TEMPLATE 4

PERSONNEL REQUEST FORM (Full Time Positions)

College: CCAHSS

Department: Music, Theatre & Dance

Academic Year: 2009-2010

Please provide a description of each personnel line requested with a short, concise justification that supports the achievement of departmental and programmatic goals as outlined. A separate form for each position should be done. Please be concise and use the space provided below.

JUSTIFICATION:

Move Gregory Wing from 9 month to 12 month contract. This would change his salary from the current $52,719 to $70,292.01.

Prof. Gregory Wing has assumed extra administrative work as part of his commitment to the Summer Music Academy, now the Summer Arts Academy. The tasks required to make this event happen each summer are extensive and include, but not limited to: scheduling, coordination of activities for arts disciplines involved, registration, payment, administration of student employees, housing, public relations, marketing recruiting, web site management, acting as contact person between parents and faculty, etc. This work is spread out through the entire academic year in addition to his teaching duties (with a substantial non-compensated overload), extensive professional activities, and service activities.

Additionally, Prof. Wing has agreed, if the 12 month contract is granted, to assume duties associated with managing the Summer Music Education Institute and Kodaly Institute at MSU. These events also need PR, marketing, arranging for guest clinicians, housing, application, fees, etc. This will greatly enhance the ability for these events to be successful.

Prof. Wing would assist with summer recruiting activities as well as SOARs. He would also be available to teaching summer session with no additional compensation.

Wing has extensive professional experience in an aspect of the music industry that have cultivated the skills that enable him to complete the tasks mentioned above.

Personnel Request Form Continued

Position Type:

Staff _____ Classification _____

Faculty: C50.0901____CIP Code Designation

_____Tenure Track

x_____Tenured

_____Instructor

_____Clinical

_____Developmental

_____Other

Salary Recommendation ___$70,292.01 (current salary is $52,719.00)___

Projected Starting Date ___July 1, 2011___

This is a replacement for a vacated position _____YES x_____NO

Office Assignment _____BM 255_____

Equipment Needed Computer

Printer

Phone

Other

Operating Budget: _____N/A___

Please briefly describe (in bullet format) how the increase in operating budget will support the new hire professionally and programmatically.

TEMPLATE 4

MTD Position Request Prioritization

1. Continuation of positions currently filled:
   a. Immediately proceed with searches for Assistant Professor of Music (flute) and Assistant Professor of Music (saxophone) for August 15, 2011 start date.
   b. Continue with Danielle Cirelli in MTD Office Secretarial/Clerical Staff Position as a permanent/full-time position beginning January, 2011.
   c. Convert Prof. Gregory Wing from 9 month to 12 month contract beginning July 1, 2011

2. Hire new Technical Director/Scene Shop Manager/Instructor of Theatre for August 15, 2011 start date.
3. Conduct search and hire Assistant Professor of Music – Orchestra Conductor/Artist-Teacher of Violin/Viola for August 15, 2011 start date.
4. Conduct search and hire Assistant Professor of Music – Double Bass/Electric Bass and Secondary Area Based on qualifications of candidate and needs of programs for August 15, 2012 start date.
5. Conduct search and hire Assistant Professor of Theatre - Musical Theatre for August 14, 2012 start date.
6. Conduct search and hire Assistant Professor of Theatre – Children's Theatre/Theatre Ed. for August 15, 2013 start date.