

Morehead State University
Caudill College of Arts, Humanities and Social Sciences
Department of Music, Theatre and Dance
Audition Procedure Policy for Ensembles/Productions

Effective: 15 August 2009

Approved: 13 August 2009

Purpose:

1) To help ensure the fair treatment of students as it relates to their placement in department ensembles/productions and, 2) when the ensemble/production is for credit, to ensure the timely notification of placement to students, thus giving them the ability to drop/add without penalty.

Procedure:

- Notification to students—timely audition announcements are to be placed in appropriate common areas within Breckenridge Hall and Baird Music Hall. Notification will also be placed on appropriate departmental faculty office doors. In the case of productions that have roles, gender and/or voice types needed are to be indicated on the announcements.
- The audition evaluator(s) will each use a rubric/evaluation instrument. A copy of the rubric/evaluation will be submitted to the Department Office to be filed with this policy. A copy of the policy and the evaluation instrument will be made available to students and faculty.
- Each student's audition will be video or audio recorded.
- The ensemble/production director will archive the rubrics/evaluation instruments and audition recordings until the end of each academic year.
- For those ensembles/productions that are offered for credit, students will be notified of the audition results no later than noon on the Thursday of the first week of classes. For those ensembles/productions that are not offered for credit, students will be notified of the audition results no later than one week after the last publicized audition date.

Appeal Procedure:

When a student has a dispute with an ensemble/production director over ensemble/production placement, the following procedures exist to resolve the complaint in the most satisfactory way for both the student and faculty member.

Grounds for filing an appeal include:

- Alleged prejudice on the part of the instructor, which impacts the student's audition.

- Alleged failure to follow the Department Audition Procedure Policy for Ensembles/Productions.

Informal Appeal Process:

Appeal to the Instructor

In an attempt to resolve the complaint the student must first appeal directly to the ensemble/production director. If the student is unable to contact the director, the student may direct the complaint to the attention of the director's immediate academic supervisor (usually the academic department chair or associate dean); who will ensure either that the student and the director have a face-to-face meeting to resolve the complaint or the immediate academic supervisor will intervene to seek a resolution. Resolution of the complaint at the ensemble/production director level is expected to be timely (within one workweek) and usually results in a mutually satisfactory outcome for both the student and director.

Appeal to the Instructor's Immediate Supervisor

If a satisfactory resolution cannot be reached at the ensemble/production director level, the student may appeal to the instructor's immediate academic supervisor (usually the academic department chair). The academic supervisor will attempt to resolve the complaint by meeting in consultation with the director and the student. Resolution of the complaint at the immediate academic supervisor level is expected to be timely (within one workweek) and usually results in an outcome that satisfies either the student or director and identifies an inconsistency in meeting the responsibilities and/or expectations outlined in the policy.

Formal Appeal Process:

Appeal to the College Dean

If a satisfactory resolution cannot be reached at the immediate academic supervisor level, the student may formally appeal to the dean of the college where the director of the ensemble or production resides. The student has up to 10 workdays following the attempted resolution at the immediate supervisor level to file a formal appeal to the dean. Following receipt of the formal appeal, the dean has up to 20 workdays to render a decision following the timeline outlined in the 4 steps that follow:

Steps for filing a formal appeal to the college dean:

1. The student submits a letter of appeal to the appropriate dean.

2. Upon receipt of the appeal letter, the dean will request from the ensemble/production director a written response to the complaint. The director's response is due to the dean of the college within 5 workdays.
3. The dean will forward copies of the student's complaint and director's response to the immediate academic supervisor, and request in writing, a recommended solution to the student's complaint based on all available information. The immediate academic supervisor's recommendation is due to the dean of the college within 5 workdays.
4. Following the receipt of all written documentation (student appeal letter to dean, instructor's response, and the recommendation of the academic supervisor) the dean will conduct a meeting to consider the complaint in an attempt to mediate a settlement and render a decision. Attendees at the meeting include the student filing the academic grade appeal, the ensemble/production director, and the immediate academic supervisor. The student may invite his/her academic advisor or another faculty member to accompany him/her at the meeting. The dean will produce a written report of the meeting and resulting decision for distribution to involved parties and the Office of the Provost.

Appeal to the University Committee

If the decision rendered by the college dean is not acceptable to the student, he/she may appeal to the appropriate university-level committee (*Undergraduate Students–Academic Standards and Appeals Committee; Graduate Students–Graduate Curriculum Committee*) within 10 workdays following the dean's decision. Following receipt of the formal letter appeal, the committee has 20 workdays to render a final decision.

Steps for filing a formal appeal to the committee:

1. The student writes formal letter of appeal to the appropriate committee (see above) and submits it to the Office of the Provost. The letter must include:
 - Student's name,
 - MSU ID Number,
 - Student's contact information,
 - An explanation of the student's reason(s) for filing the appeal to the committee, and
 - Any additional information that the student would want to forward to the committee that was not present at the preceding appeals.
2. Upon receipt of the formal letter of appeal, the Office of the Provost will obtain a copy of all preceding documentation on the complaint (letter of appeal to the dean, director's response, the recommendation of the academic supervisor, the written report of dean's meeting and the resulting decision by the dean) and forward them,

along with the formal letter appeal, to the committee for their review. The committee may request additional information and/or ask the parties involved appear before the committee.

3. The committee is charged with rendering a decision and/or determining if due process has been followed and individual rights have been regarded. The committee's decision will be sent to the Provost and copied to the student, instructor, immediate academic supervisor, and the college dean. The Provost is responsible for enforcing the committee's decision.

Though the committee's decision is considered final, it is understood that anyone involved with the complaint may appeal to the President when it is believed that due process has been violated or when individual rights have allegedly been disregarded.