

FA26 Instrumental Collaborative Piano Policies and Procedures

Relationship Expectations

Collaborative piano faculty at Colorado State University's School of Music, Theatre, and Dance provide students with required piano support for important musical events, and collaborative pianists recognize the importance of their essential role. To demonstrate support for collaborative pianist faculty, students and faculty should:

- a. Refer to collaborators as "collaborative pianists", and not "piano accompanists"
- b. Address individual collaborative piano faculty in a respectful manner (i.e., with title, position, or other individual preferences taken into consideration)
- c. Provide music in a timely manner, especially when changes to repertoire are made ([See Communication Deadlines](#))
- d. Communicate rehearsal, lesson, and performance needs directly to collaborative pianists well in advance ([See Communication Deadlines](#))
- e. Provide time to collaborative pianists to make repertoire changes ([See Communication Deadlines](#))

To demonstrate support for students and faculty members, collaborative pianists should:

- a. Create a welcoming and supportive atmosphere conducive to learning and performing
- b. Address faculty and students in a respectful manner (i.e., with title, position, or other individual preferences taken into consideration)
- c. Work with students to develop rehearsal, lesson, and performance schedules that would help them reach desired educational goals
- d. Communicate proactively with students and faculty, especially as problems arise
- e. Create as flexible an environment as possible to achieve these goals

Keep in mind that last minute changes, including repertoire and scheduling, may not be possible. 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 collaborative pianist assignment.

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 recital performances. In addition, a separate set of hours budgeted to each collaborative pianist will cover master classes, studio classes, studio recitals, and area recitals.

Collaborative 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). Alternate arrangements will need to be made with collaborative pianists by the student when contact hours are filled ([See Overtime Procedures](#)).

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, will not receive collaborative piano contact hours, or may not use currently assigned contact hours, for these outside projects. A list of currently affiliated collaborative pianists and approved outside collaborative pianists is available by request from the Collaborative Piano Coordinator.

Overtime Procedures

Once contact hours are fulfilled, students should make alternate arrangements with collaborative piano faculty to ensure timely completion of their semester projects. Students needing extra support are strongly encouraged to contact the Collaborative Piano Coordinator before the number of contact hours reaches its upper limit. Additional time may be available, but this time will only be approved after direct consultation with each student's instructor.

Note: Collaborative piano faculty will not know if extra time is available, though collaborative piano faculty may discuss the specific situations with the Collaborative Piano Coordinator.

Collaborative Pianist Assignments

All assignments for collaborative piano faculty are routed through the Collaborative Piano Coordinator. Requests should be made via the online Collaborative Pianist Request form, found at either:

- [Undergraduate Student Resources Website](#)
- [Graduate Student Resources Website](#)

This form is compatible with smartphones, tablets, and computers. Please direct any questions about this form to the Collaborative Piano Coordinator.

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 collaborative pianists, student requests and needs, instructor requests and requirements, and repertoire difficulty. All assignments must be approved by the Collaborative Piano Coordinator before contact hours are scheduled. Students will not receive pianist assignments until music has been given to the Collaborative Piano Coordinator. Music may be rejected if it is not readable (music that is cut off or scan quality that is poor, for example).

Note: Students should include movement information, if applicable, at the time of request. If complete multimovement works are being requested, this information should also be indicated at the time of request.

Deadlines for Assignment Requests

Collaborative pianist assignment request deadlines are as follows:

- Jury and UDQE – **5 weeks** in advance of the first day of jury/exam week
- Half and Full Recitals – **9 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 collaborative pianist (sudden injury, family emergency, etc.), another collaborative pianist will be found to cover the performance or event, so long as there is adequate time to prepare.

Communication Deadlines

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

- Planned Semester Repertoire: At assignment request
- Change of Semester Repertoire: 2 weeks in advance of first contact on new repertoire
- Area Recital Performance: 2 weeks in advance of performance
- Studio class / Master class Performance: 2 weeks in advance of performance
- Lesson Appearance: 1 week in advance of lesson
- Rehearsal Scheduling: 1 week in advance of rehearsal

Please note: These deadlines represent the minimum amount of time needed to communicate changes in scheduling and repertoire, and they do not guarantee collaborative pianist availability. Students are strongly encouraged to communicate performance needs and changes in repertoire well in advance.

Collaborative pianists may consider a request made after deadlines on a case-by-case basis in consultation with applied faculty and, if necessary, the Collaborative Piano Coordinator. 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). If collaborative pianists are not available at the requested times, all parties should develop an alternate plan that best serves the required educational outcomes of the student.

Disputes and Concerns

When disputes happen, collaborative pianists, students, and/or applied faculty are encouraged to immediately speak with the Collaborative Piano Coordinator to discuss the situation. Specific violations of Colorado State University's Guiding Principles and Procedures, including sexual harassment, discrimination, and health, cannot be tolerated. If a collaborative pianist, student, or applied faculty member feels imperiled, or is physically or emotionally hurt, these concerns should be voiced. Actions may be taken to protect the students, staff, and faculty involved, and these actions will be undertaken in consultation with the chair of the department of music 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.

Contact Your Collaborative Piano Coordinator

Feel free to contact the current Collaborative Piano Coordinator concerning collaborative pianist requests, policies, procedures, or any other need:

Dr. Timothy M. Burns
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