU website at: www.nsula.edu and directory is located right under Academic Programs, next to the Events Calendar. Information: 318-357-6011

POLICIES AND PROCEDURES

WRITTEN SIGNATURE POLICY CAPA

The Director of the School of Creative and Performing Arts signature is required for approval on all of the following forms: Purchase Requisitions, Travel Authorization Requests, Request for Reimbursement, Time sheets and Leave Forms.

All items are delivered to the CAPA Office, Room 110. It is the responsibility of the individual faculty member to collect any items that have been ordered at their request from the CAPA Office and give delivery receipts to the CAPA secretary.

All requests for use of funds to the Office of Alumni Affairs should have the signature of the Director of the School of Creative and Performing Arts.

USE OF COMPUTERS AND SOFTWARE

1. Please be reminded that the practice of using pirated (stolen) software is illegal.
2. Personnel should “log off” the System when their computer terminal is left unattended.
3. Do not post your password near your computer terminal. Your password should remain confidential.
4. Confidential output such as grades and social security numbers should be disposed in a responsible manner, i.e. shredded.
5. Computer systems and all peripheral devices are not to be used for personal gain or benefit. They should be used for University business only.
6. If you do not have a Username and Password, please contact the Computer Center. Do not share names and passwords.

ETHICS

Please refer to “NSU Faculty Handbook” (provost.nsula.edu) for information concerning any of the following:

1. Unprofessional Conduct and Sexual Harassment (II/28)
2. Nepotism (II/37)
4. Policy on Use of Facilities, Equipment or Property (II/94)
5. Access and Utilization of Student Records (III/99)
6. Prohibited Transactions and Contractual Arrangements (II/52)
7. Professional Ethics (II/31)
8. Academic Freedom (II/31)
9. Compensation (II/47)

EXPENDITURES

1. Monthly phone bills (Linc Line Report) must be signed by the individual faculty member in the CAPA office. Be careful to identify any phone calls you didn't make.
2. The University prohibits the use of the long-distance service for personal calls.
3. The University prohibits personnel from having the “Care, Custody and/or Control of any funds of Student Organizations, Clubs, Groups and Other Organizations affiliated with the University.”
4. University policy states that “...the duly appointed and/or elected officer (treasurer) of said organizations who are not employees of the University be solely responsible for the receipt, deposit and/or expenditure of organization funds”. Also, please refer to the “Policy and Procedures Manual”, VII-5, for information concerning “Fiscal Responsibility” when dealing with student organizations and clubs, etc.

HEALTH AND SAFETY

Please refer to the “**University Safety**” **Policies and Procedures Manual** for the University Policy on the following items:

- a. Reporting Accidents
- b. Hazard Control

The University Environmental Officer is Ms. Tammie Pezant (4424) and her office is located in the Power Plant across from the CAPA.

A quarterly safety meeting is held the first week of January, March, June and September in the Faculty Workroom. All faculty should attend this meeting (Time: TBA) and sign the quarterly safety report.

PAYROLL/PERSONNEL

1. Please refer to the **Fiscal Policy and Procedures Manual**, Section X, for questions concerning personnel actions such as “Leave,” “New Employee Orientation,” and “Outside Employment”.
2. Request for Leave forms should be submitted in advance. In case of emergency, the form should be completed immediately on return.
3. For 12-month employees, annual and/or compensatory leave must be applied for in advance.
4. Prior approval must be given for earning Compensatory time (12-month employees).
5. All personnel should be familiar with prohibited activities as indicated in the **Fiscal Policy and Procedures Manual**, Section X-23.
6. Personnel should be familiar with the Board Rules on “Seeking and Holding Public Office”, as outlined in the NSU Faculty Handbook, II-53.
7. Employees must take leave when absent from work.
8. The entering of hours on timesheets before they are actually worked is prohibited.
9. Related employees within the budget unit must avoid collusion.
10. Faculty members who supervise student workers must keep a daily log of hours worked.
11. Please refer to the **Fiscal Policy and Procedures Manual** for the policy on:
 - a. Employment Outside the University Setting (X-7)
 - b. Volunteer Services Agreement (X-5)
 - c. Employee Separation and Exit Interview Procedure (X-19)

PROFESSIONAL SERVICE CONTRACTS

All faculty/staff should refer to the **Fiscal Policy and Procedures Manual**, Section XI-1, for information concerning “Professional Service Contracts”. Under no condition are services allowed to begin before the contract has been approved. Requests for Professional Service Contracts should be made at least one month before the beginning of the required service.

P-CARD

Faculty who are required to make small purchases on a regular basis so that they may perform their duties at NSU may be eligible for the University “P-Card”. Please contact Greg Handel if you would like to receive authorization to use receive and use this method of purchasing.

PROCEDURE FOR TRAVEL

The following represents a guide for requesting travel to conferences, meetings, seminars, performances, etc.

1. Present in writing pertinent information about the proposed trip to the Director of the School of Creative and Performing Arts at least **one month** before the event.

This information should include the following:

- A. Departure date/time
 - B. Return date/time
 - C. Destination
 - D. Purpose of trip
 - E. Mode of travel
 - F. Total projected expense of housing, meals, travel, etc.
 - G. List of students attending if applicable.
 - H. Travel Roster, if allocating allotments
 - I. Vehicle Rental form, if applicable.
 - J. Letter of Intent for International Travel
2. Information will be returned to you in writing with approval or disapproval.
 3. Once approval is given, complete the REQUEST FOR AUTHORIZED TRAVEL FORM and submit to Director of the School of Creative and Performing Arts for signature.
 4. A TRAVEL EXPENSE ACCOUNT FORM must be completed within **two weeks** upon return from the trip. You will need an airline itinerary, itemized hotel receipts, vehicle mileage, cab fare receipts, toll and parking receipts, Convention program and rental car receipts. Meals will be reimbursed at the state allowance. It is not necessary to keep meal receipts. **FAILURE TO COMPLETE THE ABOVE WITHIN TWO WEEKS WILL RESULT IN LOSS OF FUNDS.**
 5. A BANK OF AMERICA VISA T-CARD, issued through the NSU Travel Office, must be used when making airline reservations.
 6. All AIRLINE reservations must be made through the state contracted travel agency (Short’s Travel) www.shortstravel.com/la. Telephone: 888-846-6810. To make HOTEL reservations you will need to contact the HOTEL PORTAL at:

(<http://louisiana.hotelplanner.com> or by clicking the “Hotel Icon”, displayed on the Office of State Travel Guide page. Instructions were provided by MESSENGER, Monday, July 1, 2013.

Permission to rent a vehicle must be obtained prior to the trip and there is an additional form to complete should you need to request permission to rent a vehicle. You may access the Guide at: www.doa.louisiana.gov/osp/travel/

PROPERTY, FACILITIES AND EQUIPMENT

Faculty/staff should complete Movable Property Requests for approval before transferring any tagged equipment. An annual Property Inventory Report is required of each faculty/staff member (See Page 28 for your assigned Inventory Sub-code number). Tagged inventory located, but not on an individual’s inventory, should be reported when certifying the annual inventory report.

Stolen or missing items must be reported in a timely manner. Property Control must be notified of any donated property. Items marked as “surplus” must be secured until removal by Property Control.

FACULTY ARE EXPECTED TO ASSIST IN MAINTAINING A PROFESSIONAL AND PROPER TEACHING AREA(S). THIS IS MOST IMPORTANT IN PUBLIC AREAS SUCH AS THE HANCHEY ART GALLERY, THEATRE PERFORMANCE SPACES AND THE MAGALE RECITAL HALL. MUSIC FACULTY SHOULD ALWAYS ENSURE THE “STRIKE” OF THE STAGE IMMEDIATELY AFTER PERFORMANCES AND TO RETURN MUSIC STANDS TO THE MUSIC RACKS AND LOCK THEM. CHAIRS AND ALL OTHER ITEMS SHOULD ALSO BE REMOVED IMMEDIATELY AFTER A PERFORMANCE.

PURCHASING

1. Procedures for purchases may be found in the **Fiscal Policy and Procedures Manual**, Section IX.
2. Items of a personal nature (brief cases, personal magazine subscriptions and personal membership in professional organizations) are not to be purchased with University funds.
3. Items cannot be purchased from University employees.
4. For emergency purchases, please refer to the **Fiscal Policy and Procedures Manual**, Section IX.
5. The University Warehouse must be utilized for purchases that are available there, such as chalk, erasers, paper, batteries, etc.

6. Before any items are purchased, please be certain that all the necessary paperwork has been submitted and approval received.

MISCELLANEOUS

SYLLABI

At the beginning of each semester a copy of the syllabus for each course taught in the CAPA is required to be posted on the University website that is maintained for the Southern Association of Colleges and Schools.

The syllabus must be sent as an attachment in MS or PDF form for consolidation on a CD for the SACS office. Remember each syllabi must be saved as (Course number and Section number) MUS 131001N, MUS 131002N, MUS 1700W1N, etc. In other words, no “dots” or “dashes” should be in the heading for the course when it is saved.

This year the syllabus should be saved on a Flash Drive and given to Ladell to transfer to her computer. She will return the drive to you. This will help consolidate Art, Music, and Theatre on the CD. Please have this to Ladell by the end of the 2nd week of the semester.

Statements concerning disability, classroom civility and academic honesty that should be included at the end of each syllabus may be found in the “Forms” section at the end of this HANDBOOK.

PERFORMANCE CALENDAR

ALL ACTIVITIES must be placed on the online reservation system (EMS). This is important because it allows us to document the use of our facilities.

Therefore, for any individual or group performances, rehearsals or activities during the week or on weekends a Facility Use Request (form on Page 39 of Faculty Handbook) MUST be completed in advance. The form must be sent to Ladell and she will post all events on the EMS system.

STUDENT WORKERS

Based on availability and need basis, student workers are assigned to faculty members who request them. Faculty should submit a written request for student workers to the Director as early as possible at the beginning of the academic semester. Faculty with assigned student workers is required to maintain a “log” of hours that are worked by student workers. The faculty member should “sign-off” each time a student worker completes hours and the log should be sent along with the completed time sheet each pay period to the CAPA office. Copies are kept on file in the office and ready for review by the NSU Internal Auditor. Student workers should complete their time sheet for each pay period and give the sheet to their supervisor. The faculty member should sign the time sheet and “log” and bring both to the CAPA office. Student workers should never be

allowed to bring their own time sheets to the CAPA office.

COPY MACHINES

Copy machines are available for faculty use but only for copying items that pertain directly to their job. PLEASE DO NOT SEND A STUDENT TO COPY ANYTHING FOR YOU UNLESS YOU HAVE GIVEN THEM A WRITTEN REQUEST. Please do not give the copy machine access code to students. The copy machines are now charged to the department budgets. It is important that you be conservative as possible with making copies. Please DO NOT make personal copies of documents on the copy machines.

PRINTING REQUISITIONS

All requests for printing completed by the NSU Print Shop must have prior approval of the Director. A “printing requisition” form should be completed and submitted with the item to be duplicated no later than one-week prior to the date the item is needed.

The School of CAPA Secretary is happy to copy programs for you on the printer in the office provided the material is submitted to her no later than one-week prior to the date the item is needed.

Students should NOT copy their recital programs on the university copy machines.

POSTAGE AND BULK MAILING

Postage is now charged directly to the departments. Therefore, it is important that, when mailing letters and documents, you use the correct code:

MUSIC: 101169

Please speak with the School of CAPA secretary a minimum of two weeks prior to the date you wish to have a “bulk” mailing.

BULK MAILING procedures have been revised and you must follow the *NSU Postal Services guidelines*.

POSTING OF GRADES BY FACULTY

“The public posting of grades either by the student’s name, institutional student identification number or social security number with the student’s written permission is a violation of the Family Education Rights and Privacy Act 1997. Even with the names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA.

Instructors and others who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student’s written permission to do so by using code words or randomly assigned numbers that only the instructor and individual students know. The order of posting should not be alphabetic.”

PENALTY FOR NON-COMPLIANCE WITH FEDERAL REGULATIONS WILL RESULT IN THE WITHDRAWAL OF DEPARTMENT OF EDUCATION FUNDS FROM THE UNIVERSITY.

The above is taken from the “Northwestern State University of Louisiana Guidelines for compliance with the Family Educational Rights and Privacy Act of 1974 as Amended and Prepared 1997”. A complete copy of the “Guidelines” may be found on file in the CAPA Office.

Under no condition are grades to be posted by utilizing student social security numbers.

With the above said, grades should ONLY BE POSTED on MOODLE.

FACULTY DEVELOPMENT

Donald F. Derby Endowed Professorship

This endowment has been established to provide a means for art and music faculty enrichment that would not ordinarily be available from other sources. The enrichment may include travel, special research, performances, exhibitions, etc., to promote, enlarge, and strengthen the faculty's knowledge/skill or to enhance broader regional, national or international recognition. The enrichment may likewise fund the visit of individual artists/musicians to the campus of NSU. This award will be shared by the music and art areas and will alternately be granted to music or art faculty members. Art faculty members are eligible in academic years that begin in even numbers, etc.

Any full-time, tenure-track art or music faculty member may apply for the award provided they have taught at Northwestern for at least one year and the recipient must plan to return to teach at Northwestern for one additional year. A "Selection Committee" appointed by the Director determines the recipient based on a review of research proposals. Approximately \$4,000 is available for the recipient of this award.

Application deadline for the Derby Endowed Professorship: March 1. Recipient will be selected by a committee made up of CAPA Faculty.

A complete listing of eligibility requirements and guidelines is available in the School of CAPA office. APPLICATION FORMS: See Pages 45-48

Joanna Magale Endowed Professorship

The Joanna Magale Endowed Professorship is similar to the Derby Endowed Professorship but may only be awarded to music faculty on a yearly basis. Funds from this Professorship allow for travel, equipment, supplies, recordings, scores, etc., that would not ordinarily be available from school funding. Any full-time member of the music faculty may submit a proposal and they must plan to return to the University in the following year.

Faculty members who wish to apply for the Professorship must submit an "abstract" of the proposed research that is evaluated by a selection committee appointed by the director. The amount of the award varies from year to year.

Application deadline for the Magale Endowed Professorship: March 1. Recipient will be selected by a committee made up of CAPA Faculty.

A complete listing of the eligibility requirements and guidelines is available in the School of CAPA office. APPLICATION FORMS: See Pages 49-52

The Clifton M. Alford Memorial Endowed Professorship in Music

The Clifton M. Alford Memorial Endowed Professorship in Music is similar to the Magale Endowed Professorship but may be awarded only to music faculty on an annual basis. Funds from this Professorship allow for travel, equipment, supplies, recordings, scores, etc., that would not ordinarily be available from school funding. Any full-time member of the music faculty may submit a proposal and they must plan to return to the University in the following year.

Faculty members who wish to apply for the Professorship must submit an “abstract” of the proposed research that is evaluated by a selection committee appointed by the director. The amount of the award varies from year to year.

Application deadline for the Alford Endowed Professorship: March 1. Recipient will be selected by a committee made up of CAPA Faculty.

A complete listing of the eligibility requirements and guidelines is available in the School of CAPA office. APPLICATIONS FORMS: See Pages 53-56

The following professorships have been endowed by the Prince family and we are awaiting matching funds from the Board of Regents. As soon as that happens, funds should become available within one year for awarding.

The Danny and Lenn Dohmann Prince Endowed Professorship in Voice

The Danny and Lenn Dohmann Prince Endowed Professorship in Voice is awarded to a member of the voice or choral faculty on an annual basis. Funds from this Professorship allow for travel, equipment, supplies, recordings, scores, etc. Any full-time member of the voice or choral faculty may submit a proposal and they must plan to return to the University in the following year.

Faculty members who wish to apply for the Professorship must submit an “abstract” of the proposed research that is evaluated by a selection committee appointed by the director. The amount of the award varies from year to year.

Application deadline for the Prince Endowed Professorship: March 1. Recipient will be selected by a committee made up of CAPA Faculty.

A complete listing of the eligibility requirements and guidelines is available in the School of CAPA office. APPLICATIONS FORMS: See Pages 57-60

The Danny and Lenn Dohmann Prince Endowed Professorship in Music

The Danny and Lenn Dohmann Prince Endowed Professorship in Music is awarded to a

member of the music faculty on an annual basis. Funds from this Professorship allow for travel, equipment, supplies, recordings, scores, etc., that would not ordinarily be available from school funding. Any full-time member of the music faculty may submit a proposal and they must plan to return to the University in the following year.

Faculty members who wish to apply for the Professorship must submit an “abstract” of the proposed research that is evaluated by a selection committee appointed by the director. The amount of the award varies from year to year.

Application deadline for the Prince Endowed Professorship: March 1. Recipient will be selected by a committee made up of CAPA Faculty.

A complete listing of the eligibility requirements and guidelines is available in the School of CAPA office. APPLICATIONS FORMS: See Pages 61-64

AUDITION
AND
SCHOLARSHIP
PROCEDURES
&
ADDITIONAL FORMS

CAPA Scholarship Application/Audition Procedures and Awards

1. Students must complete the CAPA “Scholarship Application/Audition Form”.
2. The faculty member conducting the audition will rate the student in each category on a score of 1 to 500 total points and then make a recommendation on the total amount of the scholarship to be awarded.
3. Upon completion of the audition, the faculty member should submit the application/audition form to the director for approval. The amount of the award should not be discussed with the student until approval from the director.
4. Students requesting an “out-of-state fee waiver” must have the following items ON FILE before one may be approved:

ACT/SAT Score
HS/College Transcripts (Minimum 2.5 gpa required)
NSU Admissions Application

5. “Scholarship Contracts” will be issued to prospective students from the NSU Office of Scholarships office. All Application/Audition Forms and Scholarship Contracts will be kept on file in the School of CAPA office after notification is given to the University Scholarship office.
6. **Out-of-State Fee Waiver for Summer School Classes**
Students must request a memo from the Director of the School of Creative and Performing Arts to have the out-of-state fees waived for Summer School classes.

NORTHWESTERN STATE UNIVERSITY

Guidelines for Fine + Graphic Art Scholarships

Each year the Visual Arts area of the School of Creative and Performing Arts will award scholarships. The amount of each scholarship will depend on the quality of work and the number of qualified applicants. Scholarships typically range from \$250 to \$1000 per semester.

Scholarships will be initially awarded based on the following:

1. Overall High School GPA of 2.5 or above (for entering freshman), and NSU GPA for others.
2. Portfolio: an initial submission of at least 10 images on CD (jpeg or pdf) of artwork, which will be judged on :
 - Technical skill in handling of media
 - Design sense
 - Conceptual and creative ability
 - Presentation
3. Three letters of recommendation from persons who are able to judge the applicant's artistic skills, conceptual understanding, commitment to art, motivation, character, and overall strengths and weaknesses.
4. Enrollment at NSU as full time students majoring in Art or Graphic Communications.

All scholarship recipients must reapply each academic year to keep their scholarship, at which time they must meet the following criteria:

1. Demonstrated progress in artistic skills, conceptual and aesthetic development, and work ethic.
2. Minimum 2.5 overall GPA.
3. Minimum of at least 3.0 GPA within the Art curriculum.
4. Full time student status majoring in Art or Graphic Communications at NSU.

Deadline for submission of application and portfolio: February 1st

NSU Fine + Graphic Art Scholarship Application

Please *print* the following information:

NAME: _____ Date: _____

HOME ADDRESS: _____

PHONE: _____ CELL PHONE: _____ AGE: _____

HIGH SCHOOL: _____ DATE OF GRAD: _____

OVERALL GPA: _____ ACT/SAT: _____

PROPOSED MAJOR: _____ Visual Art _____ Graphic Design

ART HONORS/AWARDS:

Art Scholarship Checklist:

- ___ Applications
- ___ CD of Images
- ___ Letters of recommendation

Return to: School of Creative and Performing Arts
 Northwestern State University
 Visual Arts Department
 140 Central Avenue
 Natchitoches, LA 71497

NSU Fine + Graphic Art Scholarship Checklist for:

- Overall GPA of 2.5
- Application Form
- Portfolio CD
- Letter of Recommendation
- Letter of Recommendation
- Letter of Recommendation

Notes

Awarded

- Yes
- No

Amount Awarded \$ _____ per semester

Scholarship Committee

_____ Brooks DeFee

_____ Matt DeFord

Undergraduate and Graduates Students who are preparing for their Senior/Graduate exhibitions must follow the procedures below in order to make and to maintain reservations for an exhibition. Failure to follow procedures may lead to forfeiture of your exhibition slot/and or postponement of your graduation.

Step 1: One full semester prior to your commencement semester, you must make known to your advisor/graduate committee and the gallery director that you are preparing to exhibit the following semester. (FALL GRADUATES: ANNOUNCE IN BEGINNING OF SPRING PRIOR. LIKEWISE, SPRING GRADUATES: ANNOUNCE IN THE BEGINNING OF FALL PRIOR) Please make this **announcement in the form of a letter.**

This announcement should be accompanied by a 350-700 word proposal, explaining the purpose, medium, and scale of your exhibition (number of works, dimensions, etc.) Discussion of theme, imagery, and process are pertinent as well. Please type this proposal in a standard font and size.

Along with this proposal, you should attach scale floor plans (please use attached form) of proposed placement and well as any additional drawings to clarify the use of the space you are requesting. Please note that curtains and other partitions are not to be used to shorten the overall length of the exhibition spaces.

SUBMIT THIS PROPOSAL TO THE GALLERY DIRECTOR by the third full week of the semester. Specific dates will be posted in the hallway of building 25A on the "STUDENTS" bulletin board by the Gallery Director. It is your responsibility expressly to submit this information by the announced date and NO LATER.

Step 2: **Schedule Meeting the Faculty through the Gallery Director**

The Gallery Director will maintain a schedule of proposal discussion meetings. **You should make sure that you schedule a meeting immediately after submitting your proposal to the Gallery Director.**

Step 3: Gallery Director, advisors, and committee members **meet with you to discuss your proposal.** At this meeting you may bring additional support materials including samples of work.

Step 4: After the initial discussion, **dates for your exhibition will be approved.** You should now begin working on the pieces for your exhibition and planning for the exhibition logistically.

Step 5: It is now **your responsibility to set up critiques and discussion meetings with the appropriate Faculty and the Gallery Director** to note the progress and development of your exhibition. Try to schedule at least one meeting every two weeks during the first semester of planning and one every week during the semester of your exhibition. We NEED TO SEE YOUR PROGRESS.

Please remember: Undergraduates, you are required to take ART 4980 the semester of your exhibition and that it is required that you pass ART 4980 with at least a C in order to graduate.

Graduates, please remember that focusing on your exhibition in one semester and your thesis in another is often a good game plan.

The Gallery Director or other faculty member will assist you with lighting your exhibit. Please do not moving lighting on your own.

Food and drink are allowable in the galleries, however, no food should be left on the floor after a reception. You are responsible for cleaning thoroughly after your reception.

Likewise, you must fill all wholes, sand and spot paint with the approved paint after your exhibition is removed. This is to be completed under the supervision of the Gallery Director.

No adhesives hangers will be used without prior approval of the Gallery Director.

Senior Exhibition Checklist

	Faculty Name/date
<input type="checkbox"/> Proposal approved	_____
<input type="checkbox"/> Review	_____
<input type="checkbox"/> Review (two weeks prior)	_____
<input type="checkbox"/> News Release	_____
<input type="checkbox"/> Posters (two weeks prior)	_____
<input type="checkbox"/> Email to faculty alerting of show/reception	_____
<input type="checkbox"/> Artist Statement	_____
<input type="checkbox"/> Titles	_____
<input type="checkbox"/> Final Review (installation)	_____
<input type="checkbox"/> Removal of show (walls patched/painted)	_____

NORTHWESTERN STATE UNIVERSITY
THEATRE SCHOLARSHIP APPLICATION/AUDITION FORM

Name: _____ Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

High School: _____ Date of Graduation: _____

DOB: _____ SS#: _____ GPA: _____ ACT/SAT: _____

Parents

Name _____ Primary Instrument/Voice Type: _____

Voice type or instruments you play or have played: _____

Proposed Academic Major: _____

Honors/Awards: _____

(Please do not write below this line.)

[Please score each category (i.e. from 1 to 100..low to high) and recommend total award.]

Tone:

Vocal:

Movement:

Acting:

Technique:

Overall Presentation (Personal/Talent):

COMMENTS:

Total Score: _____ Scholarship Recommendation/Semester: _____ Out-of-State _____

Faculty Signature: _____ Date: _____

Dept. Head Approval: _____ Date: _____

GPA _____ ACT/SAT _____ OOS _____
 Additional Review Approval: 1. _____ Date: _____ 2. _____ Date: _____

INVENTORY

CAPA Faculty members are responsible for state equipment that is located in their area or is used in their assigned duties. The office of Property Control requires a complete accounting of equipment each January. Listed below are the sub-code account numbers for each faculty member.

Art (1-01115) Sub Codes

001 - Staff
 002 - Matt DeFord
 003 - Mike Yankowski
 004 - Clyde Downs
 005 - Brooks DeFee
 006 - Mirla Gonzales-Martinez
 007 - Art Office
 008 - Staff
 009 - Leslie Gruesbeck

Music (1-01170) Sub Codes

001 - Bill Brent
 002 - Douglas Bakenhus
 003 - Burt Allen
 004 - Music Lab-Forsyth
 005 - Ken Green
 006 - D'nissa Hester
 007 - Michael Rorex
 008 - Luke Brouillette
 009 - Terrie Sanders
 010 - Chris Allen
 011 - Greg Handel
 012 - Shirley Jennings
 013 - Dennette McDermott
 014 - Galindo Rodriguez
 015 - Paul Christopher
 016 - Patrick Dill
 017 - Diane Jones
 018 - Francis Yang
 019 - LA School
 020 - Mary deVile
 021 - Kristine Coreil
 022 - Malena McLaren
 023 - Stephen McKeithen
 024 - Sharon Joy
 025 - Jeff Mathews
 026 - Mark Thompson
 027 - Andrej Kurti
 028 - Masahito Kuroda
 029 - John Dunn
 030 - Paul Forsyth
 031 - Leah Forsyth

Theatre (1-01185) Sub Codes

001 - Brett Garfinkel
 002 -
 003 - Pia Wyatt
 004 - Jessica Parr
 005 - Vicki Parrish
 006 - Scott Burrell
 007 - Philip Kidd
 008 - Jane Norman
 009 - Nicholas Frederick
 010 - Andrew Lewis
 011 -
 012 - Pharris

**Northwestern State University
School of Creative and Performing Arts
Faculty Data Form**

NAME _____

HOME STREET
ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

HOME TELEPHONE NUMBER _____

CELL PHONE NUMBER _____

SS# OR NSU ID _____ EMER. CONTACT # _____

(PLEASE LIST TITLE OF EACH DEGREE YOU HOLD, FROM WHAT INSTITUTION AND YEAR AWARDED)

BACHELOR'S DEGREE(s) _____

MASTER'S DEGREE(s) _____

DOCTORATE _____

UNIVERSITY TEACHING EXPERIENCE (PLEASE LIST INSTITUTIONS/DATE OF
EMPLOYMENT)

CURRENT UNIVERSITY/CAPA COMMITTEE ASSIGNMENTS _____

**NORTHWESTERN STATE UNIVERSITY
SCHOOL OF CREATIVE AND PERFORMING ARTS
FACULTY DEVELOPMENT PLANS**

NAME: _____ DATE: _____

DIRECTIONS: Please identify specific goals you will work for and complete during the academic year. For each goal, specify activities you will engage in and the time for completion.

TEACHING GOALS:

ACTIVITIES:

TARGET COMPLETION DATE AND
EVIDENCE OF GOAL ACHIEVEMENT:

**ACADEMIC ADVISING &
STUDENT ASSISTANCE GOALS:**

ACTIVITIES:

TARGET COMPLETION DATE AND
EVIDENCE OF GOAL ACHIEVEMENT:

**CONTINUING SCHOLARSHIP AND
PROFESSIONAL GROWTH CREATIVE
ACTIVITIES GOALS:**

ACTIVITIES:

TARGET COMPLETION DATE AND
EVIDENCE OF GOAL ACHIEVEMENT:

RESEARCH/GRADUATE STUDY GOALS:

ACTIVITIES:

TARGET COMPLETION DATE AND
EVIDENCE OF GOAL ACHIEVEMENT:

SERVICE GOALS:

ACTIVITIES:

TARGET COMPLETION DATE AND
EVIDENCE OF GOAL ACHIEVEMENT:

OTHER GOALS:

ACTIVITIES:

TARGET COMPLETION DATE AND
EVIDENCE OF GOAL ACHIEVEMENT:

SIGNATURE: _____

APPROVED: _____

CAPA DIRECTOR: _____

TEACHING	60 %
RESEARCH	_____ %
SERVICE	_____ %

OPTIONAL - Areas of
Evaluation may be weighed
if desired by faculty and
approved by Department
Head.

FACULTY ACTIVITY REPORT

SUBMITTED _____

FACULTY MEMBER _____ DEPARTMENT _____

1. ACADEMIC ACTIVITIES:
 - a. Teaching:
 - (1) Courses Taught:
 - b. Advising:
 - (1) Number of undergraduate advisees within major _____.
 - (2) Number of undergraduate advisee with undeclared or general studies major _____.
 - c. Directing research and other creative activities:
 - d. Directing Academic Programs:
2. PROGRAM DEVELOPMENT ACTIVITIES:
 - a. Curriculum Development:
 - b. Recruitment and Retention of Students:
 - c. Development of resources and/or Facilities for Enhancement of the Academic program:
3. RESEARCH/CREATIVE AND PROFESSIONAL ACTIVITIES:
 - a. Authoring of Nationally-distributed publications:
 - b. Authoring for regional state and non-referred publications:
 - c. Submissions:
4. SERVICE:
 - a. Professional Service:
 - b. University Service:
 - c. Other Community Service:

SYLLABUS

DEPARTMENT:

COURSE NUMBER/TITLE:

COURSE CATALOG DESCRIPTION:

COURSE GOALS/OBJECTIVES:

COURSE CONTENT/OUTLINE FORMAT:

COURSE REQUIREMENTS:

ACTIVITIES/EXPERIENCE:

EVALUATIONS:

REQUIRED TEXTBOOKS/MATERIALS:

BIBLIOGRAPHY/READINGS/RESOURCES:

METHODS OF INSTRUCTION:

ADDITIONAL REQUIREMENTS/GRADUATE STUDENTS IN UG COURSES:

University Policies

Disability Statement

It is the policy of NSU to accommodate students with disabilities, pursuant to federal law, state law, and the University's commitment to equal educational opportunities. Any student with a disability who needs accommodations, for example in seating placement or in arrangements for examinations, should inform the instructor at the beginning of the course. Students with disabilities are encouraged to contact the Office of Disability Support, which is located in Kyser Hall, Room 239, telephone (318)357-4460 or TTD (318)357-4393.

Classroom Civility Statement

Each Northwestern State University student is encouraged to help create an environment that promotes learning, dignity, and mutual respect for everyone in the learning environment. Students who speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or pagers (or other noise-making devices like watches with alarms), listen to music on headphones, play with computers or hand held games, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be asked to leave the class and subjected to disciplinary action under the Northwestern State University Student Code of Conduct and Sanctions (Article VII Sanctions). The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Copies of the infractions and sanctions are available on the NSU website at <http://www.nsula.edu/studenthandbook/>.

Student Academic Honesty Statement

Academic dishonesty is defined as the following: 1) acquiring or using a published test bank, 2) copying from another student's test, paper or computer file, 3) using unauthorized materials during a test, 4) collaborating during a test with any other person by giving or receiving information without authority, 5) stealing, buying, or otherwise obtaining non-administered or unauthorized tests, 6) selling or giving away non-administered or unauthorized tests, 7) bribing anyone to obtain information about a test, 8) substituting for another student or permitting another person to substitute for oneself to take a test, 9) submitting as your own, in fulfillment of academic requirements, any work prepared totally or in part by another, 10) supplying to another student any theme, report, or other work for use in fulfilling academic requirements, and 11) plagiarism, defined as the use of another person's work and the unacknowledged incorporations of that work in one's own work that is offered for credit. Students are expected to abide by the Northwestern State University Academic Honor Code for all educational work including electronic and on-line course work, internships, and other academic pursuits outside the traditional classroom.

Academic dishonesty will result in one or more of the following disciplinary measures to be decided by the course instructor: 1) verbal/written warning including creation of a record in Judicial Affairs, 2) conference with department chair or dean, 3) reduction of test/course grade to an "F". And, 4) a student may subsequently be referred to Judicial Affairs and receive additional disciplinary sanctions including educational alternatives, probation, suspension or expulsion from Northwestern as a result of academic dishonesty. Refer to the section in the Student Handbook concerning Academic Infractions and Sanctions for Academic Misconduct.

Refer to the section in the Student Handbook concerning Academic Infractions and Sanctions for Academic Misconduct.

Northwestern State University of Louisiana
School of Creative and Performing Arts
Applied Music Repertoire Sheet and Jury Examination Record

Name _____ Degree _____ Class _____

Semester _____ Instructor _____

Instrument or voice (major/minor) _____ Course No. _____

Semester Grade _____ Jury Grade _____ Final Grade _____

Repertoire (list as follows):

1. Prepared for jury presentation
2. Additional repertoire
3. Performed repertoire

Technique: (methods studied, scales, vocal exercises, etc.)

**Northwestern State University of Louisiana
School of Creative and Performing Arts
Vocal/Instrumental Jury Comment Sheet**

Name _____ Semester _____ Class _____

Instrument _____ Instructor _____

TONE (Beauty, Control, Intonation)

_____ (Score: 10 pts.) _____

TECHNIQUE (Breathing, Articulation, Rhythm, Bowing, Diction, Etc.)

_____ (Score: 10 pts.) _____

MUSICIANSHIP (Interpretation, Expression, Phrasing, Style, Tempo, Artistry, Fluency,
Musical Effect)

_____ (Score: 10 pts.) _____

STAGE PRESENCE/APPEARANCE _____

1710 TECHNIQUES (Scales/Arpeggios, Etc.)

Suggested Jury Grade: _____ Signature: _____

**NORTHWESTERN STATE UNIVERSITY
SCHOOL OF CREATIVE AND PERFORMING ARTS
PERCUSSION JURY COMMENT SHEET**

Name _____ Semester _____ Class _____

SNARE DRUM:

Technique _____

Interpretation (balance, dynamics, phrasing, rhythm, tempo) _____

(score: 10 pts) _____

KEYBOARD:

Technique _____

Interpretation _____

(score: 10pts) _____

TYMPANI:

Technique _____

Interpretation _____

(score: 10 pts) _____

OVERALL MUSICAL AND GENERAL EFFECT: (artistry, stage presence, appearance)

(score: 10 pts) _____

1710 Technique (S/A) _____ (score: 10 pts) _____

Suggested jury grade: _____ Signature _____

**NORTHWESTERN STATE UNIVERSITY OF LOUISIANA
SCHOOL OF CREATIVE AND PERFORMING ARTS
RECITAL PREVIEW JURY**

_____ Please serve on the Preview Jury for _____
Faculty Member's Name Student's Name

_____ to be held at _____ on _____ in _____
Degree Time Date Location

_____ I recommend that this student is adequately prepared for a recital.

_____ I recommend that this student is not adequately prepared for a recital.

COMMENTS:

_____ Signature _____

**NORTHWESTERN STATE UNIVERSITY OF LOUISIANA
SCHOOL OF CREATIVE AND PERFORMING ARTS**

Recital Performance Grade

_____ Please serve on the Recital Jury for _____
Faculty Member's Name Student's Name

_____ to be held at _____ on _____ in _____
Degree Time Date Location

COMMENTS:

Recommended Recital Grade: _____ Faculty Signature _____

**NORTHWESTERN STATE UNIVERSITY OF LOUISIANA
SCHOOL OF CREATIVE AND PERFORMING ARTS
QUALIFYING JURY**

_____ Please serve on the Qualifying Jury for _____
Faculty Member's Name Student's Name

_____ to be held at _____ on _____ in _____
Degree Time Date Location

_____ I recommend that this student be passed into MUS 3710 Applied Music.

_____ I recommend that this student be retained in MUS 1710 Applied Music.

COMMENTS:

Technique (Scales/Arpeggios) _____

_____ Signature _____

MUS 1500**STUDENT RECITAL APPLICATION FORM**

Name or Group*: _____ Date of Performance: _____

Instrument/Voice*: _____

Accompanist's Name: _____

Composer (include first and last name):

_____Title (full title with names of movements): _____

Length of piece: _____ Instructor's Signature: _____

Performer's Signature: _____

* If more than one performer, please indicate the names of other performers on the reverse side and the instruments. Also indicate any special set up directions on the reverse side.

NORTHWESTERN STATE UNIVERSITY OF LOUISIANA
SCHOOL OF CREATIVE AND PERFORMING ARTS
APPLIED MUSIC DEGREE JURY EXAMINATION

Name _____ Semester _____

Voice/Instrument _____ Major Professor _____

_____ This student should be retained in the Bachelor of Music performance degree.

_____ This student should be placed on a one-semester probation in order to meet the standards for the Bachelor of Music performance degree.

_____ This student should not be retained in the Bachelor of Music performance degree.

Signature

Date

CAPA Professorship Evaluation Guidelines

These guidelines are meant to help with proposal evaluation for the five CAPA professorships, the Magale, Derby, Alford, and Prince Professorships. The following pages contain submission guidelines and evaluation guidelines for each professorship.

The guidelines for each professorship are very similar; however, there are a few differences between each professorship so make sure you read the proper professorship guidelines.

Each professorship has specific submission guidelines. They are posted on the following pages followed by the evaluation criteria. Please read the submission guidelines BEFORE evaluating a proposal to make sure the proposal has been submitted properly and is eligible.

** If a faculty member holds a professorship, they ARE allowed to apply for a different professorship in the following year.*

Once you have determined the proposal is eligible and complete, use the listed evaluation criteria to help determine which professorship is the most qualified.

Submission Guidelines

DONALD F. DERBY ENDOWED PROFESSORSHIP

Purpose:

This endowment has been established to provide a means for art and music faculty enrichment that would not ordinarily be available from other sources. The enrichment may include travel, special research, performance, exhibitions, etc....to promote, enlarge, strengthen the faculty's knowledge/skill or to enhance broader regional, national or international recognition. The enrichment may likewise fund the visit of individual artists/musicians to the campus of NSU. This award will be shared by the music and art areas and will alternately be granted to a music or art faculty member.

Eligibility:

- I. Any full-time tenured or tenure-track art or music faculty member who has taught at Northwestern for at least one year. The professorship will be awarded with the understanding the recipient will return to teach for at least one year.
- II. Individuals that are awarded the professorship must complete the project within one year.
- III. Faculty members are eligible to receive the award more than once; however, they may not hold an award for more than two consecutive years.
- IV. A summary of activities pertinent to the award such as articles published will be submitted to the Director of the School of Creative and Performing Arts by the end of the moratorium.
- V. The selection committee will be appointed by the Director of the School of Creative and Performing Arts each year. It is recommended that the recipient from the previous year be a member. A mixture of ranks and representation from both the art and music faculties should comprise the selection committee; however, it is not necessary to limit the committee to only the discipline that is eligible. Faculty members who are applying for the award will not be on the selection committee.

Proposal:

Each proposal should include a narrative that will define the project to be undertaken. A summary of expenses related to the activity as well as the anticipated impact the project will have on the faculty member, university and the professional field should be included. A one-page curriculum vitae listing the applicant's previous scholarly activities will also be submitted. The application deadline each year will be March 1. Although there are no formal guidelines for the evaluation of proposals submitted, the applicant and committee should always consider how the project reflects back on the university.

Cover Page Format:

DONALD F. DERBY ENDOWED PROFESSORSHIP

Name _____

Submission

Date _____

Title of Proposed

Project _____

Abstract (Not to exceed 250 words):

Derby Professorship Evaluation Criteria

- A. Does the project make a distinct and measurable contribution to the professional growth of the faculty member?
- B. Will the project encourage a climate for research and exposure to new ideas or expand upon current creative activities?
- C. Is the faculty member appropriately qualified to implement the project?
- D. Will the project ultimately benefit the students?
- E. Is the project appropriate to the academic scope of the department?
- F. Will the project compliment the goals or direction of the department?
- G. Is the project one that can be implemented in the one-year time frame?
- H. Will the funding of this project enhance prospects of reciprocal or exchange possibilities?
- I. Merit over and beyond considerations noted above.

Submission Guidelines

JOANNA MAGALE ENDOWED PROFESSORSHIP

Proposal Preparation

Proposals submitted for the Joanna Magale Endowed Professorship will include the following:

- I. Four double-spaced, typed copies of the proposal. Proposals are to be submitted to the office of the Director of the School of Creative and Performing Arts. Deadline is March
- II. Cover Sheet.
- III. Narrative (Not to exceed four double-spaced pages) should include a description of the scholarly work to be undertaken as well as a list of expenses directly related to the scholarly activity.

Project Report Format:

I. Cover Sheet

- a. Name
- b. Project Title
- c. Abstract (not to exceed 300 words)

II. Project Achievements

- a. Specific outcome of project
- b. Contribution to research effort (travel, experimentation, writing, performing, speaking, interviews, other)

Eligibility:

- I. Any full-time member of the music faculty may submit a proposal.
- II. An individual receiving the award is required to return to the university the following year. It is the responsibility of the administration to decide how this rule will be enforced.
- III. Faculty members are eligible to receive the award more than once;
- IV. However, they may not hold an award for more than two consecutive years. The individual's performance in previous projects will be an explicit part of the evaluation of future proposals.
- V. Assignment of the Selection Committee. One faculty member from each of the ranks of Assistant, Associate and Professor. In the event that a committee member has an award proposal under consideration by the committee, the Director of the School of Creative and Performing Arts will be the third vote on the committee (the committee member will therefore not have a vote on his/her own proposal).

Cover Sheet format:

JOANNA MAGALE ENDOWED PROFESSORSHIP

Name _____

Submission

Date _____

Title of Proposed

Project _____

Abstract (Not to exceed 300 words)

Magale Professorship Evaluation Criteria

- _____ (15) A. Does the project make a distinct and superior contribution to the profession/university?
- _____ (10) B. Will the project encourage a climate for research and teaching?
- _____ (10) C. Is the faculty member appropriately qualified to implement the project?
- _____ (10) D. Is the rationale for the project sound? New research? Follow up on the old research? Not merely a re-working of old data?
- _____ (10) E. Will the project enhance the school?
- _____ (10) F. Is the project appropriate to the academic scope of the school?
- _____ (10) G. Will the project complement the goals or direction of the school?
- _____ (10) H. Is the project one that can be implement in the one-year time frame?
- _____ (10) I. Will funding of this project enhance prospects of additional external funding?
- _____ (5) J. Merit over and beyond considerations noted above. Be specific.

Summarize briefly the notable features of this proposal that most decisively influenced the ratings given.

Submission Guidelines

CLIFTON M. ALFORD ENDOWED PROFESSORSHIP

The Clifton M. Alford Memorial Endowed Professorship in Music is similar to the Magale Endowed Professorship but may be awarded only to music faculty on an annual basis. Funds from this Professorship allow for travel, equipment, supplies, recordings, scores, etc., that would not ordinarily be available from school funding. Any full-time member of the music faculty may submit a proposal and they must plan to return to the University in the following year.

Faculty members who wish to apply for the Professorship must submit an “abstract” of the proposed research that is evaluated by a selection committee appointed by the director. The amount of the award varies from year to year.

Eligibility:

- I. Any full-time tenured or tenure-track music faculty member who has taught at Northwestern for at least one year. The professorship will be awarded with the understanding the recipient will return to teach for at least one year.
- II. Individuals that are awarded the professorship must complete the project within one year.
- III. Faculty members are eligible to receive the award more than once; however, they may not hold an award for more than two consecutive years.
- IV. A summary of activities pertinent to the award such as articles published will be submitted to the Director of the School of Creative and Performing Arts by the end of the moratorium.
- V. The selection committee will be appointed by the Director of the School of Creative and Performing Arts each year. It is recommended that the recipient from the previous year be a member. Faculty members who are applying for the award will not be on the selection committee.

Proposal Format:

Each proposal should include a narrative that will define the project to be undertaken. A summary of expenses related to the activity as well as the anticipated impact the project will have on the faculty member, university and the professional field should be included. A one-page curriculum vitae listing the applicant's previous scholarly activities will also be submitted. The application deadline each year will be March 1. Although there are no formal guidelines for the evaluation of proposals submitted, the applicant and committee should always consider how the project reflects back on the university.

Cover Page Format:

CLIFTON M. ALFORD ENDOWED PROFESSORSHIP

Name _____

Submission

Date _____

Title of Proposed

Project _____

Abstract (Not to exceed 250 words):

Alford Professorship Evaluation Criteria

- A. Does the project make a distinct and measurable contribution to the professional growth of the faculty member?
- B. Will the project encourage a climate for research and exposure to new ideas or expand upon current creative activities?
- C. Is the faculty member appropriately qualified to implement the project?
- D. Will the project ultimately benefit the students?
- E. Is the project appropriate to the academic scope of the department?
- F. Will the project compliment the goals or direction of the department?
- G. Is the project one that can be implemented in the one-year time frame?
- H. Will the funding of this project enhance prospects of reciprocal or exchange possibilities?
- I. Merit over and beyond considerations noted above.

Submission Guidelines

DANNY AND LENN DOHMANN PRINCE ENDOWED PROFESSORSHIP IN VOICE

The Danny and Lenn Dohmann Prince Endowed Professorship in Voice is awarded to a member of the voice or choral faculty on an annual basis. Funds from this Professorship allow for travel, equipment, supplies, recordings, scores, etc. Any full-time member of the voice or choral faculty may submit a proposal and they must plan to return to the University in the following year.

Faculty members who wish to apply for the Professorship must submit an “abstract” of the proposed research that is evaluated by a selection committee appointed by the director. The amount of the award varies from year to year.

Eligibility:

- I. Any full-time tenured or tenure-track voice faculty member who has taught at Northwestern for at least one year. The professorship will be awarded with the understanding the recipient will return to teach for at least one year.
- II. Individuals that are awarded the professorship must complete the project within one year.
- III. Faculty members are eligible to receive the award more than once; however, they may not hold an award for more than two consecutive years.
- IV. A summary of activities pertinent to the award such as articles published will be submitted to the Director of the School of Creative and Performing Arts by the end of the moratorium.
- V. The selection committee will be appointed by the Director of the School of Creative and Performing Arts each year. It is recommended that the recipient from the previous year be a member. Faculty members who are applying for the award will not be on the selection committee.

Proposal Format:

Each proposal should include a narrative that will define the project to be undertaken. A summary of expenses related to the activity as well as the anticipated impact the project will have on the faculty member, university and the professional field should be included. A one-page curriculum vitae listing the applicant's previous scholarly activities will also be submitted. The application deadline each year will be March 1. Although there are no formal guidelines for the evaluation of proposals submitted, the applicant and committee should always consider how the project reflects back on the university.

Cover Page Format:

DANNY AND LENN DOHMANN PRINCE ENDOWED PROFESSORSHIP IN
VOICE

Name _____

Submission

Date _____

Title of Proposed

Project _____

Abstract (Not to exceed 250 words):

Prince Professorship in Voice Evaluation Criteria

- A. Does the project make a distinct and measurable contribution to the professional growth of the faculty member?
- B. Will the project encourage a climate for research and exposure to new ideas or expand upon current creative activities?
- C. Is the faculty member appropriately qualified to implement the project?
- D. Will the project ultimately benefit the students?
- E. Is the project appropriate to the academic scope of the department?
- F. Will the project compliment the goals or direction of the department?
- G. Is the project one that can be implemented in the one-year time frame?
- H. Will the funding of this project enhance prospects of reciprocal or exchange possibilities?
- I. Merit over and beyond considerations noted above.

Submission Guidelines

DANNY AND LENN DOHMANN PRINCE ENDOWED PROFESSORSHIP IN MUSIC

The Danny and Lenn Dohmann Prince Endowed Professorship in Music is awarded to a member of the music faculty on an annual basis. Funds from this Professorship allow for travel, equipment, supplies, recordings, scores, etc., that would not ordinarily be available from school funding. Any full-time member of the music faculty may submit a proposal and they must plan to return to the University in the following year. Faculty members who wish to apply for the Professorship must submit an “abstract” of the proposed research that is evaluated by a selection committee appointed by the director. The amount of the award varies from year to year.

Eligibility:

- I. Any full-time tenured or tenure-track music faculty member who has taught at Northwestern for at least one year. The professorship will be awarded with the understanding the recipient will return to teach for at least one year.
- II. Individuals that are awarded the professorship must complete the project within one year.
- III. Faculty members are eligible to receive the award more than once; however, they may not hold an award for more than two consecutive years.
- IV. A summary of activities pertinent to the award such as articles published will be submitted to the Director of the School of Creative and Performing Arts by the end of the moratorium.
- V. The selection committee will be appointed by the Director of the School of Creative and Performing Arts each year. It is recommended that the recipient from the previous year be a member. Faculty members who are applying for the award will not be on the selection committee.

Proposal Format:

Each proposal should include a narrative that will define the project to be undertaken. A summary of expenses related to the activity as well as the anticipated impact the project will have on the faculty member, university and the professional field should be included. A one-page curriculum vitae listing the applicant's previous scholarly activities will also be submitted. The application deadline each year will be March 1. Although there are no formal guidelines for the evaluation of proposals submitted, the applicant and committee should always consider how the project reflects back on the university.

Cover Page Format:

DANNY AND LENN DOHMANN PRINCE ENDOWED PROFESSORSHIP IN
MUSIC

Name _____

Submission

Date _____

Title of Proposed

Project _____

Abstract (Not to exceed 250 words):

Prince Professorship in Music Evaluation Criteria

- A. Does the project make a distinct and measurable contribution to the professional growth of the faculty member?
- B. Will the project encourage a climate for research and exposure to new ideas or expand upon current creative activities?
- C. Is the faculty member appropriately qualified to implement the project?
- D. Will the project ultimately benefit the students?
- E. Is the project appropriate to the academic scope of the department?
- F. Will the project compliment the goals or direction of the department?
- G. Is the project one that can be implemented in the one-year time frame?
- H. Will the funding of this project enhance prospects of reciprocal or exchange possibilities?
- I. Merit over and beyond considerations noted above.

Northwestern State University
School of Creative and Performing Arts
Facility Use Request

Facility Requested: _____
(Building) (Room)

NAME OF EVENT: _____

Type of Event: ___ CAPA Faculty/Student ___ Guest Artist ___ Orch/Choir/Band

DATE OF EVENT: _____ (MO/DAY/YEAR)

EVENT START TIME: _____ TYPE: ___ Open ___ Restricted

BOOKING TIMES:

Beginning at: _____ a.m. _____ p.m.

Ending at: _____ a.m. _____ p.m.

REHEARSAL DATES:

Date: _____ Beginning at: _____ a.m. _____ p.m.

Date: _____ Beginning at: _____ a.m. _____ p.m.

Date: _____ Beginning at: _____ a.m. _____ p.m.

Date: _____ Beginning at: _____ a.m. _____ p.m.

REQUESTED BY: _____

Telephone Number _____

All dates requested are tentative until final approval in CAPA office.

Applicant's Signature _____

Date _____

Approved NSU Building Manager Greg Handel

Date _____

Excerpt from the 18 February 2003 Faculty Senate Minutes:

- a. Excused Absences for Students Attending Events—Dr. Kristine Coriel. Dr. Coreil presented a draft policy letter for excused absences. Discussion followed about who should approve a request for excused absence. A faculty member would have to request the excuse for a university event. Discussion followed about what constitutes grounds for an excused absence. Some changes were requested for the policy letter. Dr. Pearson called for a motion and a second to the motion. The motion was made and seconded to approve the draft as amended; it passed unanimously. Here is the approved draft:

POLICY REGARDING EXCUSED ABSENCES

- A. Absences may be excused when a group of students are involved in an activity that directly relates to an academic discipline or scholarship obligation.
- B. A request for excused absences must be initiated by an NSU faculty member, approved at the departmental level, and forwarded to the Dean.
- C. The Dean has the discretion of granting excused absences and will issue a form (See the attached.pdf form) that each student can take to professors requesting an excused absence. In the case of a denial, an appeal may be made to the Vice-President of Academic Affairs, who will have the final authority.
- D. Each student is responsible for:
 - a. Informing his or her instructor of the absence by presenting the form from the Dean.
 - b. Arranging with each instructor the method of making up missed quizzes, exams, or other work.
- E. The method for making up missed work is at the discretion of the instructor of the course.
- F. The Dean may issue one form for multiple absences within the same semester, as would be needed in the case of athletic or spirit groups, etc.
- G. Excused absences will not be granted by form letters devoid of specific student names, by mass email messages over the Messenger service, or without the signature of the appropriate Dean.

GROUP EXCUSED ABSENCES REQUEST FORM

Name of Event:
Dates(s) and Time(s) of requested excused absence:

Name of NSU Faculty member in charge of group or event:

Name	Telephone Number

NAMES OF STUDENTS: (Fill in names or attach roster)

Approved by:

Department Head	Date

Dean	Date

Individual Liability Corporate Card/Corporate Travel Card Application

Employee Information

Please print or type:

Name as it should appear on card (FN, MI, LN): _____ Employee ID Number: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

Years of Service with Company: _____ Annual Salary: \$ _____

Street/Home Address: _____
(No PO. Box Please)

City: _____ State: _____ Zip: _____

Statement/Billing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () - _____ Business Phone: () - _____

Employee Email: _____

Company Information

This section is to be completed by authorized Company Program Administrator. Company # _____ Liability Indicator: Ind

Corporate Account Name: _____ Corporate Account # _____ - _____ - _____

Second Line Embossing: _____

% Cash: N/A PIN (Y/N) _____ Internal Audit Code: N/A Single Purchase Limit \$ N/A

Reporting Hierarchy: _____ - _____ - _____ - _____ - _____ - _____

MCC Group Name(s)/Action: 6601113TVL () 6601113RTL () RTL LIMIT () _____ ()
_____ () _____ () \$250 () _____ ()

Program Administrator Name: _____ Program Administrator Phone: () - _____

Program Administrator Email: _____

Program Administrator Signature: _____

Employee Acknowledgement Signature

Employee Applicant certifies that he/she is 18 years or older, is a U.S. citizen or permanent resident, and that the information submitted in this application is true and correct. Employee Applicant authorizes Bank of America to notify the above-referenced Company of the Bank's approval or decline of this application and if the application is approved, to share with company all account information. Employee Applicant understands that any approval of this application is subject to his/her continuing to be employed by such Company.

If a card is issued, the Employee Applicant understands that it is to be used for charges in connection with the above-referenced Company's business only and not for personal, family or household purposes. The Employee Applicant further understands and acknowledges that he/she is totally responsible and liable for all transactions charged to the card and that full payment is due to Bank of America upon receipt of the statement. Employee Applicant also understands that if he/she fails to pay Bank of America for all undisputed charges, his/her card will be permanently canceled. Furthermore, Bank of America reserves the right to report Employee's account payment history to the credit reporting agencies at the Bank's discretion.

Employee Applicant requests that he/she be issued a Bank of America Corporate Card/Corporate Travel Card. Pursuant to requirements of law, including the USA PATRIOT Act, Bank of America is obtaining information and will take necessary actions to verify Employee Applicant's identity. Bank of America may obtain credit information concerning Employee Applicant (and spouse if Employee Applicant lives in a community property state) for the sole purpose of issuance, renewal and/or replacement of a Bank of America Corporate Card/Corporate Travel Card. If this application is approved, Employee Applicant agrees to be bound by the terms of the Corporate Card and Corporate Travel Card Member Agreement accompanying the card.

From time to time Bank of America and its affiliates may share with each other information about Employee Applicant personally contained in his/her application to Bank of America or obtained from outside sources. However, Employee Applicant may instruct Bank of America to cease sharing his/her personal information obtained from his/her application or outside sources by sending a written request to: Commercial Card Services, P.O. Box 27025, Richmond, VA 23261-7025.

Employee Applicant Signature: _____ Date: _____ / _____ / _____

Print Approving Manger Name: _____

Approving Manger Signature: _____ Date: _____ / _____ / _____

Bank of America  Higher Standards

Unless otherwise instructed, please return this application to your Company Program Administrator. Thank You.

DEAN/DEPARTMENT HEAD APPROVAL _____

NORTHWESTERN STATE UNIVERSITY

SEMESTER _____

CLASS SCHEDULE ENTRY FORM

DATE _____

Instructions for Completion on Back

SUMMER SESSION _____

Course Title (1)	Course Number (2)	Section Number (3)	Session: Fa & Sp Full-Term A-Term B-Term (5)	Instructor SS# or ID # (6)	Instructor Name (Last Name First Name) (7)	% Load (8)
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___ Independent Study (4)

Start Date (9)	End Date (10)	Credit Hour Value (11)	Course Level Undergraduate Graduate* Both U & G* (12)	Maximum Number Enrollment (13)	Site Code (Off Campus) (14)	Subtitle (15)
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*Grad Approval _____ (16)

Days M T W R F S U (17)	Start Time (18)	End Time (19)	Building Number (20)	Room Number (21)	Notes: For Published Schedule Only (22)
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Registration Controls & Description

(23)

(23)

Course Title (1)	Course Number (2)	Section Number (3)	Session: Fa & Sp Full-Term A-Term B-Term (5)	Instructor SS# or ID # (6)	Instructor Name (Last Name First Name) (7)	% Load (8)
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___ Independent Study (4)

Start Date (9)	End Date (10)	Credit Hour Value (11)	Course Level Undergraduate Graduate* Both U & G* (12)	Maximum Number Enrollment (13)	Site Code (Off Campus) (14)	Subtitle (15)
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*Grad Approval _____ (16)

Days M T W R F S U (17)	Start Time (18)	End Time (19)	Building Number (20)	Room Number (21)	Notes: For Published Schedule Only (22)
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Registration Controls & Description

(23)

(23)

ELECTRONIC CLASS SCHEDULE ENTRY FORM

NORTHWESTERN STATE UNIVERSITY Instructions for Completion on Back

Dean/Dept. Head Approval Date

SEMESTER _____

Graduate Dean Approval/G & UG Courses* Date

Electronic Approval Date

SUMMER SESSION _____

Course Title	Course Number	Section Number	Session: Fa & Sp	Instructor SS# or ID#	Instructor Name (Last Name First Name)	% Load
			<input type="checkbox"/> Full-Term			
			<input type="checkbox"/> A-Term			
			<input type="checkbox"/> B-Term			

Short Course/Summer Start Date End Date <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"><input style="width:100%;" type="text"/></div> <div style="width: 45%;"><input style="width:100%;" type="text"/></div> </div> <p style="text-align: center;">(8) (9)</p>	Credit Hour Value <input style="width:100%;" type="text"/> <p style="text-align: center;">(10)</p>	Course Level <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate* <input type="checkbox"/> Both U & G* <p style="text-align: center;">(11)</p>	Maximum Number Enrollment <input style="width:100%;" type="text"/> <p style="text-align: center;">(12)</p>	Site Code (Off Campus) <input style="width:100%;" type="text"/> <p style="text-align: center;">(13)</p>	Subtitle <input style="width:100%;" type="text"/> <p style="text-align: center;">(14)</p>
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Days M T W R F S U <input style="width:100%;" type="text"/> <p style="text-align: center;">(15)</p>	Start Time <input style="width:100%;" type="text"/> <p style="text-align: center;">(16)</p>	End Time <input style="width:100%;" type="text"/> <p style="text-align: center;">(17)</p>	Building Number <input style="width:100%;" type="text"/> <p style="text-align: center;">(18)</p>	Room Number <input style="width:100%;" type="text"/> <p style="text-align: center;">(19)</p>	Notes: For Published Schedule Only <input style="width:100%;" type="text"/> <p style="text-align: center;">(20)</p>
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Registration Controls & Description

(21)

(21)

GRADUATE FACULTY APPROVAL FORM

INSTRUCTOR CORRECTIONS – G/UG COURSES

TERM _____

COURSE & NUMBER	SEC#	INSTRUCTOR NAME	ID# or SS#	GRADUATE DEAN CIRCLE RESPONSE	
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved
_____	_____	_____	_____	Approved	Not Approved

Dean or Dept. Head Signature

Date

Graduate Dean Signature

Date