

Administration of the Cali School of Music

The emergence of the Cali School of Music from the collective vision of the music faculty presents us with a unique opportunity to enhance our national reputation in the arts and secure a position of prominence among schools of music across the country. As a new and unique venture in the University, the Cali School requires a leadership paradigm commensurate with its goals and aspirations and consistent with national practice. The organizational structure of the School is as follows:

Director of the Cali School: The Director of the Cali School is appointed by the President on an annual basis and holds a concurrent faculty appointment at a senior rank. The Director reports to the Dean of the College of the Arts and is responsible for the overall direction and management of the School. The Director is expected to exercise intellectual and artistic leadership within the School and to contribute to a strategic vision for its growth and development within the framework of the College's and the University's expanding mission. The Director will give special attention to the development of the academic programs at both the undergraduate and graduate levels, the recruitment and mentoring of the highest quality faculty, and the implementation of an educational program that provides a rich and effective academic experience for the School's students, as well as excellent general education opportunities for non-music majors appropriate to the educational mission of the University.

The Director will be responsible for the evaluation of School faculty and staff, enhancing rich and mutually beneficial collaborations between the programs of the School and the other programs of the College and the University, as well as schools of music and conservatories nationally and internationally, and, most importantly, professional performing artists and organizations. The Director will be an advocate and representative of the School to the campus, the alumni, the Advisory Board of the School, the professional music community in and beyond New Jersey and other external communities. The Director, together with the Dean and other University officers, will be responsible for seeking opportunities to enhance the reputation of the School and its resources.

Search for the Director: The President shall appoint the search committee. The Committee will be charged with undertaking a rigorous and proactive search and will identify approximately three to five finalists who will be interviewed by, and whose credentials will be reviewed by, the Music faculty. All members of the Music faculty will have the opportunity to provide direct feedback to the Committee. After review by the Dean and the Provost, the President will ultimately appoint the Director from among the candidates recommended by the Committee. The President will not appoint any candidate who is not recommended by the Committee.

Associate Director for Faculty: The Associate Director for Faculty occupies a full-time faculty position and is assigned for one-third of his or her time to assist the Director in coordinating and making recommendations with respect to personnel actions related to the faculty, including recruitment, hiring, reappointment, tenure, promotion, sabbaticals, and adjunct appointments. Personnel evaluations will move from the PAC, to the Associate Director for Faculty, to the Director, to the Dean, to the Provost, to the President.¹

¹ Should any negotiable procedural elements for conducting personnel evaluations of the Music faculty arise they will be negotiated by the University with the AFT local.

Julie Han

On behalf of the
AFT Local 1904
Negotiating Team

William Vincent

Feb 22, 2011

The Associate Director for Faculty will also work with the Director and Associate Director for Administration and other staff in regard to day-to-day matters affecting the faculty and programs, including academic programs, student recruitment and retention, fostering collegiality within the department, the implementation of University policies, as well as scheduling, recitals, auditions, and such other areas of responsibility as may be assigned or delegated by the Director of the Cali School. The Associate Director for Faculty will be a full-time member of the Music faculty, elected by vote of the Music faculty and appointed by the Director of Cali School. For the purposes of continuity, the Associate Director for Faculty will be appointed to a three-year term, subject to continued competent performance in the role. The Director shall conduct an annual evaluation calling for a formal vote by the faculty in regard to continuation of the Associate Director for Faculty in the appointment. The Director will take the vote of the faculty into consideration in making the annual reappointment recommendations to the Dean. Should the Director's recommendation differ from the vote of the faculty, he/she shall make known his/her reasons. The Dean's decision shall be final and binding.

By mutual agreement between the Administration and the Union, the election of an ADF will take place no later than April 30 of the final year of the incumbent's term of office. The name of the elected ADF will be transmitted to the University Administration.

When an ADF vacancy occurs for reasons other than the expiration of an incumbent's term, the dean, in consultation with the School and Provost, will determine when to hold the election for an ADF to fill out the unexpired term.

At an appropriate time, determined in consultation between the Interim Director and the Dean, the faculty will be requested to conduct a nomination by vote for a candidate to be Associate Director for Faculty, and, effective no later than July 1, 2011, an Associate Director for Faculty will be appointed and the position of department chair for Music will be eliminated.

Associate Director for Administration: The Associate Director for Administration occupies a full-time management position and is appointed by the President on an annual basis. The Associate Director reports directly to the Director of the Cali School and works closely with the Office of the Dean of the College of the Arts and other University officers in regard to administrative matters related to the School. The Associate Director is responsible for overseeing the day-to-day operations of the School, including matters related to budget, staffing, planning, facilities, instruments and equipment, admissions, scholarships, website and student information, preparatory and extension division programs, accreditation, special events, concert/recital scheduling, and such other areas of responsibility as may be assigned or delegated by the Director of the Cali School. All administrative staff of the Cali School report to the Associate Director for Administration, including the Academic Administrator, Concert Manager, Production Manager, and any other administrative staff positions that may, from time to time, be created.

Final

University
November 22, 2010

PROCEDURES FOR EVALUATION OF FACULTY FOR REAPPOINTMENT, TENURE AND PROMOTION AT THE LEVEL OF ASSOCIATE DIRECTOR FOR FACULTY AND THE DIRECTOR OF THE CALI SCHOOL OF MUSIC

The Associate Director for Faculty shall prepare a written evaluation of each candidate based upon the criteria set forth in the Faculty Roles and Responsibilities document and either recommend or not recommend the candidate. The Associate Director for Faculty will forward the evaluation to the Director and the candidate and include for the Director the candidate's materials and evaluations/recommendation for the SPAC. The candidate may make a written response to the Associate Director for Faculty's recommendation which response shall be sent by the candidate directly to the Director for his/her consideration and inclusion in the materials.

The Director shall prepare a written evaluation of each candidate based upon the criteria set forth in the Faculty Roles and Responsibilities document and either recommend or not recommend the candidate. The Director will forward the evaluation to the Dean and the candidate and include for the Dean the candidate's materials and evaluations/recommendations from the SPAC* and Associate Director for Faculty. The candidate may make a written response to the Director's recommendation which response shall be sent by the candidate directly to the Dean for his/her consideration and inclusion in the materials.

The Union and the administration shall modify existing and relevant personnel action forms to reflect the new structure of the Cali School of Music and establish a mutually agreed upon calendar for such evaluations to be conducted.

*The SPAC will replace the DPAC and will follow the same procedures as set forth for the DPAC for each of the personnel actions listed above. Further, in addition to the procedures relative to the ADF and Director herein negotiated, the Dean, Provost and President will follow the same procedures as currently set forth in the Statewide Agreement and LSPA unless otherwise modified by negotiation by the parties.

*Feb 22, 2011
On behalf of the
AFT Local 1904
Negotiating Team*

William Vitore Jr.

