Faculty Manual
(Private and Group Instruction)

Revised 2019
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Introduction

Purpose of the Faculty Manual

Welcome to Mason Community Arts Academy, George Mason University’s community school for the arts. We are pleased you are part of our team and look forward to working together to make the Academy an enriching and exciting place. Because we are part of GMU and the Commonwealth of Virginia, Mason Arts Academy employees have a special responsibility to adhere to the highest standards of ethics and professionalism in representing George Mason University, the Academy and carrying out the mission.

Mason Arts Academy highly values its faculty. That is why we strive to provide a work environment for our employees which is open and friendly, where mutual respect, initiative and excellence are valued, and where professional growth is encouraged. We believe this attitude allows us to attract and retain quality faculty who can contribute to the continued growth and success of the Academy.

This manual describes policies and procedures which apply to your employment at Mason Community Arts Academy (referred to as MCAA in this manual). This manual was developed to help you understand MCAA’s policies and procedures on a number of employment related matters which may apply to you during your employment.

Please note that the information contained in this manual is general in nature and is intended only as guidance. It is not intended to be an exhaustive compilation of all policies and practices, nor is it intended to establish mandatory procedures in any particular instance. MCAA may modify, add to or delete any of its benefits, policies or procedures, including those contained in this manual, at any time and from time to time without notice. This manual does not create a contract of any kind or nature between the MCAA and any faculty member. Employment with MCAA is at will, which means that it may be terminated by MCAA at any time, with or without notice or cause. The preceding sentence is subject to the express terms of any individual written employment agreement executed by MCAA and the faculty member. Policies and practices will be subject to federal and state laws, regulations and rulings. In the event that any policy or practice stated in this manual is determined to be in conflict with any law, ruling or regulation of any government authority or agency, such law, ruling or regulation will take precedence, but all other policies and practices will remain in full force and effect.
**Mission Statement**

The Mason Community Arts Academy seeks to enrich the lives of community members of all ages, skill levels and socio-economic backgrounds by providing the highest caliber of artistic instruction in an accessible and nurturing environment. Creating a strong bond between George Mason University faculty and students, professional artists/performers and the surrounding communities, the Academy will ensure a vibrant future for the arts in our region and beyond.

**Advisory Board**

MCAA is part of George Mason University’s College of Visual and Performing Arts. As such, it is not a separate 501(c)3 organization and has an Advisory Board that meets quarterly. The purpose of this board is to offer advice, support, insights and expertise to MCAA. The board consists of faculty and staff from MCAA and Mason, parents, area business people and individuals who support the mission of the organization. If you know of anyone who be a good member of the board, please contact the Director. Faculty members are welcome to attend board meetings.

**Faculty Committee**

In addition to the Advisory Board, MCAA also has an active Faculty Committee. The committee meets regularly to discuss issues that arise at the Academy, as well as to advise and help establish best practices for the organization from the faculty perspective. This committee is an extremely important part of MCAA and welcomes any member of the faculty to attend meetings or submit questions for discussion. The faculty committee chairperson is Claire Allen, and she can be reached at callen24@gmu.edu to attend a meeting or discuss concerns.

**Faculty Webpage**

Faculty members can find important information each semester on the Faculty-Only page of our website. Check this page regularly for information about dates, signup sheets, meetings, etc. Do not share the address with anyone other than another faculty member.

**URL:** https://masonacademy.gmu.edu/private-lessons/4mcaafac/
General Information

Business Hours
Between September and June, the office is open for lessons and classes Monday through Friday at 9:30 am. Closing times range from 7 pm to 9 pm depending on the day. Be sure to check with office staff for exact details. Lessons and classes also take place on Saturdays from 9 am to 4 pm and some classes (but not private lessons) may take place on Sundays on campus as well.

During the summer, the hours vary due to our heavy summer schedule on campus at Mason. Be sure to check with office staff for specifics. Private music lessons continue in the summer on campus at Mason on Saturdays.

Teaching Hours
In order to assure the safety of our buildings and the best customer service it is mandatory that teaching takes place within business hours. If you are planning on teaching on a different day, or outside of your regularly scheduled teaching hours always check with the office first regarding room availability and staffing.

Holidays Closures
Labor Day weekend
Thanksgiving Recess: Wednesday-Saturday of Thanksgiving week
Winter Break: Two weeks encompassing Christmas and New Year
Memorial Day weekend
July 4th
Martin Luther King Day

Weather Related Closings and School Closures
MCAA follows George Mason University decisions for inclement weather closures. If GMU closes due to weather, MCAA will also be closed. In the event that MCAA closes for inclement weather when Mason remains open, all weather announcements will be posted on our website, and registered students and instructors will be notified via email.

If you are absent due to weather conditions when the school is open, you must notify your students (or the office in the case of a group class) and will be required to make up the missed lesson or class.

Private Lesson Calendar
We follow the Fairfax County Public Schools calendar, with private lessons beginning in August and going through mid-December for the fall semester. The spring semester starts the first week of January and ends mid-June when the FCPS school year ends.
Faculty Responsibilities and Communication

Semester Availability
Faculty should be available to teach all lessons in the Spring and Fall semesters, and (if possible) between 4 and 8 weeks in the summer session. In some instances teachers may teach fewer weeks with permission from the Director and PMI Coordinator prior to the beginning of the semester.

Attendance and Punctuality
MCAA expects regular attendance and punctuality from all faculty members. Once a student is accepted, lesson cancellations by the instructor should be in case of emergency only. Repeated tardiness, absenteeism and failure to properly notify are all violations of MCAA’s policy which may result in disciplinary action, up to and including termination of employment. Faculty is expected to arrive 10 minutes in advance of their first class. This allows for communication with staff, student and parents as necessary.

Lesson Locations
All students registered through MCAA must be taught at the MCAA facility or on campus at GMU on Saturdays.

*Note: Under no circumstances may lessons with Academy students be taught in a student or teacher’s home, or anywhere outside of Academy spaces. This is a liability issue and the rule has been set by George Mason University and is strictly enforced. Failure to comply by this rule may result in termination of employment. Likewise, using Academy or Mason spaces to teach non-Academy students is expressly prohibited.

Faculty members who teach group classes or ensembles are expected to communicate with their students (or parents) on a weekly basis. This will keep parents informed of class progress and any other information that may be of interest. Please copy academy@gmu.edu on any weekly email to parents. If you prefer to write a weekly class blog in place of email, we would be happy to give you access to the Academy blog site on Wordpress.

All instructors, assistant and admin personnel must sign up for Mason text alerts in case of emergency:

https://ready.gmu.edu/masonalert/
Faculty Job Description & Expectations

General Expectations
- Provide well-rounded quality musical and arts instruction using the 5 Elements of Effective Teaching:
  - Adaptability – Customization of each lesson to suit the needs of the students
  - Communication – Clear and engaging with equal importance on feedback and listening
  - Transformation – Emphasis not only on skills/technique, but also on life beyond the music or art studio
  - Ownership - Cultivating self-knowledge and identification with the art
  - Investment, Inspiration and Commitment – Creating a supportive relationship with the student that instills a love for what you are teaching
- Engage yourself and your students with the MCAA community and actively support its mission.
- Maintain open and frequent communication with parents and students in order to support their educational progress, maintain studio enrollment and ensure each student has an exceptional experience at MCAA.
- Have knowledge of the MCAA’s educational continuum and recommend programs that will stimulate and expand your student’s artistic education, including theory and musicianship classes, ensembles and other arts programs during the academic year and the summer.
- Please include your title as a MCAA faculty member in all your email signatures, bios, etc.

PMI Faculty Responsibilities Regarding Administration, Registration, and Retention
- Effectively manage your studio and schedule, working closely with the registration staff and with adherence to MCAA’s written policies.
- Do not teach any student who has not registered with the MCAA office for lessons or classes. If a student is not on your class roster, please send him/her to the office to register before continuing to teach them.
- Contact new students via email or phone within 24 hours of receiving a contract to welcome them to your studio. This is also a good time to discuss student background and expectations for the first lesson and confirmation of where to meet. Encourage them to arrive early and allow for traffic during peak hours.
- Do not use MCAA or Mason facilities to teach students outside of the Academy.
- Be actively involved in assisting the PMI Coordinator in the retention of your students.
- Accurately maintain student attendance records.
- Sign your time card in the main office at the end of each day you teach. Saturday teachers must check in with the campus supervisor to log teaching hours.
- Respond to requests from the PMI Coordinator in a timely manner.
- Teaching a minimum of 4 weeks over the summer session is highly recommended both for the consistency of your students musical development and for the retention of your studio.
- Attend mandatory annual faculty meetings as scheduled.
- Like us on Facebook, like and share posts, and follow us on Twitter!
Participation and Performance Expectations for You and Your Studio
• Encourage and prepare your students to participate in the Spring and Fall recitals and/or other performance opportunities as they arise.
• Attend at least one recital in which your student(s) perform during the year.
• Facilitate student participation in recitals, outreach and fundraising opportunities.
• Contribute your time, talent and skills for the benefit of the MCAA community once per academic year in areas such as performance, development or programmatic support.

Missed Lessons
• Students may make up one missed lesson due to illness or family emergency only during the fall semester. Spring semester students can make up a maximum of 2 lessons. Makeups are held on designated Saturdays during the semester at the MCAA building. (Saturday students will have one Saturday “built in” to the fall schedule and two Saturdays “built in” to the spring schedule that are designated as a makeup days to be used only if needed, and otherwise skipped.) Students must notify the instructor or MCAA staff no later than the morning of the lesson in order to qualify for a makeup lesson. If there is a recurring problem with students who are not showing up or cancelling at the last minute, please inform a staff member and we will follow up with the family.
• In the unlikely event that a faculty member cancels a lesson it must be rescheduled during the semester at a time suitable for the student and teacher, and when a room is available. Always consult with the MCAA staff to ensure room availability before scheduling a makeup.
  *Note: Excessive rescheduling on the part of the faculty or student is unacceptable. Please make every effort to accept students during times that you do not have conflicts.
• Lessons missed due to weather related closures must be made up. Please work with your student as well as the staff to reschedule as necessary.
• Lessons may not be carried over from one semester to the next.
• You may contact another Academy teacher to sub for you. Let the office staff know so that payroll can be handled correctly. Subs who are not Academy employees are prohibited.

Communication
Communication between faculty and students is the most important retention and satisfaction tool we have as an organization.

Between faculty and student/families:
• Communicate regularly with parents and students regarding:
  1. Student progress
  2. Performance opportunities such as semester recitals, outreach and fundraising activities
  3. Additional offerings such as theory and musicianship classes, chamber music and ensemble opportunities
  4. Make-up lessons
  5. Non-student performances (for example: Great Performances series at Mason)
6. Assignments/practice expectations: It is recommended that all teachers (and students) maintain an assignment book in which parents can monitor progress and receive schedule reminders from the teacher

**Between faculty and staff:**
- Alert the PMI Coordinator or MCAA Director to concerns about students/families that may affect student performance or relations with MCAA.
- School closure: Staff will make every attempt to email you and your students if the school is closed for a weather emergency. MCAA recommends you call and email the student to let them know that the school is closed and to offer make-up options.
- If there is an emergency and you are not able to teach, please call the office as soon as possible. You are primarily responsible for emailing (cc: academy@gmu.edu) AND calling your students to let them know you are not going to be teaching and to schedule make-ups. The registration staff will assist you if you are not able to do this. The MCAA staff will call and/or email you if your student cancels.
- If you are running late please contact your student first and then the office. Please make every effort to arrive at MCAA 10 minutes before your lessons start and be ready to start teaching on time since our rooms are booked back to back most afternoons.
- If you have a student who needs to switch times mid-semester please coordinate this with the office staff to be sure that a room is available and that the change is made in our system.
- Please check room availability before scheduling make-up lessons or extending your teaching day. Refrain from teaching in a room to which you have not been assigned. Room schedules are posted on each lesson room, so please check before you teach to be sure you are in the right room.
- Copying of music is not encouraged because of copyright laws. Instead, students should purchase music recommended by the teachers and not rely on copies. In the rare exception that copies are needed, staff is not responsible for making copies, you should arrive early to use the copy machine. Faculty is reminded of the strict US copyright laws and should not photocopy any copywrited material unless appropriate clearance and/or fees have been received and paid. For further information visit http://www.mpa.org/content/copyright-faq.
- Lack of response and action to staff prompts for re-registration assistance can result in students not returning to your studio.

**Engaging Students in ‘Value Added’ Opportunities**

Each faculty member who teaches private lessons is responsible for ensuring that students receive exceptional value for their tuition by encouraging them to participate in additional opportunities that enrich their musical education. Many of these opportunities are free or greatly discounted.

**Performance Classes, Workshops and Semester Student Recitals**
Included in student’s tuition are semi-annual student recitals on campus at Mason in the Performing Arts Building. In addition, performance/studio classes can be held on Fridays at the discretion of the teacher. These offerings are the main ‘value-added’ opportunities which differentiate MCAA from a private studio or small music school. The studio classes are designed to give students an opportunity to rehearse their pieces in a group setting while receiving performance based feedback from a teacher. Studio classes are held throughout the semester. Please contact the office staff or the Chairperson of the Faculty Committee for the schedule and to have your students join.

**Reporting Abuse or Neglect**

While this legal obligation falls on each employee individually, MCAA needs to know whenever your employment brings you into contact with any situation in which you suspect abuse or neglect of a child or incapacitated adult. In such circumstances report your suspicions immediately to the Director.

However, if for any reason you are unable to reach the Director immediately, do not delay in making your report to Child Protective Services, which is the Virginia State agency responsible for protecting children from child abuse and neglect. To report abuse or neglect, call the Hotline any time of the day or night at: (800) 552-7096.

Sometimes circumstances arise in which, although a faculty member suspects abuse or neglect, s/he does not want to report it because the filing of the report may impair his/her rapport with the family or individuals to whom the faculty member is providing services. However, failure to file a report of suspected abuse or neglect is a crime, and places both the faculty member, George Mason University and the Academy at risk. If you are struggling with a concern about possible abuse or neglect, you must discuss the matter at once with the Director.

**Facilities**

**Security**

MCAA endeavors to provide a secure environment in which to work. It is not, however, liable for valuables and personal belongings of faculty members. There is no insurance coverage for the loss of a faculty member’s personal property; nor is it MCAA’s policy to reimburse for such losses.

Faculty members are responsible for the security of any keys to MCAA offices or property which has been consigned to them. Such keys shall not be given to unauthorized individuals; violation of this policy will be grounds for discipline, up to and including termination. A faculty member will be responsible for the replacement cost of any lost keys. Lost or stolen keys must be reported immediately to MCAA staff.

Faculty members who teach on the Mason campus on Saturdays or Sundays will find the doors to their teaching spaces unlocked when they arrive. In the event that a door is locked, please call
the Mason police at the non-emergency number 703-993-2810. They will arrive within 5 – 10 minutes to unlock the door.

Always tell parents to bring their children directly to, and pick them up from, the lesson or classroom rather than having them walk around the campus unaccompanied.

*As always, please call 911 in the event of an emergency.*

**Building Security**

We ask everyone to be responsible for the security of our buildings. Faculty members should close windows in their teaching studios before leaving.

**Studios**

All of our space is multi-functional and used by many people throughout any one week. Please be considerate of your colleagues and mindful that all space is shared space by leaving your studio properly set-up and tidy. If you have borrowed an extra chair or stand that day, please return it to its storage place or to the appropriate studio before you leave. Ask your students to help you! Also please make sure your studio is tidy when you leave. Report any issues with your teaching space to a staff member.

**Faculty Lounges**

There is a Faculty Lounge available in the main unit of the MCAA building upstairs between Room #1 and #2. This space is open and free for faculty member to use. Be sure to keep volume levels down, as lessons may be going on next door.

**Smoke Free Workplace**

Smoking is not permitted on MCAA premises.

**Safety and Accidents**

Faculty members’ safety and well-being are of primary concern and efforts are made to provide faculty members a safe environment in which to work. At the same time, each faculty member has a role to play in ensuring that the work environment is safe. Report any unsafe conditions to the staff members. In addition, all accidents or injuries must be reported as soon as possible in order that an accident report detailing the nature and cause of the injury suffered by the faculty member or student may be sent to GMU. If immediate medical attention is required, please call (or have a staff member call) 911.

A First Aid Kit is kept in the kitchen in the main office, as well as in each building unit.

**Parking**

Parking at the MCAA building is free. Passes are issued each semester and must be displayed on your dashboard when you are parked anywhere in our lot to avoid being ticketed by the Mason parking authority. If you receive a ticket for not properly displaying your pass, the MCAA staff is not responsible to appeal the ticket. Faculty and staff are asked to park in the overflow parking area accessible from the West Street entrance after 3 pm during the week when
more students are coming in, and on Saturdays when theatre classes are scheduled. Be sure to remind your students to get a parking pass as well.

Faculty who teach on Saturdays or Sundays on the Mason campus can park either in Lot K or Lot A for free without a pass, or in one of the parking decks for $8 flat rate.

**Faculty Hiring and Payroll**

**Faculty Hiring Process**
To be admitted onto the faculty, candidates are evaluated on the following criteria:

- Demonstrated teaching expertise
- Academic credentials
- Professional performing experience, if appropriate to the position
- Personal skills and qualities needed to work successfully within a community arts setting
- A passion for teaching at all levels

Screened candidates will have a preliminary interview with a staff member. If the candidate seems to be a good fit, an in person interview will be scheduled with a panel consisting of at least one staff member and at least one member of the faculty committee.

When the selected candidate is approved, MCAA will gather references and then contact him/her to offer the position. All new faculty members will meet with the PMI Coordinator for orientation.

**Pay Periods**
Faculty members at MCAA become hourly wage employees at George Mason University. Faculty members who are also students at Mason become student wage employees. GMU pays faculty members bi-monthly on the 15th and the last day of each month via direct deposit.

**Time Sheets and Attendance Records**
Teacher sign in sheets are kept in the kitchen of the main office at the Academy. The teacher sign in sheet tracks your working/payroll hours and should be filled in by you at the beginning or ending of your teaching day. These are important for the following reasons:

- Purposes of state and federal wage and hour laws
- Resolve parent/student attendance discrepancies. If a parent says a lesson was not taught on a certain day and you disagree, but the student attendance sheet was not filled out, then administration has no means to defend you and your pay may be negatively adjusted to reflect the missed lesson or you may be required to teach an additional lesson.
*Please note, faculty members are not compensated for recital attendance, faculty meeting attendance, discussions with parents or students outside of the lesson time or for providing additional instruction to students outside of what is in the contract.

**Faculty Benefits**

Part-time faculty members who are not Mason students may take advantage of some retirement and tuition benefits as outlined below.

**Retirement Benefits**

Supplemental retirement plans allow all faculty, staff, and non-student wage employees to set aside money each pay period for long-term savings. The money deducted is invested in your choice of a number of stock and bond options. This contribution is deducted from your pay before state and federal income taxes are taken, lowering your current income and resulting in lower taxes as you save. The interest or investment growth also accumulates free from income tax until the year you withdraw your funds.

The University offers two types of tax-deferred annuity plans:

- 403(b) Tax-Sheltered Annuity (TSA) Plans
- Virginia's 457 Deferred Compensation Plan (DCP)

as well as an after-tax 403(b) plan: Roth 403(b). Please visit hr.gmu.edu for details and to sign up.

**Tuition Benefits**

Active part-time, non-student employees at Mason may take advantage of tuition exemption benefits and enroll in up to 4 credit hours of coursework after 500 hours of employment. An additional 4 credit hours will be earned after each subsequent 500 hours of employment. Visit hr.gmu.edu for full details.

**Discounts**

Many discounts are offered to Mason employees. Log in to the discount pages using your Mason username and password located at https://typhon.gmu.edu/HR/mymasonhr/. At this password protected site, you can find discounts on a wide array of items from automotive needs to technology, flowers, restaurants and more! Save on a special night out or on something you use every month. And don't forget to check out the discounts offered to all state employees on the Department of Human Resource Management (DHRM) at www.dhram.virginia.gov/employeediscounts.html. You may need to show a Mason faculty/staff ID card to receive discounts. ID cards can be obtained in the Student Union Building I on campus.

**Teacher Training**
Some teacher training opportunities are available during the summer with Orff, Kodaly, and other teacher training courses. MCAA may be able to offer discounts to faculty members for these programs. Please inquire with the MCAA Director.

Performance Opportunities
MCAA participates in the City of Fairfax Spotlight on the Arts Festival each spring. There is a separate recital for faculty member during that festival, and everyone is encouraged to perform. Other opportunities may become available throughout the year.

Employment

Equal Employment Opportunity

George Mason University is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, age, marital status, pregnancy status or genetic information. George Mason University shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

The University is dedicated to ensuring access, fairness and equity for minorities, women, individuals with disabilities, and veterans (as covered by law) in its educational programs, related activities and employment. George Mason University shall thus maintain a continuing affirmative action program to identify and eliminate discriminatory practices in every phase of university operations. Any employee who becomes aware of sexual harassment or other potentially discriminatory behavior must contact Compliance, Diversity, and Ethics. MCAA will not tolerate any form of unlawful discrimination and all faculty members are expected to fully cooperate in implementing this policy.

Retaliation against an individual who has raised claims of illegal discrimination or has cooperated with an investigation of such claims is prohibited.

Probation
MCAA has the right to institute a probationary period, usually of one academic year, for faculty who are struggling to meet the expectations as laid out in their job description or who experiences a persistent difficulty in retaining students. The goal of a probationary period is to bring to the attention of the faculty member challenges within their job performance and to support them in overcoming those deficits through observation, mentorship and an ongoing discussion about best practices. If after a year, those deficits remain the faculty member may not be rehired.

Confidentiality
MCAA and its employees have an ethical and legal obligation to respect the privacy of our constituents, and to protect and maintain the confidentiality of all information that we learn about our constituents in the course of providing services to them. For our purposes, the definition of “constituents” may include, but is not limited to: students and their families, audience participants, donors, volunteers, staff, faculty, members of partnering organizations, and other people for whom MCAA provides services.

**Conflict of Interest**
Faculty members have the responsibility to avoid all potential conflicts with his/her work at MCAA. No MCAA student can be accepted by a faculty member of MCAA for private study or for study in another institution with that faculty member. During their employment with MCAA and for a period of one year thereafter, faculty members may not solicit, transfer, or retain any student referred by MCAA to their private teaching practice or to another teacher or school within the state of Virginia, Maryland or the District of Columbia.

**Non-Solicitation or Teaching after Termination**
During the period of employment covered by the faculty agreement and for a period of 12 months after the termination of said agreement for any reason, including non-renewal by either party, faculty may not solicit, transfer, or teach any student or students enrolled at MCAA during the terms of this agreement (except for a member of the faculty’s immediate family) to their private teaching schedule or to their schedule at any other location. Nor shall any faculty leaving the employment of MCAA recommend, suggest, or refer any MCAA student to seek instruction from another teacher or location. Necessary legal actions may be taken against any Faculty found in breach of this clause. Faculty will be subject to reimburse MCAA for all liquidated damages.

Faculty may not recommend, suggest or refer any currently enrolled MCAA student, nor any member of that student’s family to seek instruction outside of MCAA without prior discussions with the Director. Faculty found to be in breach of this clause may be terminated and subject to liquidated damages.

**Performance and Conduct**

**Professional Conduct**
In addition to expecting faculty members to perform their jobs competently and reliably, MCAA expects them to conduct themselves in a professional, ethical and responsible manner that reflects well upon MCAA, that promotes a spirit of cooperation and teamwork among faculty and staff, and that is respectful of all MCAA constituents. Failure to do so may lead to corrective action, including dismissal.
Although it is impossible to anticipate in advance every possible kind of misconduct that would be of concern to MCAA and that could lead to corrective action, including dismissal, the following are examples:

Examples of unacceptable conduct leading to corrective action or termination include, but are not limited to:

- Performance which, in MCAA’s opinion, does not meet the requirements or standards of the position
- Violating attendance/punctuality policies
- Violation of any of the policies described in this Manual or otherwise communicated to faculty
- Failure to act in a professional and cooperative manner while carrying out the teacher’s duties
- Falsifying information on employment application
- Falsifying time cards or records and/or reports
- Violating MCAA’s harassment/sexual harassment policy
- Conduct, including speech that threatens others or that is abusive to or disrespectful of MCAA directors, supervisors, faculty, staff, students, or other persons involved with MCAA
- Unauthorized use, possession, or theft of MCAA, faculty member, staff, or client property
- Falsifying information, misrepresentation of facts, or material omission of facts in any statement or other communication to MCAA, including false, degrading or defamatory statements about faculty, staff or clients.
- Unauthorized possession, usage, or being under the influence of an alcoholic beverage or controlled substance while on MCAA’s business or property or at an MCAA function
- Unlawful conduct that might lead our students or the public to lose confidence in the teacher or in MCAA

The above list is not meant to be all-inclusive, and MCAA reserves the right to take corrective action, as it deems appropriate in the circumstances, in cases involving these and any other offenses.

Corrective Action
It is essential that all faculty members accept personal responsibility for maintaining high standards of conduct and job performance, including the observance of MCAA rules and policies.

In dealing with deficiencies in conduct and work performance, MCAA intends to be fair and consistent in its treatment of faculty members. When policies and procedures are not followed, or when the need arises to motivate change in performance, behavior, or skills set, MCAA generally uses a corrective action process. The goal is to resolve problems by discussing them with the faculty member and, when possible, jointly developing a solution. Generally, MCAA follows a progressive corrective action process that may include:
• Probation
• Oral Warning
• Written Warning
• Final Written Warning and/or Suspension
• Termination

Depending on the severity or repetitiveness of the incident, MCAA may choose to omit some or all of the stages of the corrective action process and proceed directly to the final warning/suspension stage or termination.

Appropriate Dress
Faculty are required to dress appropriately for the work environment and are expected to maintain the highest standards of personal cleanliness, grooming and present a neat, professional appearance at all times.

Clothing must be clean and in good repair. No clothing with graphics that can be considered offensive will be appropriate. Other examples of inappropriate attire include: cut-off shorts/pants, tops or dresses which are low-cut or otherwise revealing (front or back), and any item of clothing that would compromise one’s ability to work.

Substance Free Workplace
MCAA’s substance free workplace policy prohibits the following:

• Being under the influence of alcohol while on MCAA’s premises or conducting MCAA business, and consuming alcohol except when it is served in conjunction with MCAA activities. Faculty members should use good judgment and moderate practices when participating in a MCAA event where alcohol is served.
• Using an illegal drug or non-prescribed controlled substance while on MCAA premises or conducting MCAA business.
• Using or being under the influence of a legally-obtained prescription drug while conducting MCAA business when such could pose a threat to the safety of the faculty member or others, or, could affect the faculty member’s job performance. A faculty member should notify the Director if taking a drug which the faculty member believes could affect job performance.

Violation of this policy may be cause for disciplinary action including termination.

University Sexual Harassment Policy:

It is the policy of the University to provide an academic and work environment free from sexual harassment. Sexual harassment is contrary to the standards and mission of the University. Sexual harassment is illegal and will not be tolerated. Each member of the University community
has a responsibility to maintain an academic and work environment free from sexual harassment. The University will take whatever action necessary to prevent, stop, correct, or discipline harassing behavior. Same-sex sexual harassment violates this policy and is subject to discipline under the same procedures.

Sexual harassment is defined by law as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or other form of expressive communication of a sexual nature, when submission to or rejection of such conduct is used as a basis for employment or academic decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or sexually offensive work or academic environment. Examples of behavior that may be considered sexual harassment include, but are not limited to, the following:

1. Sexual assault

2. Explicitly or implicitly requiring submission to sexual advances as a condition or term of education or employment, i.e., grades, employment, promotion, letters of recommendation or other privileges

3. Repetitive sexual comments, questions, jokes, gestures or other forms of sexually explicit expression

Any student, faculty member, or staff employee, who believes he or she is the victim of sexual harassment, should report the incident promptly in the manner most comfortable to him or her. The Equal Opportunity/Affirmative Action Grievance Procedures, list the various ways to file a complaint. Any employee who becomes aware of sexual harassment or other potentially discriminatory behavior, as detailed in University Policy 1201, must contact Compliance, Diversity, and Ethics. Retaliation against an individual who has raised claims of illegal discrimination or has cooperated with an investigation of such claims is prohibited.

Inquiries about or complaints alleging violation of the University’s sexual harassment policy should be directed to Compliance, Diversity, and Ethics. Phone (703) 993-8730.

**Internet and Social Media**

While MCAA recognizes that the nature of communication has changed dramatically over the past few years, it is important that we ask all members of staff and faculty to exercise great discretion with regard to social networking. Staff and faculty are not permitted to “friend” current or former students under the age of 18, and also to use discretion when “friending” students over 18, who may have younger siblings.

Email and text message communication with students under the age of 18 is permitted, but **parents must be copied on all correspondence.**
Resolving Problems
MCAA encourages faculty and staff member communication at all levels, and believes that this is the easiest and most direct route to avoiding and solving problems. In any organization, problems may occasionally arise, often due to misunderstandings. MCAA's intent is to provide an environment which is an open and friendly place to work. Therefore we will make every effort to resolve any problems quickly and fairly.

Should you have a work related problem, you should discuss it with a staff member who will have the most knowledge of the situation and may be best qualified to resolve problems as they arise. If you feel that you cannot discuss the problem with a staff member, you may bring it to the attention of the Director. No faculty member will be penalized or discriminated against in any way for bringing up a problem in a constructive manner, or for registering a complaint in good faith.

Communicating in Public Areas
All MCAA employees are advised to exercise discretion in their verbal communication at all times in public and common areas such as the kitchen, lobbies and offices. Please be mindful that other faculty, staff or members of our student body may overhear which could lead to misunderstandings and potentially create a difficult situation for you, MCAA and all involved. MCAA employees strive to be respectful, collegial and supportive to one another at all times.

Separation from Employment

Voluntary Termination
Faculty members are asked to notify the Director before notifying students if they do not plan to return in the next semester. If a faculty member needs to terminate during the semester, four weeks written notice is expected. (These notices give MCAA time to fill the position, without causing undo strain on students and staff.) Faculty will be asked to provide a document that includes for each student, their name, age, repertoire, a brief write-up on the student's learning style and personality, and any recommendations for a new teacher. The Private Lesson Coordinator will work with the faculty member to notify students and their parents in writing and to help with the smooth transition of their students to other studios. Each family finds out at the same time, and they will have time to process the news before seeing you for their subsequent lessons.

Prior to your departure, please return any keys you may have to the MCAA office.

Exit Interviews and Final Pay
If a faculty member leaves employment with MCAA through resignation or retirement or because of an involuntary termination, the Director or the appropriate supervisor will usually conduct an exit interview. On the last day of active employment, a departing faculty member is responsible for the return of all MCAA property, including, but not limited to, keys, computers, and other MCAA equipment and all files and other media containing information related to all past and present business of MCAA.
Appendix 1

Password Help for New Users of PatriotWeb

Instructions for obtaining your Mason username and password

In order to get the process started for you to use the timesheet, you will need to create your username and password at Mason. If you already have a username and password, you can skip the following steps.

1) Go to password.gmu.edu
2) Choose option #1 “Activate your patriot pass account”
3) Enter your G# and claim code. For claim code enter your 6 digit birthdate (Contact your supervisor or an Academy staff member if you don't know your G#)
4) Write down your username
5) Proceed with the IT security awareness test – this may happen prior to receiving your username
6) Answer your personal security questions
7) You will then create your password.
8) Go back to patriotweb.gmu.edu and log in
9) Click on employee services
10) Access your timesheet and enter your work hours. (If timesheet is not available yet, check back soon)

If you already have a username and password, please log into PatriotWeb and see if your timesheet is available yet.

If your claim code doesn’t work:

Click on the word “LINK” at the bottom of the webpage where you entered your G# and claim code (step 2 above) or ask for the Claim Code Reset Request Form from the Academy. Follow directions on the form to submit it to the ITU Support Center. They will contact you with a new claim code at which time you can start over with step 1.
Appendix 2

Setting Up and Checking Your GMU Email Account

Once you have obtained a username and password (see Appendix 1) in PatriotWeb, there are 3 tabs you can click on: Personal Information, Student Services and Employee Services. Under the Personal Information tab, one of the choices is "View Email Address". Click on that choice to find out your gmu email address.

To access your gmu email, go to mail.gmu.edu and click on the Faculty & Staff email box. Next, click on the yellow box that says "Login to 365". This will take you to a sign in page where you will enter your username and password - the same username and password you use to get into Patriot Web to access your time sheet. Once you get into the GMU email you can set it up to forward to another email address, or use it as is.

Please be sure that you are checking this email daily, or having it forwarded. You will receive reminders to submit your timesheet and other important information from Mason.

GMU Email Setup – Redirecting to Another Email Account

How do I automatically redirect all messages to another account?

Redirected messages will appear as coming from the original sender. Use a redirect message rule when you want replies to redirected messages to go to the original sender.

Note: Be sure to use Internet Explorer. These directions don’t work in some other browsers.

1. In Outlook Web App, select Settings > Options > Organize email > Inbox rules.
2. On the Inbox rules tab, select New, then Create a new rule for arriving messages.
3. Enter a name for your rule.
4. Under When the message arrives, select Apply to all messages.
5. Under Do the following, select Redirect the message to.
6. Select the address you want your mail sent to by double-clicking on it in the address book view. If the address you want to redirect to isn’t in the address book, you can enter the email address in the To field at the top of the window.
7. Select OK to save your selections and return to the new rule window.
8. Click “More Options”
9. Click “Add Action” box
10. In drop-down menu choose “Move, copy or delete”, then select “delete the message”.

11. Select Save to save your rule and return to the Inbox Rules tab.

What else do I need to know about redirect and forward rules?

- A copy of messages that you redirect and delete will remain in your Deleted Items folder in your mailbox and will still be counted against your mailbox limit. If you exceed your mailbox limit, you may be blocked from sending or receiving new messages and forwarding rules may not work until you delete enough messages to bring the total below your mailbox limit. To periodically empty the Deleted Items folder, right click on the folder and choose “empty folder”.

- When you create a forward or redirect rule, you can add more than one address to send to. The number of addresses you can send to may be limited, depending on the settings for your account. If you create a rule with more than one address, test it to be sure it works.

- If you don’t want a forward or redirect inbox rule to apply to all messages, choose any option other than Apply to all messages.
SAMPLE CONTRACT

MASON COMMUNITY ARTS ACADEMY of GEORGE MASON UNIVERSITY  
FACULTY CONTRACT FOR SEMESTER APPOINTMENT - Fall 2014 

Dear (Faculty Name),

I am pleased to offer you a semester appointment in the Mason Community Arts Academy for Fall 2014. Your appointment will include teaching 15 30-minute lessons to a private student. The lesson dates are as follows: September 8, 2014 - December 15, 2014. As a reminder, you have 1 Saturday Make-up Day available to use, if needed, during the semester - please consult with the instructor for a specific date. ALSO, there will be NO lessons scheduled November 26-28 due to Thanksgiving weekend.

The terms of the offer are as follows:
ACTIVENET RECEIPT#: 1006688.002 
Effective Date: September 8, 2014 
Course: Private Piano Lessons 
Days: Mondays, Time: 6:00pm to 6:30pm 
Student Name: Joe Smith, joe@smith.com  703-555-5555 
Pay Rate: $25 per lesson, Instructor G-Number G00000000 
Location: Academy Building 

YOUR TOTAL COMPENSATION WILL BE: $375. This amount will be divided into bi-weekly payments (via a GMU Timesheet) and automatically deposited in to your bank account.

Your appointment is subject to a background check run through the Human Resources Center of George Mason University and to following all of the policies and procedures set up by the Mason Community Arts Academy. It is also subject to cancellation in the event of insufficient enrollment with no compensation being due. As with all University employees, your appointment is contingent on the appropriation and availability of funds.

IMPORTANT: REPLY TO THIS EMAIL IMMEDIATELY TO SIGNIFY YOUR ACCEPTANCE OF THIS STUDENT AND THE TERMS OF THE CONTRACT. (You do NOT need to print and sign this contract.) IMPORTANT: Please add academy@gmu.edu to your Email Address Book to avoid these contract emails from getting sent to you Spam/Junk Folder.

By REPLYING to this email, you agree to the terms and conditions of this contract. This letter will constitute the entire employment agreement between you and the Mason Community Arts Academy. You also agree to follow all policies and procedures outlined by the Academy. This appointment is contingent upon the class(es) reaching sufficient enrollment and upon the appropriation and availability of funds.

MASON COMMUNITY ARTS ACADEMY STAFF
Missed Lesson Makeup Chart

Total makeup allowed in fall = 1, in spring = 2, summer = 0

**STUDENT IS SICK**

- Student notifies teacher by 11 am day of lesson (be flexible – use your best judgement)
- Give makeup lesson

**Student doesn’t notify teacher**

- No Make up

**DO I GIVE A MAKEUP LESSON?**

**STUDENT HAS FAMILY EMERGENCY**

- Student notifies teacher by 11 am day of lesson (be flexible – use your best judgement)
- Give makeup lesson

- Does not notify teacher
  - No Make up

**STUDENT MISSES FOR SOME OTHER REASON**

- No Make up

*Use your best judgement when offering makeup lessons for special student circumstances, and always talk with the PMI Coordinator first to ensure space availability for makeups outside of preset makeup dates.*
Acknowledgement Page

I acknowledge receipt of the Mason Community Arts Academy’s Faculty Manual. I understand that nothing contained in this Manual creates an employment contract, express or implied, between the Academy and me and that the policies, procedures and benefits contained therein may be changed at any time.

Acknowledgement:

Faculty Name:______________________________________________________________

Faculty Signature:__________________________________________________________

Date:_______________________________

Please complete this form, make a copy for you records and return it to the Director.