

Instrumental Accompanying Services Policies and Procedures: Fall 2018 Semester

1. Overview

Accompanying services at Colorado State University provide students with required piano support for important musical events. All staff pianists, though salaried by the university, are limited in the number of hours that they may contact students. Limits will be outlined that are meant to balance the needs of efficiency, musical achievement, and comfort of students in preparation for these musical events.

2. Covered Services

All instrumental music students are entitled to coverage for each of the following events, with a specific number of assigned “contact hours” as outlined below:

- Juries – 4 hours
- UDQE – 6 hours
- Half Degree Recitals – 8 hours
- Full Degree Recitals – 10 hours

The hour limits listed above will cover rehearsals, lessons, juries, recital previews, dress rehearsals, and degree recitals during the Fall 2018 semester. In addition, a separate set of hours budgeted to each staff pianist will cover master classes, studio classes, studio recitals, and area recitals for the Fall 2018 semester.

Staff pianists are required to round contact time to the next half hour (i.e., only being needed for a 15-minute lesson equals 30 minutes of contact). Hours above these limits will be paid by the student (see #4: Overtime Procedures and Department Rate).

3. Non-covered services

Students performing outside of Colorado State University for any gigs, events (whether university hosted or otherwise), or performances, or wishing to create recordings for any use, must negotiate a rate with a staff or outside pianist. If that student is currently working with a staff pianist, he/she cannot use contact hour time to cover outside accompanying needs. A list of current staff pianists and approved outside pianists is available by request from the supervisor of accompanying.

4. Overtime Procedures and Departmental Rate

Hours above the contact limits specified above (see #2 “Covered Services”) will be paid by students directly to staff pianists. A standard rate has been set at \$40 per hour, rounded to the next half hour. Specific hardship requests will be handled on a case-by-case basis at the discretion of the Supervisor of Piano Accompanying. Students needing extra support should contact the supervisor of accompanying before the number of contact hours reaches its upper limit, and will only be approved after direct consultation with each student’s instructor.

5. Staff Pianist Assignments

All assignments for staff pianists are routed through the supervisor of accompanying. Requests should be made via email, being sure to outline:

- a. Event type (jury, UDQE, half degree recital, full degree recital)
- b. Instrument
- c. Repertoire to perform
- d. Date, time, and place of the event
- e. Name of applied instructor
- f. Time and place for lessons and studio classes
- g. Email address and phone number of student
- h. Special requests (specific pianist, for example)

Music must accompany all requests, whether that is through photocopy, scan, or original, **and must be given to the Supervisor of Accompanying at the time of the request**. All assignments will carefully consider the availability of staff pianists, student requests and needs, instructor requests and requirements, and repertoire difficulty. All assignments must be approved by the supervisor of accompanying before contact hours are scheduled. Students will not receive pianist assignments until music has been given to the supervisor of piano accompanying. Music may be rejected if it is not readable by the pianist (music that is cut off or scan quality that is poor, for example).

6. Deadlines for Assignment Requests

Staff pianist assignment request deadlines are as follows:

- Jury and UDQE – 5 weeks in advance of the jury/exam date
- Half and Full Recitals – 7 weeks in advance of the performance

Requests made after the deadlines set above will be considered on a case-by-case basis. In the event of an emergency for a staff pianist (sudden injury, family emergency, etc.), another staff pianist will be found to cover the performance or event, so long as there is adequate time to prepare.

7. Relationship Expectations

Staff pianists recognize the importance of their role as support for the education of students at the School of Music, Theatre, and Dance. In order to best serve students and support faculty members, staff pianists will:

- a. Work with students to develop rehearsal, lesson, and performance schedules that will help them reach desired educational goals
- b. Communicate proactively with students and faculty, especially as problems arise
- c. Create as flexible an environment as possible to achieve these goals

Students and faculty should also help support staff pianists by:

- a. Providing music in a timely manner, especially when changes are made
- b. Communicate rehearsal, lesson, and performance needs directly to pianists in advance
- c. Provide time to staff pianists to make repertoire switches

Staff pianists have been instructed to be as flexible as possible with repertoire changes and last minute scheduling needs; however, staff pianists may not be available or able at the last minute to do so. It is the

responsibility of the student to professionally communicate needs – waiting until the last minute may result in a lower quality musical product, or possible cancellation of pianist assignment.

8. Communication Deadlines

The following deadlines will help to guide staff pianists, students, and faculty with requests and changes for staff pianists that could arise during the semester:

- Semester Repertoire: At assignment request
- Change of Semester Repertoire: 1 week in advance of first needed contact
- Area Recital Performance: As soon as known, but at least 1 week in advance of performance
- Studio class / Master class Performance: 48 hours in advance of performance
- Lesson Appearance: 48 hours in advance of lesson
- Rehearsal Scheduling: 48 hours in advance of rehearsal

Staff pianists may consider a request made after the deadline period on a case by case basis, and in consultation with applied faculty and, if necessary, the supervisor of piano accompanying. Changes in repertoire should include music, whether that is through photocopy, scan, or original, which is readable (music that is not cut off or scan quality that is not poor, for example). In the event that staff pianists are not available at the requested times, staff pianists will work with students and faculty to develop an alternate schedule that works for all parties.

9. Disputes and Concerns

In the event that disputes happen, staff pianists, students, and/or faculty should immediately speak with the supervisor of accompanying. Specific violations of Colorado State University's Guiding Principles and Procedures, including sexual harassment, discrimination, and health, should always be voiced to the supervisor of accompanying as soon as they occur. If a staff pianist, student, or applied faculty member feels imperiled, or is physically or emotionally hurt, these concerns should be voiced immediately. Action may be swift in order to protect the students, staff, and faculty involved, and will also be made in consultation with the applied teacher of the student and the director of the School of Music, Theatre and Dance. As always, Colorado State University's rules, policies, and guiding principles will be upheld, and local, state, and federal laws will be observed.

Feel free to contact the current supervisor of accompanists concerning staff pianist requests, policies, procedures, or any other need:

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