NEW and IMPORTANT INFORMATION FOR 2015-16

There is a LOT going on in the Emory Music Department: new faculty, teaching space changes, office moves, and so on.

Please read carefully!

CLASSES BEGIN AUGUST 26

Feel free to contact your returning students and begin lessons. New students will be assigned an instructor by September 4 and given contact information. Hopefully, new students will get in touch with you quickly. Private lessons should begin the week of September 7, and continue until Jury exams on Wednesday and Thursday, December 9-10 totaling 12 lessons. Applied lesson fees will continue at $800 per student per semester.

Detailed information can be found online in the Artist Affiliate Handbook: http://music.emory.edu/home/people/handbook.html. Please review the information carefully and refer to it as needed.

New Faces:

We welcome Dr. Paul Bhasin as Director of Wind and Percussion Studies and the Emory Wind Ensemble. Paul comes from William and Mary where he served in a similar position for four years. Please stop by his office in Schwartz, Room 310, to say hello!

The new MUS 320 Recitals Coordinator will be Dr. Patricia Dinkins-Matthews. We are pleased to announce that she has been appointed to a fulltime position in the Music Department, continuing as a collaborative pianist and teaching piano skills to students enrolled in music theory. Patti will take over from Gary Motley and coordinate the required recitals for MUS 320.

Lindsay Fisher, Academic Services Coordinator, is leaving us in September to pursue graduate study at Northwestern University. In her place, we welcome Derrick Montgomery. Derrick graduated from Emory with a major in music and matriculated to Florida State where he earned a Masters in Trumpet Performance. He has returned to Atlanta to work and perform and we are thrilled that he will join us in this capacity.

Aimee McCarron, Administrative Assistant, assumes the BRB Music Office position vacated by Annie Carey. She has been employed by Emory for several years and looks forward to working with our vibrant music faculty.

New Spaces:

Office moves - Eric Nelson moves to Schwartz 301; Paul Bhasin is in Schwartz 310; Martha Shockey is in Schwartz 210.

IMPORTANT - Teaching space – In an effort to address overwhelming concerns by students for more practice time in the Schwartz Center, we have made several overall changes to teaching and practice spaces:

1) We have designated some rooms for teaching/practice and others for student practice only. Teachers will be assigned a teaching room with this in mind.
2) Three dedicated teaching studios have been opened in the Burlington Road Building. These studios will be for teaching only, locked with key access. Each studio will have locked cabinets for teachers to use for materials storage. Artist Affiliates who teach the smaller instruments will be assigned to spaces in BRB. Parking information for both buildings is attached and can be found online in the Artist Affiliate Handbook. It may be, in fact, easier to park for BRB than for Schwartz.

3) With the stabilization of the Quartet Residency Program, the Vega Quartet has been assigned an office in which to teach and rehearse, Schwartz 216. In this studio and Schwartz 112, they will teach their students, coach chamber ensembles, and rehearse for performances. We hope that this helps to alleviate some of the pressure on the third-floor rooms for student practice.

4) Makeup lessons: We are eliminating the policy where teachers can remove a student from a practice room if the student has signed out the space. Makeup lessons should be taught in BRB or in a room designated by Martha Shockey for this purpose.

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TEACHING SPACE

Martha Shockey will assign teaching space in both Schwartz and BRB. Please contact her via email (mshocke@emory.edu) to make your request. INSTRUCTORS ONLY may reserve space until September 18. Schedules will be posted on the studio doors on September 21 and students can begin to sign out practice time. You will probably begin lessons after you have called Martha but before the schedule sheets are posted on the doors. **Feel free to claim your teaching space during this time lag.** We want to be sure that you have adequate time to coordinate your teaching schedule and reserve space before the schedules are posted for student signup.

Reminder: Please use Emory space for teaching Emory students only.

Since we are re-evaluating our teaching and practice spaces and utilizing both buildings more efficiently, we appreciate your understanding if you are not assigned to your first choice teaching space. We will accommodate everyone’s requests as well as we can.

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REMINDEERS FOR 2015-16:

1) Fees for students enrolled both as nonmajors in MUS 310 and music majors in MUS 320 will be posted to the student’s financial bill and instructors will be paid via payroll. The letter you receive from Kathy Summers will list MUS 320 students, MUS 310 students, and your chamber ensemble(s) for the semester. First payment will be deposited at the end of September.

2) Non-credit Students: all non-credit students should pay you directly, in full at the beginning of the semester. See syllabus posted in the online Handbook.

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PAYMENT

ALL PAYROLL QUESTIONS SHOULD BE DIRECTED TO KATHY SUMMERS AT ksummer@emory.edu or 404-727-1442.

**IMPORTANT:** Classes begin Wednesday, August 26, and students can Drop/Add classes until Wednesday, September 2. **September 2 is the final deadline for Applied Music 310/320 enrollment.** Following Drop/Add, you will receive a letter from the Music Department listing your students enrolled in MUS 320 and MUS 310, and any Chamber Ensembles you coach. If this does not match your records, please let us know as soon as possible.
In order to be paid, you MUST sign and return a copy of this letter to Kathy Summers noting any changes.

If you wish to add students to your studio for Fall semester after September 2, please feel free to do so, but let them know that they will not be able to get credit for this semester’s lessons. If you have any questions or concerns regarding this deadline, please don’t hesitate to contact the area coordinator.

FEES FOR MUSIC MAJORS (MUS 320)
Emory College will provide a half-subsidy ($400) to students who are declared music majors, and the student is responsible for the other half ($400). This will not affect how you are paid – please do not accept payment from these students. This $400 fee will be automatically placed on their Emory College tuition bill when they are registered for MUS 320.

FEES FOR NON-MUSIC MAJORS (MUS 310)
Emory College will automatically post the lesson fee ($800) to the student’s tuition bill when they are enrolled in MUS 310. You will be paid through payroll, just as you are for music majors. Please do not accept payment from any student enrolled in lessons for credit.

Thanks as always for your contribution. If you have any questions or problems, please do not hesitate to contact us.

Best regards,

Deborah Thoreson Slover, Chair Richard Prior, Orchestral Studies
Department of Music Director of Performance Studies.

For more information and further details, please refer to the “Artist Affiliate Handbook” posted on the Music Department website: http://music.emory.edu/home/people/handbook.html.

cc: Derrick Montgomery, Academic Services Coordinator, BRB 236
Kathy Summers, Office Manager, BRB 230
Martha Shockey, Music Dept. Office, Schwartz Center 210
Bradley Howard, voice
Gary Motley, jazz studies
Paul Bhasin, winds and percussion
Richard Prior, strings
William Ransom, piano