

## **Instrumental Accompanying Services Policies and Procedures: Fall 2021 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 2021 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 2021 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 Piano 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 Piano Accompanying before the number of contact hours reaches its upper limit, and additional time 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 Piano Accompanying. Requests should be made via the online “Collaborative Pianist Request” form, found at either:

<https://music.colostate.edu/academics/undergraduate/resources/>

<https://music.colostate.edu/academics/graduate/current/>

This form is compatible with smartphones, tablets, and computers. Please direct any questions about this form to the current Supervisor of Piano Accompanying.

***Music must accompany all requests***, whether that is through photocopy, scan, or original, ***and must be given to the Supervisor of Piano 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 Piano 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 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. Pandemic Statement**

Staff pianists are committed to outlined safety practices, as prescribed by the university, the College of Liberal Arts, and the School of Music, Theatre, and Dance. The most up-to-date information concerning the pandemic and university policies can be found here:

<https://covidrecovery.colostate.edu>

In addition, the School of Music, Theatre, and Dance maintains its own policies concerning the pandemic, which affect how rehearsals, lessons, and performances are conducted during the Fall 2021 semester. The most up-to-date information can be found here:

<https://smt.d.colostate.edu/covid-19-policies/>

All safety precautions, which include sanitization of equipment, mask wearing, hand washing, time limits, and distancing, will be observed at all times by staff pianists. For staff pianist safety, all posted policies and procedures should be followed by students and faculty. Staff pianists will be as flexible as possible with scheduling to ensure that musical and educational goals are met. Please communicate early and often with staff pianists so that these goals are achieved.

## **10. Disputes and Concerns**

In the event that disputes happen, staff pianists, students, and/or faculty should immediately speak with the Supervisor of Piano 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 Piano 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 Piano Accompanying concerning staff pianist requests, policies, procedures, or any other need:

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