

# **POLICIES AND PROCEDURES FOR TF/TA COLLABORATIVE PIANISTS IN STUDIO AND CLASSROOM**

2019-2020

Dear Faculty, Piano/Collaborative Piano TF/TAs, and Instrumentalists/Singers,

Every time we sit down to make music with another person, we build community. As artists, we have a precious opportunity to change the world – little by little - one phrase, one note, one breath at a time, by being attentive to and available for our partner in our musical exchange.

It is expected that all partners bring thorough preparation and a receptive attitude to each encounter, be it a performance, a lesson or a rehearsal.

The policies and procedures outlined below are aimed at fostering this ideal environment.

Thus, as we work together to ensure the best educational experience and professional preparation for all students in the COM, we ask all parties (faculty, TF/TA pianists and student instrumentalists/singers) to please observe these policies and procedures.

If you have any questions about these policies or concerns about their practical application, or if there are any concerns about a partner's preparation, please contact Dr. Puccinelli at [elvia.puccinelli@unt.edu](mailto:elvia.puccinelli@unt.edu). Exceptions to the policy below may be allowed if all parties are in agreement and notification is emailed to Dr. Paul and Dr. Puccinelli in advance.

## **STUDIO ASSIGNMENTS**

### **Deadline for Assignment of Repertoire**

It is the responsibility of the studio faculty to whom a pianist is assigned to distribute any hours assigned to her/his studio as will best suit the studio's needs. **All repertoire (including the scores) to be prepared as part of a TF/TA's load must be emailed or otherwise delivered to the pianist as soon as assigned, but not later than the Monday of the 6th week of the semester.** For the fall term, that date is **Monday September 30**, and for the spring term it is **Monday February 17**.

Delivering scores within this time frame will offer our pianists an adequate amount of time to prepare all assigned repertoire to the expected professional level. Late assignment of repertoire will result in the cancellation of the TF/TA

assignment to the studio. (Note: for vocal assignments, it is possible to add or change one or two selections through the 8<sup>th</sup> week.)

### **Scores**

The student to whom a pianist is assigned is required to provide a score to the pianist before the **September 30/February 17** deadlines. *Scores must be delivered to the pianist within this time frame, regardless of when in the semester rehearsals are anticipated to begin.* This is considered professional courtesy, and is to allow for adequate preparation time for the pianist in view of her/his major study and other performance responsibilities. Please note: not receiving the musical score within this time frame will result in the removal of an assignment from a pianist's load.

Pianists are responsible to investigate their assigned repertoire (listening, scores via the library, online, etc.) immediately upon receipt of the assignment, as they await receipt of the score. If there are any concerns about the repertoire assigned, these must be communicated to Dr. Paul and Dr. Puccinelli via email *within 48 hours of the assignment of repertoire.* After that time, the assignment will be considered final.

All students and faculty are busy and juggle many responsibilities, particularly at the start of a semester. **Pianists** are required to *email the assigned partner, studio faculty and Dr. Puccinelli in the same email if a score is not received by **Wednesday September 25/Wednesday February 12** in order to allow time for the score to be received within the deadline.*

### **Scheduling and Communication**

- Mutual respect and professionalism are expected in these assignments at all times and in all forms of communication. Professionalism includes but is not limited to: accurate and thorough preparation of the score in advance of any rehearsal, lesson, etc.; courteous behavior to all parties; appropriate attire for public performances; punctuality; responsibility; and, appropriate availability.
- All parties are to reply to messages in a timely fashion; communicate with your partner your preferred mode of communication (phone, email, text, etc.).
- All parties are expected to exchange complete contact information at the time the studio faculty member makes the assignment.
- Advance notice must be given for any changes in schedule whenever possible; excepting last-minute emergency or illness, a minimum of a twenty-four hour cancellation notice is expected on the part of pianist, instrumentalist/singer and faculty member.
  
- *Please note: Hours are to be used on a weekly basis, with the following exceptions:*
  - ***Pianists who travel for up to three weeks of the semester are required to make up all lesson and rehearsal hours that would be missed either before or after the travel takes place. This is to be scheduled directly with the faculty and students involved before the travel begins.***
  - ***Pianists who will be gone for more than 21 days must coordinate being***

*temporarily taken off payroll with Dr. Harlos.*

## **INSTRUMENTAL ASSIGNMENTS**

Collaborating with one instrumental student for the semester is typically a 3-hour assignment. Repertoire included in these assignments is typically **one larger work (concerto/sonata) and one other work of a 10 minute duration or less**, or the equivalent. This is either for a semester-long assignment, or an assignment for a specific recital. *Any repertoire beyond this is subject to compensation and is to be discussed directly with the pianist at the beginning of the assignment period.* (Please see “Deadline for Assignment of Repertoire” above.)

To fulfill this assignment the pianist is expected to provide the following without charge for each student to whom he/she is assigned:

- *1 one-hour lesson AND 1 one-hour rehearsal per week (or the equivalent) (if the faculty member is out of town or otherwise cancels a lesson, with proper prior notification, that hour may be used for additional rehearsal in that week); and,*
- *the pianist’s personal preparation.*

*Also included are the following additional services:*

- o *studio class performances (up to 3 times per semester);*
- o *departmental recital performances (up to 2 per semester);*
- o *end of semester juries*

Recitals:

*Pianists will only be assigned to play a recital as part of TF duties by their agreement as assignments are made at the start of the semester. Recitals eligible for inclusion will take place no later than the start of week 12 in the semester. If the recital was not made explicit as part of the assignment with received from the Coordinator of Collaborative Piano, then the recital is not included in the assignment. There will be no exceptions to this.*

*The recital performance and any final rehearsal(s) must fit within the assigned contact hours for a given week; any additional time is subject to compensation, and is to be discussed well **in advance** of the recital between partners*

If a pianist agrees to be assigned to play an instrumental recital as part of his or her assignment, the assignment will be for four hours if the recital includes a minimum of 40 minutes of repertoire involving piano. The fourth hour is to be divided between lesson and rehearsal in each week as needed. Otherwise, it will be a

normal 3 hour assignment including the recital in lieu of end of semester juries.

If recital is scheduled to happen before the 8<sup>th</sup> week of the semester, the pianist *may* be reassigned for the remainder of the semester. All repertoire will be assigned and all scores delivered by the deadline stipulated in the policy regardless of anticipated recital date.

If the instrumentalist postpones the recital beyond the 8<sup>th</sup> week AND the pianist has been given a second assignment, the pianist will be compensated directly by the first instrumentalist.

*Please note: Recital postponements may result in the pianist being unavailable for the event due to her/his own performance schedule and agenda.*

For pianists who will have a two-part assignment for the semester, the assignments may involve preparing and/or performing the same work(s) with multiple partners throughout the semester to allow for the pianist's time to be used efficiently and well for all involved.

The following services are **not** included in the assignment and will be compensated by the instrumentalist, arranged directly with the pianist well in advance:

- *additional rehearsals beyond the time stated above*
- *non degree-recitals or recitals not part of the original assignment agreement*
- *off campus competitions*
- *recordings*

## **VOCAL ASSIGNMENTS**

Collaborating with one voice student for the semester is a 2 hour assignment. To fulfill this assignment the pianist will provide the following without charge for each student to whom he/she is assigned:

- *1 lesson (30 minutes with pianist) AND 1 one-hour rehearsal (or the equivalent) per week (if the faculty member is out of town or otherwise cancels a lesson, with proper prior notification, that hour may be used for additional rehearsal in that week); and,*
- *the pianist's personal preparation.*

*Also included are the following **additional services:***

- *studio class performances (up to 4 times per semester);*
- *departmental recital performances (up to 4 times per*

- semester);*
- *end of semester **juries OR one degree recital, as assigned***
    - *Pianists will only be assigned to play a recital as part of TF duties by their agreement as assignments are made at the start of the semester. Recitals eligible for inclusion will take place no later than the start of week 12 in the semester. If the recital was not made explicit as part of the assignment with received from the Coordinator of Collaborative Piano, then the recital is not included in the assignment. There will be no exceptions to this.*
    - *In the case of recital, the assignment for the semester will be complete at the time of the recital. Recitals postponed more than one week from the original date are subject to charge at the pianist's discretion; pianist and partner are advised to discuss this at the beginning of the semester to avoid last-minute misunderstandings. Postponements may also result in the pianist being unavailable for the event.*
    - *The recital performance and any final rehearsal(s) must fit within the assigned contact hours for a given week; any additional time is subject to compensation, and is to be discussed well **in advance** of the recital between partners.*

The following services are **not** included in the assignment will be compensated by the singer, arranged directly with the pianist well in advance:

- *additional rehearsals (more than 1 hour per week)*
- *non degree-recitals or recitals not part of the original assignment agreement*
- *off campus competitions*
- *recordings*

## **CLASS ASSIGNMENTS**

TF assignments to classes vary from 1 to 3 hours, depending on the class, the amount of time involved, and the amount of material to be prepared.

Each class will have a different structure. The TF is advised to meet with the instructor of the class as soon as the assignment is made to discuss this. The deadline for assignment of repertoire does not apply to class assignments. That said, class instructors must show consideration of the busy schedules of the pianists and the amount of repertoire each is preparing, separate from the class assignment, particularly as the semester advances. Instructors are expected to give all class repertoire known in advance to the pianist when the assignment is made or as soon as possible. Class repertoire that is

determined in consultation with the major professor over the course of the semester must be given to the pianist no later than two weeks before the anticipated performance date. Any repertoire for public performance outside of the classroom setting must be given to the pianist at least three weeks in advance.

### **COM VOICE AUDITIONS**

The COM provides pianists for voice auditions in the spring semester only. In addition to the collaborative piano majors who play these auditions, piano TFs and collaborative piano TAs for whom this is an appropriate task and who choose to participate will play six hours of auditions counted as one TF hour. All TF and TA pianists are expected to keep all audition days available until notified otherwise. For Spring 2020, these dates are January 25, February 1 and February 29. Please email both Dr. Paul and Dr. Puccinelli in the same email to alert us of any conflicts that already exist.