



# BRANDON UNIVERSITY

## School of Music Information Package for New Contract Academic Instructors

A warm welcome to the Brandon University School of Music. Thank you for sharing your expertise with our students as a member of our Contract Academic staff. We hope you find the following information helpful.

Brandon University Website: [www.brandonu.ca](http://www.brandonu.ca)  
School of Music Website: <https://www.brandonu.ca/music/>

Further information and questions can be directed to the following faculty and personnel:

### Contact Information

Name	Email	Phone
Greg Gatién, Dean	<a href="mailto:gatieng@brandonu.ca">gatieng@brandonu.ca</a>	204.727.9633
<b>Department Chairs</b>		
Dr. Ed Bach, Chair, Applied Department	<a href="mailto:bache@brandonu.ca">bache@brandonu.ca</a>	204.727.9717
Dr. Wendy Zander (Field Experience) Co -Chair, Joint Department of Music Education	<a href="mailto:zanders@brandonu.ca">zanders@brandonu.ca</a>	204.727.7368
Other Joint Department of Music Education questions	<a href="mailto:bumusicoffice@brandonu.ca">bumusicoffice@brandonu.ca</a>	204.727.7388
Dr. Jon-Tomas Godin, Chair, Music Research Department	<a href="mailto:godinj@brandonu.ca">godinj@brandonu.ca</a>	204.571.5831
Dr. Jon-Tomas Godin, Chair, Graduate Department	<a href="mailto:godinj@brandonu.ca">godinj@brandonu.ca</a>	204.571.5831
<b>Applied Area Coordinators</b>		
Dr. Ed Bach, Brass, Percussion & Woodwinds	<a href="mailto:bache@brandonu.ca">bache@brandonu.ca</a>	204.727.9717
Professor Kerry DuWors Piano, Voice & Strings	<a href="mailto:duworsk@brandonu.ca">duworsk@brandonu.ca</a>	204.571-8566

Professor Eric Platz Jazz & CPM	<a href="mailto:platze@brandonu.ca">platze@brandonu.ca</a>	204.727-7369
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#### School of Music Office Staff

Bobbi White, Administrative Assistant	<a href="mailto:white@brandonu.ca">white@brandonu.ca</a>	204.727.7388
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Joyce Burba, Office Assistant	<a href="mailto:burba@brandonu.ca">burba@brandonu.ca</a>	204.727.9631
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Terry McMaster Office Assistant	<a href="mailto:mcmastert@brandonu.ca">mcmastert@brandonu.ca</a>	204.727.7438
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#### Music Library

Laura Jacyna, Music Librarian	<a href="mailto:jacynal@brandonu.ca">jacynal@brandonu.ca</a>	204.727.9633
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Donna Lowe, Library Assistant	<a href="mailto:lowed@brandonu.ca">lowed@brandonu.ca</a>	204.727.9630
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#### BUFA Representative

BUFA Rep	<a href="mailto:platze@brandonu.ca">platze@brandonu.ca</a>	204.727-7369
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#### Contract Faculty Rep on Music Faculty Council

Nancy Hennen	<a href="mailto:hennenn@brandonu.ca">hennenn@brandonu.ca</a>
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School of Music Faculty Directory: <https://www.brandonu.ca/music/dept-faculty/>

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## Details to confirm with the Music Office

Depending on your course load and whether you are a first-time or returning instructor, the following may be applicable to you.

Please contact the Music Office at [BUMusicOffice@brandonu.ca](mailto:BUMusicOffice@brandonu.ca) and review these items as early as possible before your course(s) begin. Procedures are explained in more detail in later sections and the appendixes of this manual.

- Keys for classrooms, office space, tech instructions, photocopying and printer information, room bookings, parking and mail services.
- Room booking requests.
- If you require assistance with setting up the printer to your desktop or personal laptop, please contact the [HelpDesk](#) at [helpdesk@brandonu.ca](mailto:helpdesk@brandonu.ca).
- Please refer to the [2024-25 Registration Guide](#) see [Appendix 1](#) for appropriate slot schedule to confirm scheduled time of your courses. **Note:** *if the slot for the course you are teaching is listed as “By Arrangement” please contact your Department Chair or Applied Area Coordinator.*
- Information and assistance regarding employment contract and payroll.
- Directions to access on-campus WIFI can be found [here](#).
- Previous course outlines (if available).

Graduate courses:

- If you are teaching graduate students you will need to [apply](#) for Contract academic membership in Faculty of Graduate Studies.
- Please contact Dr. JT Godin, Chair of the Graduate Department if you have any questions regarding the Graduate program.

## Preparing for Teaching

- The Administrative Assistant will provide you with your BU Username and Password. Communication from the Music Office will be sent to this email address.
- You will use this username and password to login to access campus wifi, Moodle (if using), the [InfoQuery](#) where you can your access class lists and grade entry information.
- Course descriptions can be found in the Section 7.5 [Undergraduate Calendar 2024-25](#) or Section 6.5 [Graduate Calendar 2024-25](#).
- Faculty members who teach Graduate courses are required to apply to become a member of the Graduate Faculty. [Here](#) is the link to the membership form. Membership criteria is linked on the form.
- Please refer to the list of [important dates](#) (p. 9) for the term (E.g., First and last dates of classes for each program; dates of field placements; Holidays and breaks). **Note:** *The voluntary withdrawal dates are November 18, 2024, for Term 1 courses and March 19, 2025, for Term 2 courses.*
- Create your course outlines prior to the beginning of instruction and plan to share them with your students on the first day of classes. Please refer to ([School of Music Recommendations for Course Outlines](#)) for required and suggested elements of course outlines.
- Please visit the classrooms where you will be teaching. All classrooms have a ceiling mounted projector, desktop computer and stereo equipment. There are some differences in connecting a laptop among the classrooms. Contact Helpdesk for more information.
- Please plan to bring your own equipment if you are planning to use Bluetooth connections.
- For information about ordering a textbook please contact the [BU Bookstore](#) ([brandonu@bkstr.com](mailto:brandonu@bkstr.com)) or 204.727.9732.
- All course related expenses (i.e., guest speaker honorarium, travel, etc.) must be approved through the Dean's Office before they are incurred. Please contact Bobbi White ([white@brandonu.ca](mailto:white@brandonu.ca)) for more information.
- You may be asked to approve manual registration forms for students to register for your class. Examples of forms you may be asked to are Registration Forms, Pre-Requisite Waiver/Permission of Instructor Forms, and Special Course Offering forms. The forms are found at [Student Forms | Financial & Registration Services \(brandonu.ca\)](#) on the Brandon University website.

### ***The Centre for Teaching, Learning and Technology (CTLT)***

- The [Centre for Teaching, Learning, and Technology](#) is a useful source or information about teaching at BU.
- If using Moodle, please see the [Moodle guide](#) about how to set up and request your courses and visit the CTLT's Moodle course on course preparation by visiting [Teaching and Learning at BU](#).

## ***Learning Platforms:***

[BU Zoom Usage](#)  
[Moodle](#)

For support with specific learning platforms please contact:

**[Glen Gross – Moodle](#)**

grossg@brandonu.ca

**[Curt Shoultz](#)**

- course design, presentation techniques, and online teaching with Moodle.

shoultzc@brandonu.ca

**[Help Desk – Zoom](#)**

helpdesk@brandonu.ca

**[Tanya Joice – Teams](#)**

joicet@brandonu.ca

## ***Policies and Procedures***

### ***School of Music Attendance***

- Regular attendance in class is essential to student success. All students are expected to prepare for and attend all classes in all courses. (For more information, please see the [School of Music Attendance Policy](#)).

### ***Ensemble Attendance***

- The School of Music has an attendance policy for Orchestra, Concert Choir, Chorale, Jazz Band, Symphonic Band, Piano Ensemble and Guitar Ensemble (see [Ensemble Attendance Policy](#)).

### ***Collaborative Piano***

- Students may request the School of Music to provide subsidized professional collaborative piano services upon recommendation from their Applied instructor. (For more details, please see the [School of Music Collaborative Piano policy](#).)

### ***Undergraduate Music Event Attendance***

- Students are required to attend at least forty music events during their degree program. This requirement will normally be satisfied by the end of a student's third year. Students who fail to satisfy this requirement will not be permitted to graduate. (Please refer to the [Music Event Attendance Policy](#) for more details).
- There is a similar policy in place for Performance & Literature Master of Music students. ([Master of Music Professional Enrichment Requirement](#))

### ***Recital Policies***

- If you have students registered in an Applied Major (65:202/203, 65:302/303, 65:402/403) or Graduate Recital course please contact the Applied Department Chair, Applied Coordinator, or Graduate Department Chair for information regarding undergraduate recital policies and expected timelines.

### ***Graduate Program Policies and Procedures:***

Please visit the [Graduate Recital Procedures](#) for information about Graduate Recital Policies.

## *PDA Policy*

Contract Academic staff members with contracts of 3 credit hours or more in an academic year may apply for funding in support of their professional development as per H.1.4 in the Collective Agreement.

Expenses claimed for reimbursement from faculty members' Professional Development Allowances must be clearly linked to one or more of the four areas of Professional expectations/ requirements in the CA (Professional Preparation; Scholarship/ Research; Teaching; Service). Please see the [School of Music PDA Policy](#) for more information.

## *Juries*

Each semester a student's work culminates with a juried evaluation. Jury dates (School of Music Examinations) can be found in Section 1: Important Dates of the [University Calendar](#) (p.9). Specific times for each instructor's studio will be scheduled by the Music Office. (**Note:** *Jury dates for Music Education students will differ from Performance, General Music majors and Master of Music students.*)

- Juries are normally 10 minutes in length. Repertoire assigned for the jury will be determined by the instructor, and the overall weighting of the jury towards the final grade will be determined by the instructor.
- Faculty members are expected to be part of the jury for their own students. Additional compensation will be arranged if contract academic faculty are asked to serve on juries for other students. Please contact your Applied Department Chair or Area Coordinator for more details about juries.

## During Teaching:

### *Cancelled a class*

- If you are unable to make it to campus (e.g., illness, highway closure) and need to cancel a class with short notice please contact [BUMusicOffice@brandonu.ca](mailto:BUMusicOffice@brandonu.ca) or call 204.727.9631 to ask the office staff to have a cancellation notice and any directions you want to give the class posted on the classroom door.

### *Teaching Evaluations*

- Peer Evaluation: You may request that the Chair of your department or program (Undergraduate or Graduate) or another trusted colleague in a relevant position observe a class and provide written feedback regarding your teaching. This feedback could be used as evidence of successful teaching attainment or growth in your practice in future applications to Brandon University or other post-secondary institutions.
- Evaluation by the Dean: Article 19.2.3 of the BUFA collective agreement talks about formal evaluations and states that “Contract Academic staff on course-based or EAP contracts teaching a minimum of one (1) three (3) credit hour course or EAP equivalent shall be evaluated in the second offering of each course contract to determine teaching competency prior to establishing Right of First Refusal (This right affords RFR holders the opportunity to be contracted without having to apply, as per the terms outlined elsewhere in this Article 16.4 of the BUFA collective agreement)... Where an evaluation has not been conducted, through no fault of the Member, the Contract Academic Staff’s teaching will be deemed competent. Contract Academic Staff who hold RFR should be evaluated every four (4) years.” The Dean’s Office will contact you to set up teaching evaluations.

## At The End of The Course:

### *Student course evaluations*

- As per article 19.5 of the BUFA Collective Agreement (p. 169), the University may require that student feedback be solicited. Please contact the [BUMusicOffice@brandonu.ca](mailto:BUMusicOffice@brandonu.ca) for more information.

### *Entering grades*

- As per section 4.j (page 6) of the [University Examinations Policy](#), please enter your final grades within 7 calendar days of the final lecture/exam. If no examination is scheduled, no later than seven calendar days after the last lecture.
- For more information on the online grade entry system, please visit: [Grade Entry Instructions for Faculty](#).



## Travel

While the University's Travel Policy (found at:

<https://www.brandonu.ca/finance/files/TravelBusinessExpensePolicy.pdf>) states that "travel from home to the normal Brandon University place of work shall not be reimbursed," the School of Music is committed to reimbursing Contract Academic Staff members who travel further than 50 km (one-way). This commitment is in recognition of the important work that you do for our students, and how much we value you as colleagues.

### *Rental Vehicle vs Personal Vehicle:*

- Contract Academic Staff members are encouraged to explore renting a vehicle when doing so is more economical than using one's own vehicle (using the negotiated mileage rate found in Appendix H.2.1 of the BUFA/ BU Collective Agreement). When traveling to teach for a single day, a rental currently costs approximately \$80. The School would reimburse fuel costs (upon presentation of receipts - please do not return rental vehicles without replenishing the fuel!) - this is often more economical for the School and avoids putting wear and tear on your private vehicle.
- If you choose to use your own vehicle, please be aware that the School of Music's travel budget does not currently support your being reimbursed using the negotiated mileage rate for travel from home. This budget has not recovered to its pre-pandemic level. While we will endeavor to provide you with as much support as possible, we can only commit to reimbursing you for the cost of fuel (upon submission of receipts).

### *Accommodations:*

- If you are required to stay overnight, including for unanticipated reasons (i.e. weather) the School can make a reservation for you. Faculty can expect to stay in a moderately priced accommodation providing comfort, security, and proximity to the School.

### *Per Diem:*

- Contract Academic Staff members can also claim a daily per diem rate to cover meals, parking, and other small incidentals. We will continue to use the Collective Agreement rates (Appendix H - H.2.2) for these, and you do not need to submit receipts.

### *Travel Arrangements & Claiming expenses:*

- Please contact the Music Office ([BUMusicOffice@brandonu.ca](mailto:BUMusicOffice@brandonu.ca)) to discuss travel arrangements and to submit electronic travel and expense claims. Please note that electronic copies of gas receipts should be attached to the expense claim.

## Recruitment and Retention

### *Recruitment*

- If you are aware of prospective students who you would like to have the school recruit into your studio, please reach out Aren Teerhuis, our Outreach Coordinator at [TeerhuisA@BrandonU.CA](mailto:TeerhuisA@BrandonU.CA)
- If you have opportunities to provide recruitment or outreach activities on behalf of the school, please reach out to the Music Office to discuss whether or not those activities can be financially supported.
- If you are engaging in public-facing activities (performances, lectures, workshops, masterclasses), please reach out to Aren Teerhuis who will promote your activities on our social media feed, add your events to our website's public-facing/ events/ 'in the news' sections, and inform the University's Marketing and Communications department.

### *Retention*

- For the purposes of providing a coordinated effort to foster student success and avoid mixed messages, it is important that student advisors and Department Chairs be looped into student issues (for example, program of choice, dropping courses, etc.).
- If the student is a first-year student, they will have an advisor assigned by the Music Office.
- If the student is returning (entering their second, third, fourth, or fifth year of studies), their advisor will be a Department Chair (for students in the JDME or General Music Program) or Area Coordinator (for students in the Performance program).
- If you have a student who is struggling with health issues, please make them aware of the services that are available to them through our [Student Services](#) department and notify the Music Office that you had this conversation (the contents of the conversation are not required), and notify the student's advisor that you had this conversation with their advisee.
- If you have questions or concerns around privacy issues related to a student of concern, please contact the Dean.

## Library Resources and Library Instruction

The Brandon University Library strives to develop and maintain a collection that supports the teaching, learning, and research goals of the students, faculty members and staff at Brandon University. The library staff provide access to this collection and instruction on how to use the resources as well as provide tools and instruction for the research process.

The Music Librarian coordinates library tours, in-class information literacy sessions, and also collaborates with faculty to build information literacy skills into their courses.

Library guides are created by library staff to provide online access to information. The following guides are most relevant to the School of Music:

[Music Library](#)

[Course Reserves](#)

[Resource Guide for Faculty](#)

[How to Use the Library: for Students](#)

Please contact Laura Jacyna at [jacynal@brandonu.ca](mailto:jacynal@brandonu.ca) for more information about the Music Library.

## Appendix 1 – Slot Schedules

Please review the [2024-25 Registration Guide](#) to see what [slot schedule](#) your course will be offered in.

Please note that if the slot for the course you are teaching is listed as “By Arrangement” please contact your Department Chair or Applied Area Coordinator to discuss the process for determining the best time to schedule your course.

Once the time has been agreed upon, please contact the Music Office to book an appropriate room.

### WEEKLY SLOT SCHEDULE (DAY)

The University reserves the right to reschedule courses as circumstances prevail. A minimum of adjustment is anticipated. Lecture slot numbers are indicated above the line in each square.

NOTE: You may not register for two courses/labs offered simultaneously

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:20	8:30-9:50	8:30-9:20	8:30-9:50	8:30-9:20
1		1		1
9:30-10:20		9:30-10:20		9:30-10:20
	10		10	
2	10:10-11:30	2	10:10-11:30	2
10:40-11:30		10:40-11:30		10:40-11:30
3	11	3	11	3
11:40-12:30	11:40-12:30	11:40-12:30	11:40-1:30	11:40-12:30
4	12	4		4
12:40-1:30	12:40-1:30	12:40-1:30		12:40-1:30
5	No Classes Scheduled	5	12	5
1:40-2:30	1:40-4:30	1:40-2:30	1:40-4:30	1:40-2:30
6		6		6
2:40-3:30		2:40-3:30		2:40-3:30
7		7		7
3:40-5:00		3:40-5:00		3:40-5:30
8	13	8	14	
5:00-5:30	4:40-5:30	5:00-5:30	4:40-5:30	
No Classes Scheduled	No Classes Scheduled	No Classes Scheduled	15	15

Slots 6, 7, & 8 (Mon, Wed, & Fri) and slots 13 & 14 (Tue & Thu) are also reserved for courses with Labs in the Faculty of Science. Students in Education taking Field Experience courses should also avoid these slots. Students taking lecture courses with Associated Lab Periods should therefore schedule their courses in other slot periods (1-5 & 10-12) as much as possible to avoid LECTURE/LAB conflicts.

### WEEKLY SLOT SCHEDULE (EVENINGS/WEEKENDS)

DAY	Monday	Tuesday	Wednesday	Thursday	Saturday
Course/Time					

## Appendix 2 – Access Copyright

Brandon University's license with Access Copyright extends the university community's ability to photocopy, scan, and print material beyond the scope of fair dealing. Scanned copies of articles or book chapters can be stored on a hard drive, USB stick or any secure location on the Brandon University network. Scanned copies can also be uploaded to Moodle or sent by email to any other students and faculty at institutions that have signed agreements with Access Copyright. The license also allows for the creation of course packs. For the full details about how much copying and scanning can be done under the Access Copyright license, go to the following webpage.

Access Copyright Digital and Copying Guidelines:

[https://www.accesscopyright.ca/media/1039/access\\_premium\\_poster.pdf](https://www.accesscopyright.ca/media/1039/access_premium_poster.pdf)

<http://libguides.brandonu.ca/copyright>

Copyright questions may be directed to 204-727-9483.

*Brandon University School of Music is located on Treaty 2 lands. These are the traditional homelands of the Dakota, Anishanabek, Cree, Oji-Cree, Dene and Métis Peoples of the Red River to whom we are grateful for their ongoing patience and hospitality.*