WMU School of Music  
“Housekeeping” Information For Faculty  
2016-2017

Dalton Center Room Schedule

To find out when a Dalton rooms is being used, please see the “Dalton Center room calendar” link on the SoM Resources page.

To view multiple rooms at once, click on “all rooms.” Use the “Week” tab for best viewing. You can hide rooms by clicking the arrow in the uppermost right corner, revealing a drop-down menu where you can de-select rooms you don’t wish to see.

The room schedules page also allows you to view specific rooms separately. See the concerts assistant (dannielle.n.sturgeon@wmich.edu, (269) 387-4678) for scheduling. Note that the Doubleday Concerts Office is closed for lunch from 12:15 to 1:15 pm. Please plan ahead if you need keys to rooms during that hour.

If you are scheduling an event such as a recital or master class, the School of Music master calendar can be shared with you via Google calendar. Email the director of concerts (kevin.west@wmich.edu) to request access to the master calendar.

Bronco Fix-It

For facilities issues, please channel requests through Bronco Fix-It. Issues and requests beyond simple maintenance should be directed to the building coordinator (scott.irelan@wmich.edu, (269) 387-4182) in the College of Fine Arts office.

Classroom Technology / AV equipment

Projectors, screens, dongles, etc. are available for check-out in the SoM office. Please return them after use. Alert the director of concerts (kevin.west@wmich.edu) about classroom tech problems. Be aware that a solution may take time and outside resources.

FERPA

A signed release form from the student is required to release any student information, even to parents. Please do not post student information publicly. More details regarding FERPA restrictions are available at wmich.edu/registrar/policies/ferpa.

Lecture Hall Use

Please clean the whiteboard after your class. Use erasers or rags, not steel wool, please. Clean rags are kept on top of the rack in the closet. When a rag gets very dirty, throw it in the “dirty rags” bin and take a clean one. Throw away dead markers; new ones are available in the SoM office.

Please keep the cart clean and clear of clutter. To extend the life of the audio system, please make all connections before turning on the system, and turn off the system before unplugging your audio source.

And finally, please be gentle with the curtain!

Classrooms / Rehearsal Room Use

When you use any of the rehearsal rooms or four Dalton classrooms (2111, 2113, 3125 and 3127), please remember to lock the door when you leave, even if you think another class or group will use it soon after. If you open the door by turning the key toward the hinge, you will keep the lock engaged.
Please return the A/V station to its starting configuration and make sure to turn off the projector if used. To extend the life of the audio system, please make all connections before turning on the system, and turn off the system before unplugging your audio source.

**Mail, Mailboxes & Parcels**

If you need to send mail with WMU-paid postage, it must be labeled so we know what it is and can charge the cost to a specific area, unless it is for general business/recruiting purposes. Please make sure your name is on the envelope—either in the return address or on attached post-it note—and note the purpose of mailing if not obvious.

General mail of this type should be placed in the wire basket on the lobby counter. Do not put mail directly into the plastic USPS bin that may be sitting on the counter. This may be incoming mail, not outgoing mail!

Please see the SoM office staff about any large or unusual mailings.

Full-time faculty, part-time faculty and GAs all have assigned, locked mailboxes. Some are shared, so please check the addressee on your mail before you grab it and go. Mailbox keys are checked out from the assistant to the director in the SoM office. The mailboxes are located in the hallway next to the SoM office.

When you order items for shipment to the SoM, please make sure your name will appear on the shipping label, so we know to whom it belongs. And let us know if you anticipate receiving especially large items or items that will be delivered by special courier.

When a package arrives for you, the SoM staff will put a green “parcel” slip in your mailbox. You may pick up your parcel by asking staff to let you into the mail room, which is kept locked.

**Student Assignment Turn-in**

You may ask students to turn in assignments to your mailbox in the SoM office, via our dropbox on the lobby counter. We transfer documents from this box to faculty mailboxes daily.

**Photocopies**

We outsource photocopying for less than half the cost of making copies in-house. Please ask the SoM office staff for the location of the forms if you haven't used them before.

Orders are picked up at around 9:30 each day for delivery to your mailbox the following day after 10 a.m. Please plan ahead! Orders made after 9:30 a.m. will not be ready until after 10 a.m. two days later. Same-day service is not available.

We suggest attaching your hard copy to the copy order form, but also emailing a PDF to the concerts office assistant, dannielle.sturgeon@wmich.edu, who manages the copy orders.

For true emergencies during the week, we may be able to make your copies in the office. Each faculty member and instructor is allowed one emergency copy job per semester. Photocopies over the weekend will need to be made at your own expense.

**Purchasing**

Please make every attempt to inform the business manager (deborah.okeefe@wmich.edu) of necessary purchases as far in advance as possible, with a minimum of one week to get approval and make the purchase, and another week for shipping.

Similarly, for repairs, fees, or other work-related expenses, please inform the business manager in advance when possible. Do not ask students to make purchases as they often cannot afford to wait for reimbursement.
**Deposits / Collecting Money**

If you collect money from students or the public in the form of fees, payments or donations, bring it as soon as possible to the SoM business office to avoid personal liability. Do not ask students to hold on to money.

Make sure cash and checks are in a sealed envelope with the source of funds clearly marked. Money will be held securely in the business office until it is deposited.

**Contracts**

Only three people at WMU can legally sign contracts: the university’s director of business services, the provost, and the president. Faculty and staff can not sign contracts. Contact the SoM business manager or director regarding contracts well in advance.

**Leave Authorization / Class Coverage**

In the event that you will be absent during normal teaching times for a planned medical leave or for travel for which the university will incur no expense, you must submit a Leave Authorization request, now available on the SoM website Resources Page, under “Forms.” This form asks you to explain the reason for your leave and how you plan to cover any classes you will miss.

(Note: Until recently, leave authorizations were processed with our SoM “Going SOMewhere” travel form. We have created a simpler process for your convenience.)

Leaves must be authorized by the SoM director, who will communicate approval or request more information.

**Travel**

Please see the “Travel Information for Faculty” form on the SoM website Resources page.

**International Applicants**

WMU International Studies has asked that faculty contact Kim Cho (kimberly.k.cho@wmich.edu) if you are contacted by an international applicant. This will facilitate communication between our two offices.

**New Student Admissions Day Forms**

Please return folders and student forms after each NSAD. We will gladly make copies for you if you wish. If you hold onto this information while making decisions about prospective students, it becomes very difficult for the office to process information efficiently.

**Applied Reports**

Applied Instructors must turn in Applied Music Reports at the end of each semester for each student. For effective record-keeping and accurate graduation audits, it’s important for the SoM office to have these on file. Missing reports have delayed student graduations. The Applied Music Report form can be found on the SoM website Resources page.