

CAMERON UNIVERSITY

Private Music Lessons Policy

Policy Statement

The purpose of private music lessons is to mentor prospective music students who are maturing through their respective music studies in piano, voice, woodwind, brass, strings or percussion, and to support the growth and quality of amateur music-making in Southwest Oklahoma.

Contents

- Who should know this Policy?
 - Responsibilities
 - Procedure
 - Contacts
 - Forms
 - Policy History
-

Who Should Know This Policy

President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	Students
Department Chairs	Other Groups
Directors	

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Academic Affairs

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement the following procedures and information provides guidance for music faculty and the use of Cameron University (CU) facilities.

1.0 General Guidelines

- 1.1 Full-time music faculty may teach private music lessons as requested in the Fine Arts Complex.
- 1.2 Priority of Mission of the Department–A recognition by the affected music faculty that their first priority will be their teaching, research/performance, and service to Cameron University in their respective area(s) of responsibility. Private lessons are not to interfere with Cameron student advisement or any other obligation currently part of faculty responsibilities.
- 1.3 Hours of Operation–The hours in which music faculty provide private music lessons will not conflict with scheduled classes and/or rehearsals in the music facilities. Faculty will be responsible for opening and re-locking doors, and are not to leave the building unlocked under any circumstances. The faculty member who is teaching will meet the student and escort him/her/them in and out of the building.
- 1.4 Maximum Hours for Faculty–Faculty will include the estimated average number of private lesson hours per week on their annual D9 "Request for Approval of Proposed Outside Employment and/or Supplementary Assignments" form.
- 1.5 Faculty Compensation–Each music faculty member will decide their own rates and will collect payment directly from the student.
- 1.6 Oversight–Each music faculty member will be responsible for their conduct and that of their students while on campus. Faculty will be sure non-Cameron students are made aware of the rules and regulations in the “Cameron University Minors on Campus Policy Manual.” Parents and students will sign the “Voluntary Assumption of Risk/Informed Consent” form which will be kept in the Department Office.
- 1.7 Use of Cameron University Equipment–Students must provide and be responsible for their own instruments. Students are not to use Cameron University music equipment, other than pianos, under the direct supervision of piano faculty. Since this will incur minimal wear and tear on campus pianos, maintenance and tuning will remain under the purview of the department.

2.0 Specific Guidelines and Procedures

School Closings–Music faculty will follow the inclement weather policy of Cameron University; lessons will not be held if Cameron University closes because of inclement weather. Please listen to local radio and TV broadcasts for information concerning closings.

Contacts

Policy Questions: Vice President for Academic Affairs, (580) 581-2250

Forms

In support of this policy, the following forms are included:

D9 Request for Approval of Proposed Outside Employment and/or Supplementary Assignments

T8A Voluntary assumption of risk/Informed consent

Policy History

Policy

Issue Date:	January, 2010
Reviewed, no revision:	February, 2016
Revised:	March, 2023