

ARTICLE _____

FACULTY COMPENSATION

General

The Longy School of Music remunerates faculty members on a per-service basis for duties as described below.

Base Rate and Compensation Ratio System

A. Each faculty member will be assigned a base hourly rate based on total years of professional teaching experience (level 1: 1-8 years; level 2: 7-14 years; level 3: 13-20 years; level 4: 19 years and above) and other professional qualifications. Faculty compensation will be calculated and paid using the faculty member's base hourly rate and the compensation ratio system described below for all duties during the next academic year and summer term. The base hourly rate is the first number in all ratio designations below.

B. Full-semester classes in the Conservatory are compensated for 15 weeks, with Conservatory classes meeting for 13 weeks to be followed by exams and/or final performances. Full-semester classes in Community Programs vary slightly by program, most classes and ensembles meeting for 15 weeks and most large ensembles and private lessons meeting for 16 weeks. For all classes, compensation is based on the number of hours of teaching time.

C. Faculty members will receive, for each contact hour, their base hourly rate at a 1:1 ratio for all private studio instruction in Community Programs, for secondary studio instruction in the Conservatory, for musical coaching in the Voice and Opera Departments, and for observing students enrolled in Conservatory pedagogy classes (maximum one hour per student per semester).

D. Faculty members will receive, for each contact hour, their base hourly rate at a 1:1.5 ratio for all primary studio instruction in the Conservatory. Primary studio instructors in the Conservatory will provide appropriate advisement, and prepare students for and attend their juries and recitals.

E. Faculty members teaching performance classes will receive, for each contact hour, their base hourly rate at a ratio of 1:1.5. More than two-thirds of class time in performance classes is devoted to in-class performance, rehearsal, or coaching. Performance classes may include occasional lectures and grading of written work, possibly including a final project.

F. Faculty members teaching academic classes will receive, for each contact hour, their base hourly rate at a ratio of 1:1.75. The teaching of academic classes is characterized by lecture preparation and grading of written work

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throughout the semester. Included are music theory (all divisions), music history (all divisions), and pedagogy courses, as well as Research and Materials and courses that fulfill Master of Music theory and history distribution requirements. Less than one-third of class time in academic classes is devoted to in-class performance, rehearsal, or coaching.

G. Faculty members coaching and/or conducting chamber music and small ensembles throughout the school, will receive their base hourly rate at a ratio of 1:1.25 for each contact hour. Chamber music and small ensembles can have three to nine students.

H. Faculty members conducting large ensembles (choruses, orchestras, strings/wind ensembles) will receive, for each rehearsal and performance hour, their base hourly rate at a ratio of 1:1.75. Large ensembles have 10 or more students.

I. Faculty members providing tutorials that replace required Conservatory classes will receive, for each contact hour, their base hourly rate at a ratio of 1:1.5 (for performance classes) or 1:1.75 (for academic classes). The Dean of the Conservatory must approve such tutorials, offered only when a student cannot be accommodated in an existing class section. Other Conservatory tutorials will be treated as secondary studio instruction and will be paid at a 1:1 ratio of the base hourly rate.

J. Faculty members serving as Experiential Education Program (EEP) mentors or Independent Study Project (ISP) advisors or second readers will receive their base hourly rate at a 1:1 ratio. EEP mentors will be paid for three hours in the first semester and eight hours in the second semester, and are expected to observe students' final EEP project. ISP advisors will be paid for six hours and are expected to provide four hours of advising and attend the final presentation. ISP second readers will be paid for two hours.

K. Faculty members leading coordinated classes and Department Seminars (hereafter the "principal instructors"), which by design employ several faculty members, are encouraged to attend all class meetings and will receive their base hourly rate at a ratio of 1:0.5 for each contact hour. Faculty members teaching individual sessions of coordinated classes or Department Seminars which meet the definition of performance classes will receive, their base hourly rate at a ratio of 1:1.5 for each contact hour. Faculty members teaching individual sessions of coordinated classes or Department Seminars which meet the definition of academic classes will receive, for each contact hour, their base hourly rate at a ratio of 1:1.75. Principal instructors teaching individual class sessions receive this compensation in addition to the amount received for coordination.

L. The School will provide hourly compensation at 0.5 of the base hourly rate to faculty members for participation in: panels (including, but not limited to those

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listed below), special events, and other activity (half-hour minimum; quarter-hour increments thereafter):

Conservatory Promotional and Recital Permission Juries
Conservatory prospective student auditions
Conservatory portfolio review
Preparatory entrance auditions
Preparatory Evaluations and Juries
Continuing Studies Performance Evaluations
Conservatory proficiency examinations
Masterclass auditions
Hosting departmental events
Hosting Preparatory assemblies
Peer evaluation panels
Proctoring proficiency examinations
Coordinating accompanists
Instrument-keeping
Organizing of ensembles or concert series
Concert program preparation and printing
Room set-up
Organizing of class sections
Consultation and advice to administration
Summer program coordination
Outreach performances
Family Series performances
Performances with Longy orchestras
Special school event performances

The compensation is based on an actual hours and/or an estimate of hours submitted by the faculty member and agreed to by the School. This calculation will also be used to determine the benefit units associated with the position.

M. The School will provide hourly compensation at 0.25 of the base hourly rate to faculty members serving on official committees including but not limited to (half-hour minimum; quarter-hour increments thereafter):

Curriculum Committee
Longy Faculty Committee
Faculty Advisory Council
Continuing Studies Advisory Council
Conservatory Student Advisory Council Advisor
Departmental Search Committees
Administrative Search Committees
Ad hoc committees
Departmental meetings
Health and Safety Committee

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Other Advisory Committees

N. Committee Chairs, Department Chairs, the Dean of Conservatory, and Director of Community Programs will keep records of hours worked and submit appropriate paperwork for compensation.

O. Compensation for Non-credit Primary Studio Instruction in the Conservatory
Faculty members are paid for such lessons at their Conservatory primary studio rate (base hourly rate at a 1:1.5 ratio). Students will be charged a tuition rate equal to the faculty member's Conservatory primary studio rate plus 30%.

P. Compensation for Studio Instruction in Cases of Student Withdrawal
The School's compensation policies in cases of student withdrawal are as follows:

1. Conservatory: When a student drops private lessons (primary or secondary) or changes teachers during the drop-add period (first ten school days of the semester), the faculty member is paid for the actual lessons taught only. When a student withdraws from lessons (after the drop-add period), the faculty member is paid for the entire semester.

2. Preparatory Studies: When a student withdraws prior to the first lesson, the faculty member is not paid. When a student withdraws prior to the second lesson, the faculty member is paid for one lesson. When a student withdraws prior to the fourth lesson, the faculty member is paid for seven lessons. When a student withdraws after the fourth lesson, the faculty member is paid for the full number of registered lessons.

3. Continuing Studies: When a student withdraws prior to the first lesson, the faculty member is not paid. When a student withdraws prior to the fourth lesson, the faculty member is paid for half of the registered lessons or the actual lessons taught, whichever is greater. When a student withdraws after the fourth lesson, the faculty member is paid for the full number of registered lessons.

Q. Compensation for Class Instruction in Cases of Cancellation

1. In an effort to ensure that as many classes as possible will reach their minimum enrollment levels, the School shall not make predictions to students about which classes will or will not reach their minimum enrollment levels. From the start of the class registration period each semester up until the beginning of classes, the School will provide faculty members with updated Enrollment Summaries on a weekly basis.

2. In the Conservatory and Community Programs any faculty assigned to teach a class will be paid according to the compensation ratio system for no less than the first class session.

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R. Department Chair and Other Administrative Stipends

1. In the Community Programs Division, Department Chairs, the Preparatory Chamber Music Coordinator, and the Director of the Suzuki Program are paid annual flat-rate stipends which are determined by the Director of Community Programs.

S. Minimum Pay Levels

1. The minimum pay levels listed below constitute minimum base hourly rates and the School may, at its discretion, compensate faculty at rates above those published minimums. Each year on June 20, the School will furnish to the Union a list of all bargaining unit members for the upcoming fiscal year and their benefit unit amounts, copies of their individual contracts, payroll sheets, dates of hire, total years of professional teaching experience, and tuition charges applicable to their activity at the School for the previous year fiscal year. At the same time, the School will also provide a comparison chart of Base Hourly Rates along with Median Years of Professional Teaching Experience for the previous fiscal year.

2. Longy Faculty Minimum (Hourly) Pay Levels and the pay levels of all faculty shall be increased as indicated below:

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Level 1:	\$36.36	\$37.63 =+3.50%	\$38.94 =+3.50%
			% of level 1 to 2 = 15.8%
Level 2:	\$42.10	\$43.57 =+3.50%	\$45.09 =+3.50%
			% of level 2 to 3 = 16.7%
Level 3:	\$49.60	\$51.08 =+3.00%	\$52.61 =+3.00%
			% of level 3 to 4 = 20.1%
Level 4:	\$60.16	\$61.66 =+2.50%	\$63.20 =+2.50%

U. Compensation Increase Petitions

1. Once every three years, faculty will be notified in writing by the Director of Human Resources that they are eligible for an additional compensation increase beyond the annual increases above. The Dean of Conservatory and/or Director of Community Programs will meet with the faculty member to discuss the faculty member's petition for a base hourly rate increase, upon written request by the faculty member. This meeting shall occur not later than 14 calendar days after the written request is delivered. The faculty member may use Teaching Observation and Evaluation, Institutional Service, and/or Professional Activity to support his/her petition. If the Dean of Conservatory and/or Director of Community Programs in his/her discretion decides to grant a wage increase higher than the wage increase called for under this Contract, it will be effective as of the next academic year. The faculty member will be notified in writing on or before May 1 of the increase. If the increase is denied

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or only a portion of the increase requested is granted, the reasons for such will be included a notification to the faculty member in writing on or before May 1. Those faculty who were scheduled for evaluation year 2008-09 shall be in the first round of Compensation Increase Petitions.

2. In the event a faculty member receives a bonafide offer of employment from another institution or organization, the Dean of Conservatory and/or Director of Community Programs will meet with the faculty member to discuss the faculty member's petition for a base hourly rate increase, upon written request by the faculty member. This meeting shall occur not later than two weeks after the written request is delivered. In addition to the bonafide offer, the faculty member may use Teaching Observation and Evaluation, Institutional Service, and/or Professional Activity to support his/her petition. If the Dean of Conservatory and/or Director of Community Programs in his/her discretion decides to grant a wage increase higher than the wage increase called for under this Contract it will be effective as of the next academic year. The faculty member will be notified in writing of the increase within 14 days of the meeting. If the increase is denied or only a portion of the increase requested is granted, the reasons for such will be included in a notification to the faculty member in writing within 14 days of the meeting.