

Angelo State University
Department of Visual and Performing Arts

Faculty/Staff Handbook

and

Operating Procedures

November, 2013

Angelo State University
Department of Visual and Performing Arts
Mission/Vision Statements

VISUAL ART

The [Art area 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 area 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.

THEATRE

The [Theatre area at Angelo State University](#) exposes students to all aspects of theatre production. Students build self-confidence as they develop performance, design, leadership, management and technical skills and effective methods of collaboration. They receive practical experience developing scenery, creating costumes, properties, lighting and special effects, acting, directing, managing and writing plays. Students learn the impact that theatre has on our culture, and by studying historical plays and processes, as well as the attitudes and opinions of theatre artists and patrons in previous times. In addition to studying dramatic literature, history, theory and acting, students get hands-on experience in technical areas, costuming, lighting, design, playwriting and directing. For more detailed information, read the [course descriptions](#). Theatre and staff ([faculty/staff members](#)) work to ensure that students are getting the most out of their theatre production participation. Students are encouraged to [audition for performances](#) – faculty and staff members direct six shows each year – and help students become accustomed to and comfortable with the three campus theatres.

Faculty Responsibilities

Teaching

Teaching is at the core of the [Mission](#) of [Angelo State University](#). All faculty members are expected to take teaching seriously and to provide excellent instruction to students in all settings. With the diverse class settings in the [Department of Visual and Performing Arts](#), 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 VPA 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 VPA 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 [Student Services](#), Hardeman Office 228, 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

The 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. Visual art faculty members are assigned advisees based on an alphabetical distribution, music faculty members are assigned advisees based on private studio, and theatre faculty members are assigned based on individual appointment times. Each student must make an appointment with the VPA Chair after they have completed 30 credit hours in order to file an Official Degree Plan. This plan is filed in the VPA 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 VPA Chair 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 VPA Office Coordinator in digital format via email. 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 VPA 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

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 VPA Office Coordinator will place a copy of the form in your box to be

completed upon your return. This form has to be signed by you, the VPA Chair and the Dean of the College of Arts and Sciences. 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 VPA 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 meet 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. Theatre faculty meetings are generally held as needed in Carr EFA 164. 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 VPA 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.

[Visual Art Degree Programs](#)

[Visual Art Course Descriptions](#)

[Music Degree Programs](#)

[Music Course Descriptions](#)

Theatre Degree Programs ([BA](#) and [BA with certification](#))

[Theatre 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 Visual and Performing Arts 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 VPA Chair. Search committees are formed by the VPA Chair. 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 VPA 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.

Auditions for Potential Theater Majors

Theater audition/interviews are handled on an individual basis along with travel to audition sites.

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 two (2) 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 Visual and Performing Arts have specific policies regarding the tenure and promotion process.

Department of Visual and Performing Arts Peer Review Committee – Mentoring Program

The goal of the faculty mentor program in the Department of Visual and Performing Arts to guide tenure track faculty members through the tenure process by observing teaching, advising on professional matters (including teaching, research and creative activities, service, and collegiality), and assisting with the annual peer review process. The mentor will act as a liaison between the mentee and the Department of Visual and Performing Arts Peer Review Committee (VPAPRC). The VPAPRC 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 consent of the VPAPRC.

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 VPRPRC 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 VPAPRC each semester detailing the mentee's progress toward tenure
- 4) Provide verbal input to the VPAPRC about the mentee's development
- 5) Assist the mentee in developing the materials for the annual peer review which includes the following:
 - a) Faculty Evaluation form
 - b) IDEA Diagnostic Form Report
 - c) Current vita
 - d) Other materials as required by the VPAPRC

Department of Visual and Performing Arts Peer Review Committee – Peer Reviews

Fall Semester

The university sanctioned peer review occurs during the fall semester. The role of the VPAPRC is to review the evaluations materials 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 evaluation materials, Department Peer Evaluation Forms, and memos written by the mentors and VPAPRC chair are then forwarded to the VPA Chair for review and placement in the appropriate personnel files in the Visual and Performing Arts office.

Spring Semester

The goal of the spring evaluation process in the Department of Visual and Performing Arts 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 VPA Chair summarizing the committee's views of the mentee's progress toward tenure. The VPAPRC also forwards written comments detailing the teaching observation to the VPA Chair.

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 VPAPRC, which are then forwarded to the VPA Chair.

Part-Time and Non Tenure Track Faculty

The purpose of the faculty mentor program in regard to part-time (PT) and full-time non tenure track (NTT) faculty is to provide advice and feedback on teaching to the mentee, to the AMDPRC, and to the VPA Chair. Mentors for PT and NTT faculty are assigned in the same manner as for tenure track faculty, and the same rules otherwise apply.

The duties of the mentor in regard to PT and NTT faculty 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 once a semester to discuss the mentee's teaching performance and to share the complete findings of the VPAPRC
- 3) Provide verbal input to the VPRPRC about the mentee's teaching performance at least once a year

In order to allow PT and NTT mentees time to acclimate to teaching at ASU, initial teaching observations are to be conducted during the spring semester of the first year. The mentor will observe the mentee and report on the mentee's teaching to the VPAPRC. The committee will review the results of peer teaching observations and discuss the teaching performance of the PT and NTT faculty. The memos written by the mentors and VAPPRC chair are then forwarded to the VPA Chair for review and placement in the appropriate personnel files in the Art and Music office.

The VPAPRC recommends that the VPA Chair meets with and discusses with each mentee the conclusions of the committee. The VPA Chair should also be available to advise the VPAPRC when needed.

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

Current document: November 2013

Department of Visual and Performing Arts Peer Review Committee

Esteban Apodaca, Associate Professor of Art

Timothy Bonenfant, Associate Professor of Music

Bill Doll, Professor of Theatre and Director of the University Theatre

Stephen Emmons, Associate Professor of Music

Ralph Randall Hall, Associate Professor of Art

John Irish, Professor of Music

Kevin Lambert, Professor of Music

Pamela Lee, Professor of Music

Scott Raines, Associate Professor of Music

Ben Sum, Associate Professor of Art

Edward Surface, Associate Professor of Music

John Vinklerek, Professor of Art

Jeff Womack, 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 VPA 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.

Purchases or services not including a receipt will not be paid for by ASU. Be sure a written estimate or quote is obtained before repairs begin. 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 VPA Office. Please let the VPA 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 VPA Office Coordinator know so she can restock.

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

Teaching/Studio Supplies

Provide the VPA 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 VPA Office where the VPA 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, she has no way of knowing if it is complete, creating problems with purchasing or other offices on campus. 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 VPA Office Coordinator so she can alert the Central Receiving & Shipping Department.

Library Acquisitions

The [Porter Henderson Library](#) maintains the collections for the Department of Visual and Performing Arts, including circulation items, reference, and media collections. Requests for library items are made through the VPA 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. Visual Art gallery schedules are typically produced and adopted by the art faculty each semester.

Scheduling of Theatre Events

Scheduling is completed in the Spring semester for the following summer and following academic year and coincides with the annual Arts at ASU season subscription drive in May and June of each year.

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 VPA Office. Before a presentation can be scheduled, room availability, support staff availability, and outside performance conflicts will need to be confirmed. All reservations, whether in the University Auditorium or CJ Davidson Center, are made through the VPA Office Coordinator. The VPA 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 VPA 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 Department of VPA Office for approval. ALL CONTRACTS AND REQUISITIONS MUST BE FINALIZED IN ADVANCE OF ANY PERFORMANCE. Please present all bills and performer lists at least one month in advance of your event in order to allow time for the paperwork to be completed. Final payment will only be made after the contract is signed and approved and a statement or bill is received from the facility.

University Theatre Event Venues:

Angelo State University Theatre maintains three theatres. The primary theatre space for play production is the unique and freshly renovated Modular Theatre, which seats up to 200. It is completely flexible in seating and stage/audience configurations. Virtually any kind of staging; proscenium, thrust, arena, environmental and other arrangements are possible in this theatre. This is done by having floor blocks that can be stacked in any shape for the stage and audience arrangement, free-standing swivel chairs, and walls that are removable (so doors can be placed where they are wanted or the whole wall can be removed). The Modular Theatre is one of possibly five or six of its type in the nation, which are of similar design and offers immeasurable design opportunities. The Modular theatre has state of the art lighting (ION control board and robotic lighting instruments) and sound, fully equipped scene and costume shops, power wenchers and more.

The University Auditorium is a proscenium theatre, seating 419 and with orchestra pit and full fly-set. The University Auditorium is primarily used to produce opera and musicals, even though plays are produced in this space on occasion.

The Studio Theatre/classroom space for student directed and produced work comes equipped with a new ETC lighting system and quality sound production equipment.

The University Theatre operates a **Box Office** for main-stage productions, plays, musicals and dinner theatre as well as generating season subscription income. Revenues are returned to the funding source. Student directed work and showcases are admission free.

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. Any payment by cash or check for such performances must be receipted by the Department of VPA Office within two (2) business days. Please bring any payments to the VPA 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 beginning date for these recitals 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 VPA Office normally handles the production of all printed programs. Information for all programs is due ten days prior to the concert date. Information may be emailed to the VPA 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, and 75 copies are normally sufficient. Faculty will have final approval on Senior Recital program information.

Other venues

The Visual 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 VPA Office before making any reservations through other offices.

Vehicle Request Form

If you or your ensemble needs to use a large truck, it will need to be rented through Budget Truck Rental. Please notify the VPA Office Coordinator at least two (2) weeks prior to the date needed and she will fill out a requisition for the truck rental. 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 VEHICLE, YOU MUST PICK THE VEHICLE UP AT THE ORIGINAL TIME STATED.

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 VPA Office.

If you do expect reimbursement for expenses for your trip

Prior to completing the form, check with VPA Chair 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 VPA Office.

Upon return from your trip, you need to get your ORIGINAL receipts turned in to the VPA 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 **MUST** turn in original meal receipts. There will be **NO** reimbursement for partial day trips for meals. Maximum reimbursement for hotel in the state of Texas varies on the city and location.

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 VPA 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 VPA Office. The VPA 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

While we maintain a regular tuning schedule for all studio, rehearsal, classroom, 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 VPA Office of upcoming performances and tuning needs is always appreciated. Otherwise, please contact the VPA Office if a piano is in need of tuning.

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. 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 VPA 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 VPA 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 VPA 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

If you are in need of a postcard or large poster, please have the VPA Office Coordinator complete a [Publication Request form](#). All Publication Requests forms must be approved and signed by the VPA Chair and then this begins the process of getting your postcard/poster prepared. Once your postcard/poster is prepared Communications & Marketing will return it to you for your approval. Once approved, bring to the VPA Office Coordinator and she will complete a Print Shop Request form to have it printed. All bulk mailings take extra time to prepare so give us at least one month from the date you want it delivered. Once The VPA Office Coordinator takes a bulk mailing to the Post Office they have up to 10 days to deliver.

General Information

Building Hours – Fall and Spring

Monday through Friday: 7:00 a.m. to 11:00 p.m.

Saturday: 7:00 a.m. to 6:00 p.m.

Sunday: 12:00 p.m. to 11:00 p.m.

Building Hours – Summer

Monday through Thursday: 7:00 a.m. to 11:00 p.m.

Friday and Saturday: 7:00 a.m. to 11:00 p.m.

Sunday: 12:00 p.m. to 11:00 p.m.

Contact

Main Phone number: 325-942-2085

Fax: 325-942-2152

University Theatre Office: 325.942.2146

Fax: 325.942.2033

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

Physical Address: 2602 Dena Dr.

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

Contacts: Music and Visual Art, Dr. Ed Surface, Interim Department Chair
Theatre, Dr. Bill Doll, Director of University Theatre