

WMU School of Music  
“Nuts and Bolts” Information for Faculty  
2017-2018

### **Travel**

Faculty submit their travel requests directly to the university travel authorization system through GoWMU. After signing in to the system for the first time with your bronco net id and password, you must wait 24 hours for your access to be processed. (You will **not** receive notification when your account has been activated.) For instructions, including helpful videos, see <http://www.wmich.edu/travel/authorization-expense>. Please email questions to [acnt-travelinquiry@wmich.edu](mailto:acnt-travelinquiry@wmich.edu) or see the SoM business manager.

The online system will automatically route your travel request through the approval system and send you an email when it has been approved. You may then contact AAA to arrange your flights.

### **Dalton Center Room Schedule**

To find out when Dalton Center rooms are 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](mailto:dannielle.n.sturgeon@wmich.edu), (269) 387-4678) for scheduling. Note that the Doubleday Concerts Office is closed for lunch from 12:15 to 1:30 pm. Please plan ahead if you need keys to rooms during that time.

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](mailto:kevin.west@wmich.edu)) to request access to the master calendar.

\* If a Dalton Center room is vacant, it does not mean it is free for use without a reservation.

### **Bronco Fix-It**

For facilities issues, please submit requests through [Bronco Fix-It](#). Issues and requests beyond simple maintenance should be directed to the building coordinator ([scott.irelan@wmich.edu](mailto: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 CFA director of information technology ([kevin.wesel@wmich.edu](mailto:kevin.wesel@wmich.edu)) about classroom tech problems. Be aware that a solution may take time and outside resources.

### **Lecture Hall Use**

Please clean the whiteboard after your class. Use erasers or rags; clean rags are kept on top of the rack in the closet. Throw away dead dry-erase 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 the system off before unplugging your audio source. Please remember to turn the system off after use. 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 the system on, and turn off the system before unplugging your audio source.

### **Mail, Mailboxes & Package Deliveries**

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 an attached post-it note--and hand it to a member of the office staff with an explanation of its purpose.

Mail of this type should no longer be placed in the wire basket on the lobby counter. And please do not put mail directly into the plastic USPS bin that may be sitting on the counter, as it may be full of incoming, 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. Check out your mailbox key from the assistant to the director. 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 when it arrives. 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 "parcel" slip in your mailbox. You may pick up your parcel by asking staff to let you into the mail room, which is 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. Ask them to make sure both instructor and student names are identified. We transfer documents from this box to faculty mailboxes by 5 p.m. each day.

### **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 copy order forms if you have not used them before.

Orders are picked up at 9:30 a.m. 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. Alternatively, you may email a PDF with detailed copy instructions to the concerts assistant, [dannielle.n.sturgeon@wmich.edu](mailto:dannielle.n.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.

### **Purchasing**

Please make every attempt to inform the business manager ([deborah.okeefe@wmich.edu](mailto:deborah.okeefe@wmich.edu)) of necessary purchases as far in advance as possible, with a minimum of **two weeks** 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 cannot 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, available on the SoM website Resources page, under "Faculty Forms and Information." This form asks you to explain the reason for your leave and how you plan to cover any classes you will miss. Leaves must be authorized by the SoM director, who will communicate approval or request more information.

### **International Applicants**

The WMU International Studies office has asked that you email Kim Cho ([kimberly.k.cho@wmich.edu](mailto:kimberly.k.cho@wmich.edu)) if you are contacted by an international applicant. This will facilitate communication between our offices.

### **New Student Admissions Day Forms**

Please return audition reports after each NSAD. We will gladly make copies for you if you wish. If you hold on to this information while making decisions about prospective students, it becomes very difficult for the SoM office to process information efficiently.

### **Applied Music 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 office to have these on file. Missing reports can delay student graduations. The [Applied Music Report form](#) can be found on the SoM website Resources page.

### **FERPA (Family Educational Rights and Privacy Act)**

A signed release form from the student is required to release any student information, even to parents. Please do not post student information publicly. Details about federal FERPA restrictions are available at [wmich.edu/registrar/policies/ferpa](http://wmich.edu/registrar/policies/ferpa).