School of Music, Theatre & Dance
Facilities Scheduling Policy and Guidelines

The physical plant of the School of Music, Theatre & Dance is a primary asset in serving the educational mission of the School. The School makes every effort to meet the needs of its students, faculty, and staff in allocating space for their creative, scholarly, and professional activities.

Allocation of classroom space depends on the compatibility of the space with the activity to be scheduled. Enrollment capacity, class activity, sound transfer, and electronic technology needs will be considered. Given the competing priorities of the activities inherent in music study, and the restricted physical resources of the School, issues of scheduling suitability will be resolved by the Dean or Dean's designate, in conjunction with the parties affected.

The following guidelines represent the efforts of the administration to align the delivery of curriculum with the spaces available in the Moore, Stearns, and Burton Memorial Tower buildings.
Guidelines for scheduling classroom and performance space in the Earl V. Moore, Stearns, and Burton Memorial Tower buildings.

Regularly scheduled activities related to the various curricula of the School will be scheduled term by term as a first priority. These activities include undergraduate core curriculum classes, required graduate course work, elective courses at the graduate and undergraduate level, performance laboratory classes, special topics classes, seminars and/or independent study courses, and student rehearsals and performances necessary for the completion of degree requirements (performance preliminary examinations, oral preliminary examinations, and dissertation recitals). Additional rehearsals such as ensemble coaching (beyond course requirements), recording sessions, and other performance needs will be scheduled appropriately within the parameters stated above.

Faculty use related to creative, scholarly, and professional activity—especially as such activity enhances the effectiveness of teaching—will be scheduled in accordance with the policies of the School. Such activities include but are not limited to faculty recitals, lectures, performance classes, chamber music coaching sessions (beyond the requirements of the curricula), and guest artist classes.

From time to time it will be necessary to modify the regular schedule of classes, rehearsals, concerts, and/or additional activity to accommodate the on-going work of the School. One example is scheduling space for auditioning new students. In such cases, the Dean or Dean's designate will notify all parties involved to seek reasonable solutions through collaborative deliberation to accommodate both the special interest and regularly scheduled activity.

Recordings created by the School of Music, Theatre & Dance faculty and staff using School of Music, Theatre & Dance resources, including space, are governed by the U-M Copyright Policy, which covers ownership, reproduction or copying, preparation of derivative works, and distribution of recordings created using University resources.

One part of the School's mission is to support community-based initiatives in education and performance. Requests from the broader Ann Arbor community for the use of space in the School will be referred to the appropriate administrative officer for review.
Implementation guidelines
(for use by the administrative and staff offices involved in creating and maintaining the School of Music, Theatre & Dance hall and classroom schedule).

I. Regularly scheduled School of Music, Theatre & Dance courses

A. Academic Terms
   1. Undergraduate core curriculum classes (see the current SMTD Student Handbook (Degree Program Information: Core Curriculum) for a list of these classes.
   2. Undergraduate courses required of at least one degree program
   3. Graduate required course work per degree program
   4. Doctoral required course work per degree program
   5. Elective courses
   6. Studio recitals
   7. Independent study courses (apart from individual instruction)
   8. Sectionals and seminars that are not required for a degree program
   9. SMTD Commencement Ceremonies (December)
   10. Final examinations, including performance (Jury) exams

B. Spring/Summer Half Terms
   1. Courses offered for credit and/or degree completion
   2. School sponsored workshops, festival events, guest classes, and concert series events
   3. Faculty use for performances, recordings, and rehearsals

II. Performances/Lectures in priority order

A. Faculty
   1. Regularly scheduled events
      a. Michigan Chamber Players
      b. Stearns Lecture Series
      c. Thurnau Professor lecture/class/performance
      d. Annual meetings (April, September, December) of the School faculty

   2. Faculty recital requests
      a. Faculty performing; solo, ensemble, lecture

   3. Guest artists, performance, lectures, master classes
4. Other faculty requests, such as recordings, coachings, rehearsals, testing, competitions, etc., will be accommodated based on availability of appropriate space

B. Students
1. Degree recitals & dress rehearsals
   Undergraduate, Graduate and Doctoral performances required for completion of degree requirements including Performance Preliminary examinations, Oral Preliminary examinations and Dissertation Recitals
2. Non-degree recitals and dress rehearsals
3. Student-administered performance organizations with University affiliation (Michigan Pops Orchestra, UMGASS, Musket, etc.)
4. Recordings, rehearsals, coaching sessions (offered beyond the regular schedule of classes) will be accommodated based on availability of appropriate space

C. Staff

III. Administrative/Extra-curricular
A. Regularly scheduled meetings required for the promotion of the work of the School including but not limited to standing committees (Executive Committee, Curriculum committees, Scholarship Committee, Departmental committees), academic offices of the School (Office of the Dean, Office of the Associate Dean for Academic Affairs, Office of the Associate Dean for Graduate Studies, Office of the Associate Dean for Faculty Affairs and Director of Minority Services), the Office of Admissions and Student Services, student groups (MRNS, ASTA, SAI, MuPhiAlpha, Student Government) and additional requests as can be accommodated within the priorities of the School.

B. Auditions

C. Summer Orientation sessions
IV. Outside use requests

A. Outside use requests constitute those inquiries having no University affiliation and no faculty sponsorship within the School of Music, Theatre & Dance

Addendum
An explanation of policies and procedures

I. Class Scheduling

A. The Dean or the Dean’s designate will oversee the administration of the class schedule and the use of facilities to deliver the curricula of the School.

B. Regularly scheduled classes on the North Campus on MWF begin and end on the half hour while classes on Central Campus on MWF begin and end on the hour. This offset schedule allows students maximum efficiency and flexibility in meeting scheduling needs and traveling between the two campuses. Generally, those classes meeting on TTh are scheduled for one and a half hours beginning at 8:30 a.m. with three-hour seminars scheduled on Central Campus throughout the day. For the SMTD, three-hour seminar classes on M-F may be scheduled later in the afternoon (i.e., after 2:30) if 3213 or 3219 is requested. Additional time needed for the preparation of a room (rehearsal spaces, for example) will be scheduled during regularly scheduled class hours. SMTD scheduling policies will aim to strike the best balance between enrollment opportunities and responsible use of facilities.

C. No undergraduate core curriculum class will be scheduled in conflict with another core curriculum class involving the same cohort, without appropriate alternative meeting times. These activities include undergraduate core curriculum classes, undergraduate courses required of at least one degree program, and required graduate coursework. It is the responsibility of the Dean or the Dean’s designate to ensure that the scheduling of required course work is in agreement with the needs of students in meeting the requirements of the various curricula of the School.
D. While every effort will be made to adhere to the University policy on Scheduling of activities on University Study Days, the SMTD retains the right to grant variances to the University policy for oral and performance preliminary examinations, dissertation defenses and recitals, and masters exams and thesis defenses if the student and committee members cannot meet at any other time. Given the unanimous consent of all involved parties, permission is to be obtained from the Associate Dean for Graduate Studies.

E. Bearing in mind the unique characteristics of SMTD classes, all parties concerned will work to consider issues of class size, sound transfer, and suitability of space being allocated.

F. Between the hours of 8:30 a.m. and 9:30 p.m., only academic courses and course-related activities are to be scheduled in Moore 3213 and 3219 (not including rehearsals, lessons, or sectionals). Any requests for non-academic purposes will be reviewed by the Scheduling Office in conjunction with the Dean or the Dean’s designate. Faculty may ask students who are practicing or holding rehearsals in rooms 3213 and 3219 to leave.

G. Music Education classes will have priority scheduling for Stearns 201 and 202 from 7:30 a.m.- 4:30 p.m., M-F.

II. Performance scheduling

A. Student degree and senior recital requests for the Britton Recital Hall and the McIntosh Theatre between 7-10:00 p.m., M-F and 1:00-10:00 p.m. Sa-Su, during mid-March through to the end of April, will take precedence over faculty recital requests.

B. Only degree-required and senior recitals are to be scheduled in the Britton Recital Hall during the following times: 7:00-10:00 p.m. on week-days and 1:00-10:00 p.m. on week days.

C. Student recital scheduling for the Britton Recital Hall is limited to September-May.

D. Student recital requests will be accepted beginning November 1 for the Winter Term and August 1 for the Fall Term.
E. Student dress rehearsal requests will be accepted beginning September 12 for the Fall term and December 12 for the Winter term.

F. Recital performance times in the Britton Recital Hall, the McIntosh Theatre, and the Cady Room will be 2:00 p.m., 5:00 p.m., and 8:00 p.m. Performance reservations will automatically include 60 minute before the start for recitals. Percussionists may be allocated additional time (up to 90 minutes prior to the start of a dress rehearsal and/or recital) for equipment set-up. Special requests (lighting, sound, electronic media enhancement will be referred to the appropriate administrative office for handling.

G. Students will be allocated two hours of dress rehearsal for recitals. Additional time for equipment set-up will follow the guidelines in IIB, above.