

Angelo State University
Department of Art and Music

Faculty/Staff Handbook

and

Operating Procedures

August, 2011

Angelo State University

Department of Art and Music

Mission/Vision Statements

ART

The [Art program at Angelo State University](#) seeks to cultivate the unique creative and expressive abilities of each student within a supportive and academically stimulating environment. Under the guidance of professionally active faculty, we offer a synthesis of quality learning experiences in the visual arts geared toward enlivening passionate interest, informed understanding, and active participation in the arts. The program is centered upon cultivating in-depth knowledge of art and art history, fostering understanding of the creative process and visual communication skills, and providing opportunities to explore, investigate, and develop practical experience throughout the range of studio art production. We strive to prepare students to become sophisticated producers, responders, and appreciators of art. In addition, we encourage students to pursue advanced study in the arts and to cultivate a lifetime involvement in the arts.

MUSIC

The [Music Program at Angelo State University](#) provides a learning environment where students are challenged academically and artistically. The faculty works closely with students, offering diverse learning and performance opportunities that encourage musical growth and life-long learning. Faculty members are dedicated, artistically active professionals who strive to mentor the personal and professional growth of students in the fields of music and music education. Through its curriculum and public presentations, the music program contributes to the cultural enhancement of the city, the region, and the university.

Faculty Responsibilities

Teaching

Teaching is at the core of the [Mission](#) of [Angelo State University](#). All faculty members are to take teaching seriously and to provide excellent instruction to students in all settings. With the diverse class settings in the [Department of Art and Music](#), including private lesson instruction, art studio classes, traditional lectures, and ensembles, the responsibilities in each setting can be quite different and time-intensive in preparation. Teaching loads in the department are assigned so that each member of the faculty will have ample time to prepare for each teaching assignment.

Classroom Management

While faculty members are generally free to conduct instruction as they see fit, everyone is expected to keep classrooms, labs and studios clean and to leave each area in a condition conducive to use by the next group or class. If a faculty member encounters any problems with the condition of facilities or with student behavior, it is the member's responsibility to report the problem to the department office as soon as possible. The office personnel will assist in any way feasible.

Weekly Schedules and Syllabi

Syllabi for each class and a weekly schedule for each member of the faculty are maintained by the department office and are required for system and accreditation purposes. All syllabi must be posted to the web in accordance with [State of Texas guidelines](#) by the first day of class. Procedures for doing so are posted by Academic Affairs via email prior to the beginning of each semester. Music studio faculty will have until the 13th day of class to present a weekly schedule, and all other professors must have

their schedules turned in by the end of the first week of class. The [Academic Calendar](#) should be consulted for the various dates needed on course syllabi and outlines.

Disabilities Statement (must appear on all syllabi)

Persons with disabilities which may warrant academic accommodations must contact the [Student Life Office](#), Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

Posting Course Syllabi and Faculty Vitae to the ASU Website

[Texas House Bill 2504](#) mandates that all course syllabi and faculty vitae will be posted on our website in an easily accessible location. These documents must be in PDF format.

For the **curriculum vitae** (defined by the law as “a document that summarizes the career and qualifications of the instructor of record”), the following minimum inclusions are cited:

- all institutions of higher education attended, with the degree(s) earned;
- all previous teaching positions, including the names of the institutions, the position, beginning and ending dates; and
- a list of significant professional publications relevant to the academic positions held, including full citation data for each entry.

The law further notes that “The curriculum vitae may include the instructor’s professional contact information, such as office telephone number, work address, and institutional email address. Vitae should not include personal information about the instructor, such as the home address or personal telephone number.”

For the **syllabi**, the law requires certain minimum categories:

- brief description of each major course requirement, including each major assignment and examination
- the learning objectives for the course
- a general description of the subject matter of each lecture or discussion, and
- lists of any required or recommended readings

Inclusion of daily schedules is encouraged.

A special note on laboratory syllabi: Section (10) of Rule 4.227 specifically excludes “laboratory . . . sections that are intrinsic and required parts of larger lecture courses and are directly supervised by the same instructor(s) of record for those large courses.” Other laboratory sections will need syllabi posted.

Follow these steps to post your PDF documents to [Rampport](#):

- 1) Log onto [Rampport](#).
- 2) Go to Work Life tab.
- 3) Go to the Faculty and Advising Services Menu.
- 4) Syllabus and Vita Information is at the bottom of the menu. From there, it's self-explanatory.

If you have any trouble with PDF conversion, the staff at the [E-Learning Center](#) is prepared to assist you. They may be reached at 486-6263 or elarning@angelo.edu. If the [Rampport](#) site is not working, please contact the [Technology Service Center](#) at 942-2911.

Office Hours

All teaching faculty members are expected to keep office hours each week. During these times, faculty members are expected to be in their office and available for student inquiries and assistance. Each full-time faculty member is expected to maintain ten (10) office hours each week during long semesters. Hours for summer terms and part-time faculty will be determined based on the load assigned.

Advising

Advising is part of every faculty member's load. Art faculty members are assigned advisees based on an alphabetical distribution, and music faculty members are assigned advisees based on private studio. Each student must make an appointment with the Department Head after they have completed 30 credit hours in order to file an Official Degree Plan. This plan is filed in the department office as well as the College of Arts and Sciences office and will allow the university to calculate graduation requirements, date of graduation, and additional information. Students may revise their Official Degree Plan at any time. In addition, each student should make an appointment with the Department Head during the semester prior to the one in which they plan to graduate in order to confirm progress toward graduation.

Student Evaluation of Teaching

The [IDEA](#) form is used in each course each long semester to assist in the evaluation process. Faculty will complete a [Faculty Information Form](#) (FIF) for each course and forward the completed forms to the Office Coordinator. Late in the semester, student forms will be distributed in each class. Faculty members are not to be present while students complete the form. Have a colleague monitor the completion, retrieval, and delivery of forms to the department office. **DO NOT WAIT UNTIL THE LAST WEEK OF CLASS TO ADMINISTER THE EVALUATION.** At the end of each semester, results will be returned to the department, and individual results will be available for each faculty member. Compilations of results will be used in the promotion and tenure process.

Faculty Absences (appended at end of handbook)

If you need to be absent, either due to illness or other circumstances, please call the office so that we can notify your students. The Office Coordinator will place a copy of the attached form in your box to be completed upon your return. This form has to be signed by you, the Department Head and the Dean. A completed copy for your records will be placed in your box after all signatures are added. If you know of an absence in advance (medical procedure, jury duty, etc.) you will use the same form and may complete it in advance of the absence. Additionally, in such cases, please remind the Office Coordinator of your absence a few days before you are away.

Additional Responsibilities

Faculty Meetings

The departmental faculty traditionally meets at the beginning of each long semester. Program faculty meets separately each month during long semesters. Art faculty meetings are generally held on the first Monday of the month at 4:00 p.m. in the Conference Room, EFA 130. Music faculty meetings are generally held on the first Friday of the month at 8:00 a.m. in EFA 130. If the need for additional meetings arises, called meetings will be held during the same day and time for each faculty. If a full department faculty meeting is required, a time will be designated and announced well in advance of the meeting.

Curriculum

The curriculum of the department is the responsibility of the entire department faculty. Courses, degree offerings, and requirements within current degrees must be approved by the faculty before being implemented. Likewise, changes to offerings must be approved. Proposed changes are to be routed through the department office and will be handled as they are submitted.

As part of the ongoing process of assessment on campus, the curricular offerings of the department are assessed annually. Details of the assessment process, as well as findings, will be presented to the faculty each year. Recommendations regarding changes in goals, outcomes, implementation, and/or expectations will be discussed, approved and implemented as necessary each academic year.

[Art Degree Programs](#)

[Art Course Descriptions](#)

[Music Degree Programs](#)

[Music Course Descriptions](#)

Committees

Generally, the faculty in each program area serves as a “Committee of the Whole” for curriculum and academic issues as well as scholarship awards. No separate committee for those purposes should be expected, but one may be organized in specific cases. The Department of Art and Music Peer Review Committee consists of all tenured members of the department. Ad hoc committees to address specific initiatives are formed as needed, with membership being assigned by the Department Head. Search committees are formed by the Department Head. Membership for tenure-track position search committees normally requires approval of the Dean of the College of Arts and Sciences.

Auditions for Potential Music Majors

Regularly scheduled [audition days](#) are determined by the music faculty at the beginning of each academic year. Additional auditions may be held by appointment, assuming that enough faculty members are available to hear the audition. All auditions should be scheduled through the main office. The Office Coordinator has a form that must be completed and attached to the audition forms. Faculty will receive a reminder notification by email the week of the audition to make sure which faculty will be able to attend the audition. All music faculty members are expected to be available for the scheduled audition days. Additionally, all faculty members are to view and evaluate a DVD of those auditions scheduled individually.

Faculty Senate

Each academic department on campus has a representative to the [Faculty Senate](#). Senators are elected by vote of all full-time faculty members and hold that position for a term of three (3) years. Vacancies may be filled by the vote of full-time faculty to fill the remainder of any incomplete term.

Information Sources

ASU maintains [Operating Policies and Procedures](#) that cover most activities of faculty and staff. These policies are considered the primary authority on normal operations and should be consulted when in doubt.

Federal Family Educational Rights and Privacy Act (FERPA)

The [Federal Family Educational Rights and Privacy Act](#) (FERPA) governs the conduct of ASU employees with access to student records. To ensure compliance, ASU requires that employees be aware of Federal law as well as TTU System and ASU regulations that govern student records. This compliance statement clarifies the responsibilities of persons with access to student educational records.

Student Handbook

Both the Art program and the Music program maintain Student Handbooks. These references contain information for the student regarding curriculum, degree offerings, building hours, qualifications for barrier examinations, and a variety of other information. Students are expected to be aware of, and familiar with, the contents of the current handbook. Handbooks are available to new students each semester and to returning students when requested.

Promotion and Tenure Guidelines

In addition to the [Operating Policies and Procedures](#) regarding faculty, the College of Arts and Sciences and the Department of Art and Music have specific policies regarding the tenure and promotion process. Specific departmental procedures and the mentoring program are outlined below these links.

•[06.04 Appointments and Reappointments to the Faculty](#)

•[06.14 Faculty Responsibilities and Duties](#)

•[06.19 Regulations for Performance Evaluation of Tenured Faculty](#)

•[06.22 Conflict of Interest](#)

•[06.23 Tenure and Promotion Standards and Procedures \(Effective 3.1.10\)](#)

Department of Art and Music Peer Review Committee – Mentoring Program (see Faculty Evaluation Procedure Chart appended at end of handbook)

The goal of the faculty mentor program in the Department of Art and Music is to guide tenure track faculty members through the tenure process by observing teaching, advising on professional matters (including research and creative activities, service, and collegiality), and assisting with the peer review process. The mentor will act as a liaison between the mentee and the Department of Art and Music Peer Review Committee (AMDPRC). The AMDPRC is solely responsible for choosing and assigning mentors, and these mentors shall be chosen from the members of the committee. Assignments of mentors will be made during the first two weeks of the semester by a vote of the AMDPRC.

The mentor is in a purely advisory role and is not responsible for the mentee's success or lack of success toward achieving tenure. The mentor is also not responsible for the mentee's knowledge of a subject or of pedagogical techniques. The assigned mentor will see the mentee through the entire tenure process at the discretion of the committee. If at any time the relationship between a mentor and mentee becomes strained, the committee will step in and assign another mentor.

The duties of the mentor include the following:

- 1) Observe the mentee's teaching and provide written feedback to the AMDPRC once a year
- 2) Meet with the mentee at least twice a semester (once during the fall and spring evaluation process and at least one other time) to discuss the mentee's progress toward tenure

- 3) Forward a memo to the AMDPRC each semester detailing the mentee's progress toward tenure
- 4) Provide verbal input to the AMDPRC about the mentee's development
- 5) Assist the mentee in developing the Faculty Evaluation Folder for the annual peer review which includes the following:
 - a) Faculty Activity Report and Evaluation Form
 - b) IDEA summary forms
 - c) Current vita
 - d) Annual Professional Achievement Record, if applicable
 - e) Cumulative Professional Achievement Record, if applicable
 - f) Other materials as required by the department

Department of Art and Music Peer Review Committee – Peer Reviews

Fall Semester

The university sanctioned peer review occurs during the fall semester. This process is outlined in the Faculty Performance Evaluation Procedure PDF available on [Rampart](#). The role of the AMDPRC is to review the Faculty Evaluation Folder for each person, complete the Department Peer Evaluation Form, review the results of peer teaching observations, and discuss the progress of the tenure track faculty in the department. The Faculty Evaluation Folders, Department Peer Evaluation Forms, memos written by the mentors and AMDPRC chair, and notes taken during teaching observations are then forwarded to the Department Head for review and placement in the appropriate personnel files in the Art and Music office.

Spring Semester

The goal of the spring evaluation process in the Department of Art and Music is to provide a more comprehensive set of data regarding the teaching performance of tenure track faculty. The spring peer evaluation differs from the fall process in that no evaluation folder is prepared; the committee merely discusses the mentee's development and then forwards a memo (written by the committee chair) to the Department Head summarizing the committee's views of the mentee's progress toward tenure. The committee also forwards the written comments concerning the teaching observations as well as the mentor's memo about the mentee's progress to the Department Head for placement in the personnel file in the Art and Music office.

Teaching Observations

Tenure track faculty members are observed each fall and spring semester, once by the assigned mentoring professor and once by another professor. Observations should typically occur within a division unless there are insufficient tenured faculty members in one of the divisions. Written comments detailing the observations (both fall and spring evaluations) are given to the AMDPRC, which are then forwarded to the Department Head.

This document is subject to change by the AMDPRC as needed.

Current document: March 9, 2011

Department of Art and Music Peer Review Committee

[Eteban Apodaca](#), Associate Professor of Art

[Ralph Randall Hall](#), Associate Professor of Art

[Peggy Nino](#), Professor of Art

[Ben Sum](#), Associate Professor of Art

[John Vinklarek](#), Professor of Art

[Timothy Bonenfant](#), Associate Professor of Music

[Stephen Emmons](#), Associate Professor of Music

[John Irish](#), Professor of Music

[Kevin Lambert](#), Professor of Music

[Pamela Lee](#), Professor of Music

[Scott Raines](#), Associate Professor of Music

[David Scott](#), Professor of Music

[Edward Surface](#), Associate Professor of Music

Departmental Responsibilities

Purchasing

All purchases for the department are to be made according to the [Purchasing Procedures of the University](#). Purchases should be made through the department office, and only approved vendors should be used. For purchases over \$5000, bids must be submitted, and [HUB \(Historically Underutilized Business\)](#) vendors must be sought out for inclusion in the bidding process. All items under \$250 must be paid for using the departmental credit card.

If individuals purchase or take delivery of items for the department, they must bring an original receipt to the department office. Purchases or services not including a receipt will not be paid for by ASU. When dropping off musical instruments for repair, please designate a reasonable timeframe for completion and delivery. **DO NOT SEND STUDENTS TO PICK UP EQUIPMENT OR PURCHASES AT LOCAL RETAILERS OR TO DROP OFF INSTRUMENTS FOR REPAIR.**

Office Supplies

General supplies for classroom and office are kept in a closet in the workroom of the department office. Please let the Office Coordinator know if you are low on an item, and she will make sure you get it. If you take the last one of something, please let the Office Coordinator know so she can restock.

Office supplies are generally ordered from specific vendors. The Office Coordinator makes periodic orders and will be happy to add specific items to her next order.

Teaching/Studio Supplies

Provide the Office Coordinator a list of items you need. Include the name, address and phone number of the company, as well as the item number, description and cost (with shipping).

Receiving Supplies

All items ordered by the department will be shipped to the main [Central Receiving/Supply Department](#). Once your item has been received by Central Receiving/Shipping, it will be delivered to the department office where the Office Coordinator will check it in for completion. After she has checked in the item, she will notify you that it has been received or will bring it to your office. **PLEASE DO NOT** take a package from her office unless you have been notified to do so. If a package is taken from the office without being checked in, we have no way of knowing if it is complete. Thus, problems with purchasing or other offices on campus can arise. Orders made without following accepted procedures will not be accepted at Central Receiving/Shipping. If you elect to have personal purchases shipped to your office for delivery, please notify the Office Coordinator so she can alert the Central Receiving/Shipping Department.

Library Acquisitions

The [Porter Henderson Library](#) maintains the collections for the Department of Art and Music, including circulation items, reference, and media collections. Requests for library items are made through the department office and will be funded on an as needed, first-come basis. In certain circumstances, funding may be directed toward enhancing a particular section or holding.

Scheduling of Music Events

Traditionally, major ensembles have scheduling priority, followed by chamber ensembles, faculty recitals, and student recitals. After these are scheduled, other events may be added as time, space, and staffing availability permit. Art gallery schedules are typically produced and adopted by the art faculty each semester.

On Campus Performances and Exhibitions

To schedule a recital, concert, master class, exhibitions, shows, or similar event, please review the departmental calendar that is kept in the department office. Before a presentation can be scheduled, room availability, support staff availability, and outside performance conflicts will need to be confirmed. Events in the CJ Davidson Center are reserved through the [Office of Special Events](#). The Office Coordinator will handle reservations for these venues and will keep all confirmations, and details on file. Events held in the Eldon Black Recital Hall, Band Hall, Choir Room, Gallery 193, or EFA Classrooms may be reserved through the Office Coordinator.

Off Campus Events

If your event is going to be off campus, please be sure that you get a confirmation before adding it to the departmental calendar. Additionally, determine any fees or charges for the use of the facility and if a contract is necessary for use of the facility. All contracts must be routed through the [Contract Administration Office](#) for approval, and all fees will require the Office Coordinator to prepare purchase requisitions. ALL CONTRACTS AND REQUISITIONS MUST BE FINALIZED IN ADVANCE OF ANY PERFORMANCE. Please present all bills and performer lists at least two weeks in advance of your event in order to allow time for the paperwork to be completed. Final payment will only be made after a statement or bill is received from the facility.

Paid Performances

At times, student ensembles will be asked to perform for a campus or community organization or meeting. In certain situations, it is appropriate to request an honorarium for a performance. All decisions regarding outside performances and honoraria must be approved by the Department Head. Any payment by cash or check for such performances must be receipted within two (2) business days. Please bring any payments to the department office the same or next business day.

Music Student Recitals

Student Recitals are held Wednesdays at 4:00 pm in the Eldon Black Recital Hall. Student Recitals normally begin during the seventh week of the semester. However, the date may be changed to allow for all required student performances. Faculty studios will be assigned slots on various recitals based on the number of performances required by each studio in a given semester.

Programs

The department office normally handles the production of all printed programs. Information for all programs is due five days prior to the concert date. Information may be emailed to the Office

Coordinator or sent by hard copy. Approval draft copies will be placed in your box for corrections. For Senior Recitals, students often want special paper to be used for their programs. The student may provide paper to be used (normally 75 copies is sufficient.) Faculty will have final approval on Senior Recital program information.

Other venues

The Art program provides work for presentation in several other locations on campus, including the College of Arts and Sciences Dean's Office, the Admissions Office, the Second Floor Reading Room in the Library and the Basement of the Library. Works hung in these areas are selected by and coordinated through the Art faculty. Additional gallery space may be available through other offices on campus. Please check with the department office before making any reservations through other offices.

Vehicle Request Form

If you or your ensemble needs to use the big truck ("Bertha" as we refer to it), please notify the Office Coordinator at least two (2) weeks prior to the date needed and fill out a [Vehicle Request Form](#). Your request must include the destination, purpose, pickup time, return time and the driver. The use of this truck is for university purposes only and not to be used by TBS, KKPsi or Phi Mu Alpha Sinfonia to help outside organizations.

WHEN RESERVING A UNIVERSITY VEHICLE, YOU MUST PICK THE VEHICLE UP AT THE ORIGINAL TIME STATED OR THE DEPARTMENT WILL BE CHARGED A \$100 CANCELLATION FEE.

Faculty Travel

[Travel Authorization Request Form](#)

This form is to be completed for all university business. Any trip that requires class time to be missed must include instructions on the form as to how the class will be covered. You **may not** just give your class a walk.

More information can be found at the [Frequently Asked Questions page](#) for the ASU Travel Office.

If you do not expect reimbursement for expenses for your trip

Complete the [Travel Authorization Request Form](#), check the "I do not wish to be reimbursed for expenses" box, sign and date at the bottom, and forward to the department office.

If you do expect reimbursement for expenses for your trip

Prior to completing the form, check with Department Head to determine amount that will be reimbursed. When completing the form, please make sure expenses listed at the top of the form equal the amount of reimbursement agreed upon. Sign and date the form at the bottom and forward to the department office.

Upon return from your trip, you need to get your ORIGINAL receipts turned in to the Office Coordinator as soon as possible. If you are receiving reimbursement for hotel or airline expenses, **DO NOT book your hotel or airfare through Priceline, Expedia, Travelocity or any of these services.** The hotel or airline will not give you an original receipt if you book through these services (because you have paid Priceline, etc, not them), and the University will not reimburse you without an original receipt from the hotel or airline. Air travel MUST be scheduled and paid for through the Business Travel Account.

Reimbursement rates

For travel within the State of Texas, you will not have to turn in meal receipts. The state limit for meals is \$36.00 a day and is automatic if you are gone the entire day. Partial day trips will be reimbursed at set amounts based on the number of meals you are eating while traveling. If you are not away from town overnight, you will not receive a meal allowance. Maximum reimbursement for hotel in the state of Texas is \$85.00.

Student Travel

If you are taking a group of students on a trip, you will still complete a [Travel Authorization Request Form](#). In addition, you may request an advance to cover the cost of the hotel, per diem and gas (if you are renting a vehicle.) This advance must be used for the stated purpose and only the stated purpose. In addition to the Travel Authorization Request Form, you will attach a list of students including CID's. The Office Coordinator will prepare a per diem sheet from the information you provide, including the per diem amount and a space for each student to sign accepting the per diem. On the day of travel, the per diem sheet must be signed by each student. After travel is complete, return original receipts for hotel, fuel (if appropriate), any additional cash, and the Per Diem Signature sheet to the department office. The Office Coordinator will complete a Student Travel Expense Report for your signature.

Additional Student Travel forms

Each student must complete a Health form and a [Hold Harmless Agreement](#) form 10 days prior to travel. These forms will be sent to the [Police Department](#) and will be available in case of emergency.

Other Information

Piano Tuning

Bill Barrett is our local piano tuner and can generally tune a piano on 24-hour notice. While we maintain a regular tuning schedule for all studio, rehearsal and performance area pianos, weather changes, excessive use and other factors may cause problems. The piano in the Eldon Black Recital Hall is tuned on a regular basis and particularly before scheduled performances, but a friendly reminder to the department office of upcoming performances and tuning needs is always appreciated.

Keys

New employees will be given a key card that lists the keys that will allow you access to the appropriate offices, classrooms, and labs required by your duties. Take the key card, along with your faculty/staff identification, to the Key Shop located in the [Facilities Management](#) building on Jackson and Vanderventer. That office will issue your keys.

If additional keys are required at any point, additional key cards will be issued by the department office, and the Key Shop will complete those orders. Key audits are conducted annually, usually in March. Each faculty member needs to present all keys to the Office Coordinator for verification. There will be a charge for any lost or missing keys. If you do find a key missing from your possession, please report it immediately to lessen any liability.

Student Workers

The department employs several student workers each year. While they are available to help all of us, they are hired to do a specific job. If you need assistance with a project, please notify the Office

Coordinator. When a student worker becomes available, that worker can be assigned to you for any short-term assistance you may require, as long as the worker's primary duties are still completed.

Facilities Management

Most work orders are requested through [Facilities Management](#). If you have a problem in your office (i.e. lighting, electrical, heating/cooling), please notify the Office Coordinator, and she will put in a work order. They are generally very quick to handle all requests.

Campus Support Services

[Information Technology](#)

Problems with computers, printers or other technology should be reported to the [Technology Service Center](#). That office will help you solve your problem or send a technician to your office. The Office Coordinator will be happy to let them in your office if you are out of the office or in class. Please let her know you have reported a problem to IT.

[Print Shop](#)

The Print Shop handles most large print jobs for the department. Smaller jobs (recital programs, etc.) are handled within the department. If you require a large print job, please complete a [Publication Request form](#). All Publication Requests must be approved and signed by Dr. Scott. Please send the job at least two weeks in advance of the date needed. "Rush" jobs incur extra expense for the department.

General Information

Building

Building Hours – Fall and Spring – Mon. – Fri 7:00 a.m. to 11:00 p.m.

Sat. – 7:00 a.m. to 6:00 p.m. Sun. 12:00 p.m. to 11:00 p.m.

Building Hours- Summer Mon. – Thurs. 7:00 a.m. to 10:00 p.m.

Fri. and Sat. – 7:00 a.m. to 6:00 p.m. Sun. – 12:00 p.m. to 10:00 p.m.

Contact

Main Phone number: 325-942-2085

Fax: 325-942-2152

Department Address: ASU Station #10906
San Angelo, TX 76909

Physical Address: 2602 Dena Dr.

Department Website: <http://angelo.edu/dept/artmusic/>