

**West Virginia University**  
**School of Music**  
**Staff Accompanist Policy (effective Spring, 2018)**

**Provisions**

Staff piano accompaniment hours paid for by the School of Music may be used for the services listed below and are governed by this **School of Music Staff Accompanist Policy**.

Participation with staff accompanists in activities that fall outside of these services are to be arranged contractually between student and staff accompanist.

**Policies**

**School of Music Staff Accompanist Policy and Contract:** All students participating in the program must review and sign this School of Music Staff Accompanist Policy and Contract. This document includes guidelines for successful collaboration, services offered, and policies for scheduling, cancellations, and make-ups.

**Collaborative staff hours** provided by the school of music may be used for the following services at the following rate and ratio of time per service. (Please note the services **in red** are not approved for the 2017-2018 academic year. As staff pianist hours are increased in future years, these collaborations for required curricular performances can be added with the adjacent rate/ratio of time per service.)

<b>Service Contact Time</b>	<b>Registered Staff Hour</b>
30 minute or less rehearsal	.5 staff hour
30 minute or less lesson	.5 staff hour
60 minute lesson	1 staff hour
60 minute rehearsal	1 staff hour
1 15-minute or less Jury	.5 staff hour
1 20-30 minute Jury	1 staff hour
60 minute or less Studio Recital	2 staff hours
30 minute or less Studio Class	1 staff hour
60 minute Studio Class	1 staff hour
30 minute or less public master class	1 staff hour
60-90 minute public master class	2 staff hours
WVU Young Artist Competition	1-2 staff hour (TBD by the coordinator)
Upper level Convo performance	1 staff hour
Hearing: 1 piece; 12 minutes or less	1 staff hour
Hearing: 1 or 2 pieces; 13 - 20 minutes (total)	2 staff hours
*Recital: 1 piece; 12 minutes or less	1 staff hour
*Recital: 1 or 2 pieces; 13 - 20 minutes (total)	2 staff hours

\* The use of staff pianist hours for the recital is limited to two students per studio each semester in order to allow more students to benefit from this service.

## **Collaborative Pianist Time Sheet**

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- Collaborative pianists must turn in their time sheets to the coordinator signed by each assigned student upon completion of services twice each semester: at the midterm and before finals (juries). This will enable prompt use of the unused hours as well as providing transparency.
- Time sheet signature invoice for use by students can be downloaded here [\[Link\]](#)

## **Cancellation and Make-ups**

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- Collaborators and students agree to notify each other of cancellations as soon as possible, and at least 24 hours notice prior to the event is required.
- Cancellations made by the student with less than 24 hours notice will be rescheduled only at the collaborator's discretion. In the case of irresponsibility or other non-emergency situations, a student cancellation with less than 24 hours notice may result in the student losing the allotted time through the School of Music collaborative program, at the collaborator's discretion.
- Cancellations made by the collaborator will be rescheduled as soon as possible.
- Lessons cancelled by the student's instructor will be used as a rehearsal session unless collaborator agrees to reschedule.
- Lateness of 15 minutes or more will be treated the same way as a cancellation for both a collaborator and a student.
- All rescheduled events must be completed by the end of the semester.

## **Repertoire**

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- Student agrees to provide collaborator with advance scores 30 calendar days prior to a first rehearsal for, unless another arrangement has been mutually made.
- Students will provide collaborators with scanned scores if requested.
- Collaborator and student agree to have the part learned for rehearsals, lessons, and performances.

\*Please note that there will be no extra time donated to the student if the student is unprepared for the event.

## **Scheduling**

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- It is expected that students will have non-public performance events (ie. rehearsals, lessons, studio classes) confirmed and scheduled with the collaborator at least one week prior to the performance event. Public performance events (ie. graduate hearings, recitals, convocation) will be scheduled and confirmed with the collaborator at least 30 days prior to the performance event. This means students will need to communicate with the collaborator well before this deadline. Any last-minute requests will be fulfilled at the collaborator's discretion.

## **Communication**

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- Collaborators and students agree to use positive, professional, and effective communication, maintaining an environment of respect, honesty, and good rapport.
- Collaborators and students agree to engaging in timely responses to requests for information. This includes prompt (within 48 business hours) acknowledgement of all emails regarding studio related matters. Collaborators and students agree to engage in timely responses to requests for information. A collaborator may request not to work with a student: a) when a student does not respond to a collaborator’s email within 48 hours (2 days) in regards to scheduling a rehearsal or inquiring about repertoire; b) after a collaborator’s two attempts to reach the student are unanswered.
- Collaborators and students agree to maintain email threads (reply all) related to collaborative work.

**Concerns:**

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- Complaints or concerns regarding matters of this agreement are to be addressed directly between collaborator and student in a professional and respectful manner. If further mediation is necessary, concerns may be brought to the attention of the student’s applied faculty or other professional member of the university.
  - Both collaborators and student may elect to discontinue working with each other if the guidelines above are not followed.

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Staff Accompanist Name

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Staff Accompanist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Performer Name

\_\_\_\_\_  
Student Performer Signature

\_\_\_\_\_  
Date

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