



# SCHOOL OF THEATRE AND MUSIC

## FACULTY HANDBOOK \_ FALL 2023

**DEPARTMENT CONTACTS** - [Click here for more information about staff and administration](#)

Main office: 1040 W. Harrison Street, ETMSW building, room L260, 312-996-2977

Theatre box office: 1044 W. Harrison Street, UIC Theatre building, room L200P, 312-996-2939

<b>Emergency (after 911 if medical)</b>	<b>Officer on Duty</b>	<b>943 W Maxell</b>	<b>(312) 355-5555</b>	<b>(312) 355-5555</b>
Student Advising, Student Services	Lisa Tang	208 JH	(312) 413-2438	ltang9@uic.edu
Finance and Operations, Keys	Amy Sinclair	Main Office	(312) 996-2977	asincl3@uic.edu
Human Resources, Payroll	Amy Sinclair	Main Office	(312) 996-2977	asincl3@uic.edu
Facilities	Jim Frazier	L471A	TBD	julezarm@uic.edu
Scheduling	Alyana Bell	L232	TBD	abell08@uic.edu
Campus Technology Solutions	Tech on Duty		(312) 413-0003	<a href="http://it.uic.edu/support/">it.uic.edu/support/</a>
CADA Technology Helpdesk	Jahnvi, Andreea	103 JH	(312) 413-3673	cadait@uic.edu
Marketing, Communications	Guillermo Duarte	Main Office	(312) 413-7449	gduart3@uic.edu
MUS Admissions, Recruitment	Ben Kenis	Main Office	(312) 355-1735	bkenis2@uic.edu
Swipe Access, THTR Admissions, Recruitment; FOH/BO	Neal McCollam	L284	(312) 996-3991	nealmac@uic.edu
STM Technical Coordinator	Jim Frazier	L471A	TBD	julezarm@uic.edu
Music Programs Coordinator	Alyana Bell	L232	TBD	abell08@uic.edu
Theatre Production Manager	TBD	TBD	TBD	TBD
Head of Music	Brent Talbott	L244	(312) 966-8686	btalbot@uic.edu
Head of Theatre	Yasen Peyankov	L022	(312) 413-2114	yasenp@uic.edu
Director	Christine Dunford	L250	(312) 413-7642	cdunfo1@uic.edu

### TABLE OF CONTENTS

1.	GENERAL CAMPUS, OFFICE, AND ACADEMICS <ul style="list-style-type: none"> <li>i-Card</li> <li>NetID</li> <li>Parking</li> </ul>	4.	POLICIES AND PROCEDURES <ul style="list-style-type: none"> <li>Annual Responsibilities</li> <li>Absence and Class Cancellation Policy</li> <li>Grader Policy</li> <li>Parking Pass Policy</li> <li>Marketing Materials Policy</li> </ul>
2.	SET UP YOUR OFFICE AND COURSES <ul style="list-style-type: none"> <li>Class Roster/Schedule/Grades, Plagiarism, iClicker</li> <li>Technology Support</li> <li>Course Fees</li> <li>Website Profile</li> <li>Email Signature</li> </ul>	5.	STM GOVERNANCE, WEBSITE, AND DOCUMENTS <ul style="list-style-type: none"> <li>STM Governance Documents and Other Important Documents</li> <li>STM Website</li> </ul>
3.	BENEFITS AND COMPENSATION <ul style="list-style-type: none"> <li>Paychecks</li> <li>Time Off and Leave-of-Absence</li> <li>Benefits</li> <li>State Universities Retirement System (SURS)</li> <li>SURS and Social Security</li> </ul>	6.	ROOM RESERVATIONS <ul style="list-style-type: none"> <li>In-Advance and Day-of Requests</li> <li>Room Rentals</li> </ul>
		7.	HELP FOR FACULTY AND STUDENTS



# SCHOOL OF THEATRE AND MUSIC

## GENERAL CAMPUS, OFFICE AND ACADEMICS

### Net ID/Password (Amy)

As part of the onboarding process, you will be given a NetID. The NetID is a public identifier used to access the UIC network and all campus-based online services like email, Blackboard, Wifi and computer labs. Your NetID is also used to access most authenticated University of Illinois networking services including Human Resources.

Our College technology office has been informed of your hire and will contact you directly to assist you in activating your email address and any additional technology needs. You will need to set up an Exchange O365 account. Be on the lookout for their email. If you have any immediate questions, please let Amy know. You should always use your UIC email address for any UIC-related communication.

### University Identification Card – i-card (Amy)

To obtain an i-card, present a photo identification (i.e., driver's license) at the ID Center located in Student Center East, 750 S. Halsted near the UIC Bookstore. For additional information, call them at (312) 413-5940 or go to their website: <https://idcenter.uic.edu/> You can use your i-card for borrowing materials from the library, building access after-hours, and parking.

### Parking (Amy)

Paid parking is available to faculty, staff, and students during fall, spring and summer semesters. For those who drive to campus only occasionally, cash lots are available. For access, you will need to already have your i-card.

Parking Services is located in the Student Services Building, 1200 West Harrison Street, Room 2620. Call them at (312) 413-9020 for additional information or go to their website: <https://parking.uic.edu/>

School of Theatre and Music is located in the ETMSW building, 1040 W. Harrison Street, 60607, lower level. On the NW corner of Harrison and Morgan Streets.

Parking lots closest to ETMSW are:

- Harrison and Racine Parking Structure (next to the Credit Union 1 Arena, west of ETMSW) Lot #11 (just west of ETMSW)
- Lots 1A and 1B (south of 11 and the Harrison and Racine Parking Structure on Harrison Street)

## SET UP YOUR OFFICE AND COURSES

Amy, Neal or Jim Frazier will help you get settled into your office space.

- Office assignment and keys. See Amy
- Building swipe card access (requires an i-Card). See Neal McCollam
- Office phone and voicemail, if necessary. See Jim Frazier
- School copy machine use. See Amy
- Mailbox assignment, if necessary. See Amy
- How to order textbooks at UIC Bookstore, if necessary. Call (312) 413-5500 or email [uic@bkstr.com](mailto:uic@bkstr.com)
- Arrange for equipment needs for your classroom and confirm that your ID is coded to access multimedia consoles. See Jim Frazier



# SCHOOL OF THEATRE AND MUSIC

[Course Schedule, Class Roster, Plagiarism Tool, iClicker](#)

**Course Schedules** - To see the schedule of classes, visit [my.uic.edu](https://my.uic.edu), sign in, and find the [XE Registration/View Classes module](#). Use this to verify your classes are correct and see the enrollment. You can also look at enrollments from previous semesters.

- Click “XE Registration/View Classes”
- Click “Browse Classes”
- Select the “Term” (semester and year)
- Enter the Subject (Theatre or Music)
- Enter the Course Number

**Rosters and grades** - For student rosters and entering grades, log into [my.uic.edu](https://my.uic.edu) and scroll down to find “Class Rosters” and “Grade Entry” portals

**Plagiarism tools** - UIC is subscribed to [iThenticate](#) a plagiarism detection software that is more sophisticated than SafeAssign on Blackboard. It is able to compare manuscripts against more databases and allows more selective controls of how matching content is displayed.

**iThenticate** is for faculty and grad /PhD students who need to review written works. Students in your class would not be able to use it unless you want them to use it to process their papers for plagiarism. If you want to have students upload and review their papers before submission, we recommend using SafeAssign on Blackboard.

The UIC Graduate College requires all graduate thesis papers be screened through iThenticate. The university is granting access on an individual request basis. You can learn more about iThenticate features on the Graduate College website. If you would like access, email James Kollenbroich, [jkolle1@uic.edu](mailto:jkolle1@uic.edu).

**iClickers** - iClicker is a classroom response system that instantly provides feedback from students and posts students’ answers to the questions posed by their instructor(s). It is also a useful tool for instructors to take attendance in large classes. To learn more about this feature, visit the [iClicker](#) site.

[Technology Support \(CADA Tech/Jim Frazier\)](#)

**Trouble Logging In?** (email, blackboard, etc.):

- Activate your NetID: <https://help.uillinois.edu/TDClient/37/uic/Requests/ServiceDet?ID=707>
- Activate 2-factor authentication: <https://help.uillinois.edu/TDClient/37/uic/Requests/ServiceDet?ID=696>
- Once your netID and 2-factor authentication is activated, and you continue to not be able to log-in, the best way to get assistance with your question is to reach out to the AITS Service desk. They typically help you right away by phone and get back to you before the end of the day by email: [servicedeskait@uillinois.edu](mailto:servicedeskait@uillinois.edu) UIC: (312) 996-4806



# SCHOOL OF THEATRE AND MUSIC

## **Computer or classroom support (and if you need to connect to the printer in the mailroom)**

Email the college (CADA) at [cadait@uic.edu](mailto:cadait@uic.edu). They are very responsive.

- Start a helpdesk ticket: [Form](#) or [email](#)
- Call: 312-413-3673
- Book an in-person or virtual appointment: [Booking Calendar](#)

**Blackboard Support at LTS** - If you require assistance structuring your Blackboard courses, LTS at UIC provides great resources and one-on-one sessions with Blackboard experts to help. LTS is offering extended support hours on Saturday, August 19<sup>th</sup> and Sunday, August 20<sup>th</sup>. More information can be found [here](#).

- To schedule an appointment, instructors can contact LTS:
- Phone: 312-413-0003, option 1 [They are very helpful. You can call them w issues beyond Blackboard.]
- Email: [LTS@uic.edu](mailto:LTS@uic.edu)
- LTS Regular Schedule: Monday through Thursday, 7:30 am-9:00 pm Friday, 7:30 am-7:00 pm
- As a reminder, Blackboard support is now available 24/7. For assistance, please call 312-413-0003, option 1 followed by option 1.

For access to Blackboard, please go to: [UIC Blackboard](#). For support using Blackboard see [here](#). If still stuck, call Campus Technology Solutions: 312-413-0003.

**Adobe Licenses:** If you encounter an error message regarding an expired Adobe license, please follow the steps below:

- Purchase the license [here](#) (should be free). Please allow a couple of hours for permissions to propagate.
- Log out of Adobe Creative Cloud, reboot your machine, and log back into Adobe Creative Cloud.

**Audio recording of music performances** - Contact Jim Frazier.

**Theatre tech issues** - Contact the Production Manager. (Jim Frazier for now.)

## Lab or Course Fees (Amy)

Most or all general education courses and some STM courses have course fees (also called lab fees) associated with them to help pay for the cost of specialized instruction. As an instructor, you may be able to purchase resources required for instruction such as to purchase music, bring in a guest lecturer, or buy tickets to a performance. If you are interested in doing something like this, please make a request to Amy, ideally before the semester starts, to see how much is available, if any.

All general education courses, and many STM courses, should require students to attend at least one music or theatre event each semester whenever possible. If you have difficulty identifying an appropriate event, consult the head of music/theatre.

## Communication and Marketing (Guillermo)

Our goal is to produce inspiring content that can reach our prospective students, alumni, and UIC community. For assistance or advice on marketing or communications, contact [Guillermo Duarte](#).



# SCHOOL OF THEATRE AND MUSIC

For the following information and resources see the "[Communication and Marketing](#)" section of the "resources" pages on the STM website.

**Website Bio** - It is important that information on the School website is accurate and up to date. New faculty and staff, please send the following to Guillermo so that we can add your profile to the website:

- Bio
- High-resolution image both in portrait and landscape style

Current faculty and staff members can update their website bio by using the link [here](#).

**News/Event** - Have a newsworthy story or event? Suggest a story or event for our communication platforms [here](#).

**Photo Consent Forms** - Before capturing any images of students, please review UIC's policy on photography, video and media [here](#). See Guillermo if you have any questions.

**Logos/Graphic Design** - All materials that use the STM logo, the UIC Logo or the UIC School of Theatre and Music branding must be approved by Guillermo Duarte before publication/production. Please reach out to Guillermo for all design and marketing requests.

**Website Edits:** Suggest a website edit by emailing Guillermo.

**Email Signature:** Faculty and staff must use the standard STM email signature below and [here](#). Do not include personal websites or social media sites in your UIC signature. However, you may include links to reviews or recordings of specific current scholarly or creative work as well as notices about performances, publications, etc.

(Sample)

First Name Last Name

Official University Title

Pronouns: (optional)

School of Theatre and Music

College of Architecture, Design, and the Arts

E: [emailname@uic.edu](mailto:emailname@uic.edu)

P: 000-000-0000

W: <https://theatreandmusic.uic.edu>

1040 W Harrison St | ETMSW, MC 255 | Chicago, IL 60607



Email signature (Guillermo)



# SCHOOL OF THEATRE AND MUSIC

- Copy the entire content above.
- Paste content into your email signature in preferences set-up.
- Re-type your personal UIC signature and save.
- You can direct people to your profile page on the STM website, or any page/resource from the STM website.
- Optional to use: Phone, social media icons, mail code.

Resources:

[How to create an email signature on Outlook](#)

[How to create an email signature on Gmail](#)

## Marketing Materials Policy

No marketing or communication (poster, flyer, banner, social media post, etc.) may be created or distributed without first speaking with Marketing/Communications, Guillermo Duarte.

## **BENEFITS AND COMPENSATION** (Amy)

### Changes to Initial UIC Online Application

If you have additional information or changes you need to enter from your initial online application, go here: <https://www.hr.uillinois.edu/myinfo> and click the “My Profile” tab.

### Paychecks

All paychecks are issued to employees via direct deposit into a bank account. You will receive a paycheck on the 16th of each month. Payments are pro-rated for partial months of employment.

To check your pay stub online go to: <https://www.hr.uillinois.edu/pay>

Click on the “Earning Statement” link. Click on “Access Earnings Statement”

If you do not have 2FA authentication set up, you must if you are off-campus. See FAQ page 7. It may ask you to log in with your Enterprise ID. Enter your PIN #. If you have not yet set this up, click on the “Your PIN” link. You can also find your withholding information and pay schedules here.

### Benefits

All eligible employees (those with appointments of 50% or above) are covered by insurance starting the first day of your contract. New employees have 30 calendar days from their hire date or benefit eligibility date to elect health, dental, life, and dependent coverage or make an election to opt out if full-time, or waive coverage if part-time.

Please visit [University of Illinois Benefits](https://www.hr.uillinois.edu/benefits) (<https://www.hr.uillinois.edu/benefits>) for full details. Also see [MyBenefits FAQ](https://www.hr.uillinois.edu/benefits/segip/mybenefitsFAQ) (<https://www.hr.uillinois.edu/benefits/segip/mybenefitsFAQ>).

You are encouraged to attend a Benefits Overview Orientation Session which provides an overview of State and University insurance and benefit plans. A half day [benefits information session](#) provides detailed benefits information and necessary enrollment forms to help new employees select benefits that best fit their needs. There are shorter sessions and/or a [PDF guide available at the UIC Employee Benefits website](#).



# SCHOOL OF THEATRE AND MUSIC

Note that your contract start date is different than the first day of class. If you do not make your selections or OPT-OUT/Waive within the first 30 calendar days you will be defaulted into Quality Care Health and Dental.

If your appointment is less than 100% you will be responsible for a pro-rated portion of state costs for your insurance in addition to the monthly employee contribution. Please refer to the [University Benefits SEGIP](https://www.hr.uillinois.edu/benefits/segip) website for more information (<https://www.hr.uillinois.edu/benefits/segip/parttime>).

Also, for information on discounts you receive as being a UIC faculty member, scroll toward the bottom of the page and look under “[Other](https://www.hr.uillinois.edu/benefits/worklife/discounts)” (<https://www.hr.uillinois.edu/benefits/worklife/discounts>).

## State Universities Retirement System (SURS)

For eligible employees, SURS participation begins on your first day of employment and requires a mandatory contribution to the retirement plan. Eight percent (8%) of your gross earnings is automatically deducted from your paycheck. The University contributes a percent of your salary into your retirement account. The contributions you make to SURS will not be subject to Federal taxes until you begin to withdraw funds following your retirement. Qualified distributions are not taxed by the State of Illinois. For further information on the taxation of SURS distributions, please visit the State Taxation of Retirement Income page.

## SURS and Social Security

Federal Social Security does not cover University of Illinois employees eligible for SURS because the University does not contribute to the Social Security System. No Social Security taxes are withheld from your earnings. The only way to receive Social Security retirement benefits is if you have worked for other employers who have contributed to the Social Security System. However, under the Social Security law, there are two ways your SURS pension may affect or reduce any Social Security benefit. Please carefully read the Statement Concerning Your Employment in a Job Not Covered by Social Security.

For more information on SURS, on the Benefits page and scroll down to the header “SURS.”

## Time Off and Leave-of-Absence

Faculty get a variety of time off options. However, generally, faculty are eligible for sick leave but do not receive vacation time. Please look at the “[leave](https://www.hr.uillinois.edu/leave)” benefits page (<https://www.hr.uillinois.edu/leave>) to learn more.

## **TRAININGS AND RESPONSIBILITIES (Amy)**

As a faculty member of UIC – including adjunct instructors and teaching associates - there are many trainings, reports, and responsibilities that you are required either by state law or by STM policy to complete annually or biennially. Please watch for these in your UIC email and respond promptly. Ask Amy if you have questions. Failure to complete some of these results in punitive action. Some, but not all, of these trainings and responsibilities include the following:

DUE	RESPONSIBILITY	DESCRIPTION
Start of each semester (by	Submit Syllabus and Final Exam and	Each semester, all faculty in the UI system are required to submit a copy of the syllabus for each course



# SCHOOL OF THEATRE AND MUSIC

10 <sup>th</sup> day)	Retaining Student Records for 2 Years	taught (any course that awards a credit or that appears on a transcript requires a syllabus). Submit these to Amy via email by the 10 <sup>th</sup> day each semester. Note that the university requires that you keep records of student work and grades for 2 years from the end of the academic term (grade lists can be shredded after 1 year). Documents are confidential and should be shredded. Contact Amy who will give you directions for shredding documents
Early October	Conflict of Commitment and Interest (COI)	State law requires faculty to disclosure any potential conflicts of commitment and/or interest; must list all non-UIC employers, etc.
End of October	Ethics Training	The State of Illinois mandates that all employees of the state must complete an annual online ethics training
March	Preventing Discrimination and Sexual Violence	All state employees are required to comply with Title IX of the Education Amendments Act of 1972, the Violence Against Women Act and the Clery Act; and meet the University of Illinois' obligation and jurisdiction to respond to, investigate reports of, and prevent harassment and violence, including gender-motivated discrimination, harassment and violence
End of March	MyActivities report (for faculty with 50% appointments and above)	Faculty must complete an annual online form that lists all their activities for the year. This includes all teaching, research, and service activities. It is advisable to record these activities throughout the year so when it is time to enter it into the system, it will be easier on time and energy
End of March/ Early April	Mandatory Reporter -- Abused and Neglected Child Reporting Act	As a UIC employee you are a mandatory reporter. The Illinois Abused and Neglected Child Reporting Act (ANCRA) requires that employees understand reporting requirements for suspected abuse or neglect of a minor.
Dates vary	Statement of Economic Interests	Based on the criteria below, you may be sent an email notice to file TWO Statements of Economic Interests with the Secretary of State based on the Illinois Governmental Ethics Act. One will be mailed to your home and the other you can complete online. The criteria used to determine our filing population are as follows: <ul style="list-style-type: none"> <li>•Persons who are or who function as the head of a department or other administrative unit;</li> <li>•Those who have supervisory authority over or direct responsibility for the formulation, negotiation, issuance or execution of contracts entered into by the State (Banner approval authority, TEM approval authority, etc.);</li> <li>•Those who are a Principal Investigator (PI) or Co-PI on a grant;</li> <li>•Those who have supervisory responsibility for 20 or more employees; or</li> </ul>





# SCHOOL OF THEATRE AND MUSIC

		•Those who have responsibility for the procurement of goods and services (University P-Card, i- buy, department card, travel card, etc.).
Annual and/or biennial; dates vary	Information Technology Security Training	faculty and staff are required to complete biennial security awareness training to comply with the <a href="#">University of Illinois Technology Security Program</a> . Depending on your role at the University, you may have additional training requirements such as FERPA and HIPAA training
End of each semester	Sick Leave Reporting	contact Amy (and your students) asap if you are ill. You will need to sign a sick leave report at the end of the semester
At time of hire; reviewed annually	Nepotism Statement and Plan	A nepotism plan must be instituted for immediate family members working together in a unit. This plan is designed to assure that the best interests of the institution and its' employees are maintained, and to protect individual members of a family from having or being perceived to have a conflict of interest with respect to one or more of their relatives.

## Absence and Class Cancellation Policy

As a faculty member, you are required to teach your classes on all of the dates/times scheduled. Faculty who need to cancel a class for any reason other than health or family emergency must first request approval from the director and head. If you need to miss a class, please make certain to notify Amy in writing (email) BEFORE your absence. Amy will forward your message to the director and the head. Include the following information:

- Date(s) of absence
- Reason for absence
- Your plan for students during your absence; including your plan for a possible substitute instructor

Please do your best to notify your students of any change in class arrangements ASAP; put it in writing in an email.

If there is a health or family emergency requiring a last-minute class cancellation, please 1) call and email Amy and the front office immediately, and 2) notify your students via email immediately. The staff will put a notice on the door of your classroom. If you do not have enough time yourself, staff may also be able to notify your students.

We must always know where our students and employees are when class is scheduled. In non- emergency situations, finding a substitute teacher is always preferable to canceling class. If you have a substitute teacher coming in, make sure to review the "Substitute Teaching Protocol". As an overview, whenever possible ask a current STM instructor to cover your class. Non UIC substitute instructors must be approved by the head. Faculty pay substitute instructors themselves when they are out for a few days due to illness. See the Substitute Teaching Protocol for how to cover longer term absences due to planned scholarly or creative work. STM will cover the cost of substitute instruction if a faculty member is out for approved medical or family leave, jury duty, or other approved leaves.



# SCHOOL OF THEATRE AND MUSIC

## Grader Policy

Identification and approval of graders

- Faculty identify their own graders. May ask the head for help.
- Graders must be approved by the head (to confirm their qualifications) and by HR (to confirm they are eligible to hire)

Grader thresholds

- Over 50 students = faculty may request 1 grader
- Over 100 students = faculty may request 2 graders
- Over 150 students = faculty may make request for more than 2 graders

Extenuating circumstances

- Faculty with students or classes that involve extenuating circumstances may make a request in writing for extra graders; a request with rationale will be reviewed by the director in consultation with the head

Multiple sections of the same class

- Faculty are expected to grade for up to 50 students for each section; enrollment totals from multiple sections are not combined to determine number of graders

Grader Hours

- Graders are paid for up to 50 hours of work each semester (average 1 hour per student if have 50 students); graders must keep track of hours and submit a timesheet only for actual hours worked

## Administration Responsibilities

- Monitor course enrollment prior to start of semester; inform faculty that 1) enrollment entitles faculty to increase in salary (adjunct) or load (full-time); and 2) how many graders faculty may request. Note: some adjunct faculty may receive two contracts – one prior to start of semester, and one after 10th day if/when enrollment exceeds what was anticipated
- Process grader hires

## Faculty responsibilities

- Monitor course enrollment prior to start of semester; request grader from Amy if/when enrollment is reaching numbers that may receive grader support
- Identify and retain qualified graders; send grader name and contact information to head for approval and to HR/Amy to confirm grader is eligible to be hired
- Train graders (provide rubrics and/or grading criteria, samples of graded work, etc.)
- Monitor the work of graders throughout the semester; with particular attention to written feedback (note: timely written feedback is required for all writing assignments)
- Communicate with students within 24 hours of inquiry (graders do not communicate with students)

## International Travel Policy

All UIC faculty members, staff and students who intend to travel abroad for University Sponsored International Travel are required to enroll in UIC's International Travel Safety Roster and must obtain the University of Illinois System's comprehensive insurance. However, enrolling in the International Travel Safety Roster and obtaining the insurance policy does not imply approval of travel which must be obtained from the traveler's supervisor.



# SCHOOL OF THEATRE AND MUSIC

## ADDITIONAL HELPFUL INFORMATION (Amy)

### Parking Pass Policy

The department has a limited number of parking passes for the parking lot 1B. Parking passes may be requested for the following:

- Guest artists who are paid to perform or present at school-wide events, defined as those that are open to the public. Passes are only available for the day of the event, not for rehearsals.
- Up to two unpaid guest artist presenters for individual classes per semester.
- Non-school guests coming for school meetings (e.g., search committees, facilities meetings, interviews) with the approval of the director.
- School employees under 100% appointment and hourly employees who participate in non-teaching STM activities that occur during a period not covered by your contract (e.g., summer special events, mandatory meetings).

Please note that this policy excludes:

- current instructors
- paid guests to specific classes
- substitute teachers
- STM employees or guests who stop by to drop or pick something up

Any scenarios that do not fit this rubric will be considered on a case-by-case basis.

### Other Helpful Links

- University of Illinois at Chicago – Faculty Handbook: <http://www.uic.edu/depts/oa/fachandbook/>
  - This link has a more comprehensive listing of overall University policies.
- Statutes, bylaws and general rules concerning university organization and procedures: <http://www.bot.uillinois.edu/governance>

## STM GOVERNANCE, WEBSITE, AND DOCUMENTS (Amy/Guillermo)

### STM Governance Documents and Other Important Documents

There is a faculty and staff folder on Box.com that has many important faculty documents. [Click here to access these documents.](https://uofi.app.box.com/folder/2904632899?s=llfzkkkyker74jtiu9u) (<https://uofi.app.box.com/folder/2904632899?s=llfzkkkyker74jtiu9u>). You will need to sign in to the UIC system.

Below is a listing of documents currently in the Faculty Documents folder. We will occasionally add materials. “STM Faculty Documents” Box folder contents:

- Administrative Forms Administrative chart
- Faculty Handbook
- FAQ
- Google Calendar Assistance Purchasing Guidelines
- Cash Handling Guidelines
- Internal Facility Request Form
- UIC Injury Report Form
- STM letterhead
- MOU template (for staff use only)



# SCHOOL OF THEATRE AND MUSIC

- Emergency Preparedness
- Photo Consent Form
- Student Course Petition Form Course Request System (CRS) Forms
- All course learning objectives

## Course Resources

- Student accommodations information
- Student Mental Health Services
- Keyboard proficiency exam
- Substitute Teaching Protocol
- Standard Syllabus Templates
- Theatre Class Excuse Letter
- Theatre Student Safety Statement
- MUS 299 contract
- Faculty Lists Faculty emails
- Teaching schedule

## Governance

- Committee Elections charts Committee descriptions CADA bylaws
- CADA Lecturer/Instructor Promotion Procedures
- Music Department Bylaws
- School of Theatre & Music Bylaws Theatre Department Bylaws
- STM Norms

- STM P&T guidelines
- STM Faculty Mentoring Plan
- STM Teaching Documentation
- Learner Accommodations
- Mental Health and Wellness Promotional Brochures
- UIC Majors – Music UIC Majors – Theatre
- UIC Non-Majors – Music UIC Non-Majors – Theatre
- Safety

## STM All Faculty Meeting Minutes and agendas

- STM Executive Committee contents <https://uofi.box.com/s/ur3qtc1p9xmp2ayg0et> (for 50% and above faculty only) Exec Comm meeting agendas and minutes.
- STM Music Faculty Minutes contents <https://uofi.box.com/s/7q5sti7ectoavio5vou6y277yuhdcb> (for music faculty only) Music faculty meeting agendas and minutes
- STM Theatre Faculty Minutes contents <https://uofi.box.com/s/uotk7nqb08cge19nuosl m6k2sip2p4rh> (for theatre faculty only) Theatre faculty meeting agendas and minutes

## HELP FOR FACULTY AND STUDENTS

It can be overwhelming for faculty when they are faced with students who need academic, emotional, or financial support. UIC has resources to help both students and faculty.

An important first step with a great deal of information is the [STM STUDENT SUPPORT 1, 2, 3 SHEET](https://uofi.app.box.com/file/1268042267699?s=o4g47m0uwx7kyi8srr79b5qxdsneeqfi) (<https://uofi.app.box.com/file/1268042267699?s=o4g47m0uwx7kyi8srr79b5qxdsneeqfi>)

Additional information about student help resources can be found: <https://dos.uic.edu/infostudents.shtml>

Information about resources for faculty: [http://cada.webhost.uic.edu/AAH\\_Critical\\_Care/Critical\\_Care.html](http://cada.webhost.uic.edu/AAH_Critical_Care/Critical_Care.html)

## ROOM RESERVATIONS

### In-Advance and Day-of Requests (Alayna for now)

Make reservations as far in advance as possible. Alert Alyana ASSAP if you need to cancel or reschedule a reservation. Reservations can be made for faculty or students for various music needs: lessons, rehearsals,



# SCHOOL OF THEATRE AND MUSIC

coaching, recordings, dress rehearsals, rehearsals with an accompanist, etc. All rooms available may be reserved by both music and theatre faculty and students; although, for some rooms, either music or theatre have “right of first use.” For example, theatre has right of first use for L454 and music has right of first use for L060. At this time, Alayna makes final decisions about room use/reservations for all rooms.

Use QR codes outside of the room to view the schedule for that room.

Note that a Google account is needed to see calendars for events and room reservations. [Set up Google Workspace.](#)

[Click here to access the room request form](#), or use the QR code outside of rooms available to reserve. Once the request form is submitted, they are sent to Alayna. (Allow 24 hours to turn around requests). Please note:

- Rooms are constantly being reserved and updated on the calendar. (For example, if you check the room schedule at 9am for an available slot later in the day, it’s not guaranteed that slot will still be open when that time comes)
- The schedule is meant for same-time walk-up use. (For example: If it’s 10:55am and you’d need a room at 11am, you can use the QR code to confirm availability and use the room until the next scheduled reservation)
- When using a room outside of submitting an official request through the form, you are likely to have your time interrupted if the room is reserved in the meanwhile.
- And as always, when you are using a room in the STM, you must adhere to these rules:
  - Treat our spaces with care when you use them (no leaving trash or food)
  - Make sure to always reset the room to its original setting (leave it clean and cleared)
  - Make sure the light is turned off and the door is locked and secure behind you, always, unless you leave while the next instructor is entering (if you are not able to lock the door behind you, notify a staff member)
  - (Note the person who makes the reservation is responsible for following these rules and if anything is found to be mis-used, it will be tracked back to the original reservation request.)

Requests should be made AT LEAST 48 hours (not including weekends) before you need the room. Note: For use of the Mainstage (L280) or Studio Theatre (L467), you need to Cc: Erin Freeman, Production Manager, in the email request.

## Room Rentals for Non-STM Users (Amy/Alyana)

Any non-STM events/conferences/rehearsals for other departments and organizations must go through Alayna and Amy. Non-UIC users will pay a fee and will be required to show proof of insurance.

UIC alumni may rent spaces for reduced rates. They are required to have a faculty or staff sponsor who takes responsibility for the alumni groups’ use of the space(s).

## Use of Specialized Equipment

Faculty and students must be trained on specialized equipment and approved for use by qualified staff (for example the technical director for use of tools in the theatre shop, the production manager for use of

lighting or sound boards in L280 and L454, Jim Frazier for use of microphones, recording equipment, etc.).