



**Faculty Senate
Executive Committee**
Thursday, November 8, 2012
3:00 p.m. – 5:00 p.m. – Adelbert Hall, Room M2

AGENDA

| | | |
|-----------|--|------------------------|
| 3:00 p.m. | Approval of minutes from the October 12, 2012 Executive Committee meeting, <i>attachment</i> | R. Dubin |
| 3:05 p.m. | Provost's Announcements | B. Baeslack |
| 3:10 p.m. | Chair's Announcements | R. Dubin |
| 3:15 p.m. | Tuition Exchange Program | N. Ziats |
| 3:30 p.m. | Graduate Student Leave Policy, <i>attachments</i> | C. Rozek M. Snider |
| 3:40 p.m. | Music Department Degree Name Changes, <i>attachments</i> | P. Bennett |
| 3:45 p.m. | Update on SAGES Governance Proposal | R. Dubin |
| 3:55 p.m. | Update on Course Evaluations | R. Dubin |
| 4:10 p.m. | Brief reports from Executive Committee members | J. Mansour D. Nance |
| 4:20 p.m. | Approval of November 20, 2012 Faculty Senate Agenda, <i>attachment</i> | R. Dubin |

**Faculty Senate Executive Committee
Minutes of the November 8, 2012 Meeting
Adelbert Hall, Room M2**

Committee Members in Attendance

| | | |
|------------------|-----------------|--------------|
| Bud Baeslack | Steve Garverick | David Singer |
| Richard Buchanan | Joseph Mansour | Rebecca Zirm |
| Gary Chottiner | William Merrick | |
| David Crampton | Dale Nance | |
| Robin Dubin | Leena Palomo | |

Committee Members Absent

Barbara Snyder
Patricia Higgins

Others Present

| | |
|----------------|----------------|
| Peter Bennett | Martin Snider |
| Christine Cano | Nicholas Ziats |

Charles Rozek

Call to Order

Prof. Robin Dubin, chair, Faculty Senate, called the meeting to order at 3:00p.m.

Approval of Minutes

The minutes of the October 12, 2012 meeting of the Faculty Senate Executive Committee were reviewed and approved.

Provost's Announcements

Provost Bud Baeslack reported that President Snyder was unable to attend the meeting because she is in Japan. The strategic planning steering committee will be meeting tomorrow and a strategic planning website will be launched shortly. Working groups are being formed and campus forums will be scheduled.

Chair's Announcements

1. Prof. Dubin thanked Prof. Gary Chottiner for serving as interim chair of FSCUE. Prof. Christine Cano will resume her duties as FSCUE chair after the November 13, 2012 FSCUE meeting.
2. The Faculty Senate Committee on Information and Communication Technology has endorsed the Faculty Personal System Support Recommendation that clarifies the hardware support and repair services provided to the faculty community by ITS. The Recommendation is posted on the Executive Committee Google site.
3. Prof. Dubin asked the committee for their opinion on whether the deans of the college/schools should be given access to the Executive Committee Google site. The committee agreed to provide access.

Tuition Exchange Program

Prof. Nicholas Ziats, chair, Committee on Faculty Compensation, presented information on the Tuition Exchange (TE) Program. The Committee on Faculty Compensation is recommending that CWRU participate in this program. The TE program expands the University's current faculty and staff tuition benefit so that it can be used at other institutions. Dependents of faculty and staff at other TE schools can apply to Case. The scholarships are competitive and not guaranteed. The intent is for this to be a revenue neutral program for Case that would enhance faculty and staff recruitment and retention. The

Provost's office is currently researching the specifics of the program and the committee decided that it should not be presented to the Faculty Senate until the research is complete.

Proposal for a Graduate Student Leave Policy

Prof. Martin Snider, chair, Committee on Graduate Studies presented a revised proposal for a graduate student leave policy. The Executive Committee, at its October 12, 2012 meeting, had approved sending the policy to the Faculty Senate for review at its October 25, 2012 meeting, but it had been subsequently removed from the Faculty Senate agenda after several members of the Committee on Graduate Studies objected to the changes made by the Executive Committee. The revised proposal, which had been unanimously approved by the Committee on Graduate Studies, clarifies the leave policy for supported graduate students (6 weeks for the birth mother or primary caregiver and 3 weeks for the other parent or domestic partner) and provides that the leave must be taken within 12 months of the birth or adoption. The revised policy is more in line with the leave provisions for CWRU staff and with NIH and NSF policies. Prof. Dale Nance moved to amend the policy to remove the words "birth mother or". The motion was seconded and the committee approved the amended policy. The committee voted to send the amended policy to the Faculty Senate for approval.

Music Department Degree Name Changes

Prof. Peter Bennett presented a proposal to rename three existing degrees in the Early Music Department. The name changes are intended to more accurately reflect the content of the degree programs and to make the degree names consistent. The Committee on Graduate Studies approved the changes. The Executive Committee approved sending the changes to the Senate for approval.

Update on SAGES Governance Proposal

Prof. Robin Dubin welcomed and introduced Prof. Christine Cano. Prof. Cano updated the committee on the status of the SAGES governance proposal. Two proposals will be reviewed by FSCUE at its November 13 meeting. The first proposal was drafted by the FSCUE Curriculum Subcommittee and gives the University Program Faculty (UPF) final authority over all curricular matters. It eliminates the role of the Faculty Senate in this process. The second proposal, drafted by Dean Jeffrey Wolcowitz, amends the first proposal to reinstate the role of the Faculty Senate. FSCUE will review both proposals and decide which one to endorse. FSCUE will also decide whether a UPF meeting should be called to discuss and subsequently vote on the proposal. A tentative date of November 26 has been set for a UPF meeting. The committee agreed that Prof. Dubin as chair of the Faculty Senate should call the meeting. If a proposal is adopted by the UPF, it would come before the Executive Committee and then the Faculty Senate.

Update on Course Evaluations

Prof. Dubin reported that FSCUE is in the process of soliciting feedback on the *purpose* of course evaluations. The language defining the *purpose* is also being considered by the Committees on Faculty Personnel and Graduate Studies. At FSCUE's November 27th meeting, the committee will decide whether to endorse this language and send it to the Executive Committee for review.

Report from the School of Law

Prof. Nance reported that employment prospects for law students have been declining because of the recession and restructuring within the legal market. As a result applications to law schools have also declined. To maintain a high quality class, the School of Law has reduced the size of its incoming class by one-third and is looking for new ways to generate revenue. They are expanding the LLM program as well as international exchange programs and are considering an online LLM program. The Ohio bar passage rate among the school's graduates has also declined as more students are moving out of state and taking other states' exams. With fewer CWRU graduates taking the Ohio bar, those who are unsuccessful represent a larger percentage.

Report from the Case School of Engineering

Prof. Joseph Mansour reported that the Executive Committee from CSE has met three times this semester. They have discussed the SAGES governance proposal as well as the purpose of course evaluations. The school is also reviewing the process by which its standing committee members are chosen so as to better align interests with committees. A proposal for post-tenure mentoring is being circulated among faculty members at the school.

Report from the School of Medicine

Prof. William Merrick reported that the Faculty Council at the SOM has established a budget and finance committee and that the committee is working on a salary plan. The school is also looking at teaching hour requirements for faculty whose primary role is in the classroom. The school has appointed a Vice Dean for Faculty Development and Diversity and is in the process of establishing a review committee for the evaluation of Dean Pamela Davis and her office.

Approval of the November 20, 2012 Faculty Senate Meeting Agenda

The Executive Committee voted to approve the agenda for the November 20, 2012 Faculty Senate after deleting the report on the Tuition Exchange Program.

The meeting was adjourned at 4:48 p.m.

Approved by the Faculty Senate Executive Committee



Rebecca Zirm
Secretary of the University Faculty

Faculty Senate Graduate Studies Committee

Graduate Student Leave Policy

Changes to Parental Leave Section

The Faculty Senate Graduate Studies Committee met November 5, 2012 and considered changes to the Parental Leave section of the policy. In considering this section of the policy, the committee took the following existing policies into consideration:

1. The University's Paid Parental Leave for Staff (Appendix 1). This offers up to 6 weeks of paid leave for birthmothers or primary caregivers and up to 3 weeks paid leave to the other parent or domestic partner. The leave must be used within 12 months of birth or adoption.
- 2) The University's Interim Faculty Parental Leave Policy (Appendix 2). This policy offers up to 16 weeks of paid parental leave during the academic year for faculty primary caregivers and up to 3 weeks for secondary caregivers and domestic partners. The leave must be used within 12 months.
- 3) NIH Kirschstein National Research Service Awards (Appendix 3). These fellowships allow for "up to 60 calendar days (equivalent to 8 work weeks) of parental leave per year for the adoption or the birth of a child when individuals in comparable training positions at the sponsoring institution have access to this level of paid leave for this purpose. Either parent is eligible for parental leave".
4. NSF Graduate Research Fellowship (Appendix 4). These fellowships offer paid leave so long as it is the policy of the host institution. Fellows are allowed a total of 3 months of leave during the 3-year term of the fellowship.

Based on these considerations, the Committee made two changes:

1. In line with staff policy, allow 6 weeks leave for birthmothers and primary caregivers and 3 weeks paid leave to the other parent or domestic partner. Note that this is a change from the version adopted by the Executive Committee in October, which gave 6 weeks to both partners.
2. Specify that the leave must be used within a 12-month period from birth or adoption. Note that the policy already states that there is no terminal leave. This will prevent the leave from being used beyond a predetermined period of support.

These changes make the policy similar to the University's leave policy for faculty and staff. They are also consistent with the leave policies for graduate fellows supported by the NIH and NSF. The changes to the leave policy were adopted by unanimous vote of the Graduate Studies Committee. The approved policy is included below.

Graduate Student Holiday, Vacation, Parental Leave and Sick Leave Policies

These policies apply to graduate students in the School of Graduate Studies who receive stipends that support their effort toward earning a degree during the period when they receive support. They represent the minimum to which graduate students are entitled.

If a graduate student receives a stipend, they will receive support for holidays, vacations, sick leave and parental leave as set forth below. The stipend support for those days will be at the same rate as for normal work days. For all anticipated leaves longer than two weeks, appropriate departmental approvals must be obtained and paperwork submitted to the Dean of School of Graduate Studies prior to the start of the leave.

These policies do not supersede other University policies concerning attendance or residence at the University, e.g. participating in classroom activities as a student or teaching assistant. These policies only apply to student effort toward earning a degree.

Holidays. Graduate students are entitled to observe University closings for Holidays and other recognized events. The University currently recognizes 8 named holidays, 1 university designated holiday and 1 personal floating holiday.

Vacations. Graduate students are allowed two weeks of vacation per calendar year (10 traditional work days) if they receive full support during a 12-month period. Students who receive less than 12 months of support are not entitled to vacation during the period of support. Vacation is not provided during the supported period when students receive support for part of the year. The dates of vacations must be approved in advance by the student's research mentor to ensure that time-sensitive work is not disrupted

Vacation days can be accrued from one year to the next year only with the prior written approval of the Program and only up to a maximum of 20 traditional work days, to allow for international travel, for example. There is no terminal leave.

The times between academic terms and the summer are considered part of the active training period and are not to be regarded as vacation time.

Sick Leave. Graduate students are entitled to two weeks (10 traditional work days) of sick leave per year, with no year-to-year accrual. Sick leave may be used for medical conditions related to pregnancy and childbirth. Under exceptional circumstances, additional sick leave days may be granted following receipt of a written request from a physician, and prior written approval by the Program.

Parental Leave. Graduate students are entitled to ~~six weeks of paid~~ parental leave ~~per annum~~ for the adoption or birth of a child. The birth mother or primary caregiver is entitled to 6 weeks leave and the other parent or domestic partner is entitled to 3 weeks leave. When both parents are supported graduate students, ~~each is eligible for a full six week~~the leave ~~either may be used~~ consecutively or together. The leave must be used within 12 months of birth or adoption. Parental leave must be approved in advance in

writing by the Program. It is permissible to add parental leave and sick leave together ~~to allow for eight weeks leave~~ for the adoption or birth of a child.

Unpaid leave. Students who require additional leave beyond what is stipulated above, must seek prior written approval from the Dean of School of Graduate Studies for an unpaid leave of absence. Approval for a leave of absence must be requested in advance by the student and the student should provide documentation for the leave request and obtain approval. Conditions for the leave and approval must be submitted to the Dean of School of Graduate Studies. Continued coverage of health insurance is allowable as permitted within the guidelines of University Health Services and with written approval by the Program and Dean of School of Graduate Studies.

Unused Leave. A student is not entitled to receive any form of compensation for any unused holidays, vacation days, sick leave, parental leave, and/or other accrued time off.

Disclaimers. These policies do not supersede any HR policy. In addition, these policies do not create a contractual relationship with any student and the policies may be amended at any time by the Faculty and the School of Graduate Studies.

Version approved by the Faculty Senate Committee on Graduate Studies, September, 2012 amended by the Executive Committee October, 2012 and by the Graduate Studies Committee on November 5, 2012.

Faculty Senate Graduate Studies Committee

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Parental Leave. Graduate students are entitled to paid parental leave for the adoption or birth of a child. The primary caregiver is entitled to 6 weeks leave and the other parent or domestic partner is entitled to 3 weeks leave. When both parents are supported graduate students, the leave may be used consecutively or together. The leave must be used within 12 months of birth or adoption. Parental leave must be approved in advance in writing by the Program. It is permissible to add parental leave

and sick leave together for the adoption or birth of a child.

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Paid Parental Leave

Policy no. IV-14

Effective date: 11/01/2008

Scope: Staff eligible for FMLA Leave for childbirth or parenting of newborn or newly adopted child, Categories 1, 2, and 3

Exclusions: Faculty; Staff who do not meet FMLA eligibility requirements

Policy Statement

Case Western Reserve University recognizes the need to support employees as they balance career, childbirth, and family life. This paid parental leave policy addresses family and work-life balance as legitimate, important, and vital to the success of the university. This policy allows for a specified period of paid leave to be taken within 12 months following the birth or **adoption of a child** and is administered in conjunction with the Family and Medical Leave Act of 1993 (FMLA). Paid parental leave will run concurrently with FMLA leave and is limited to a total of six weeks per birth/adoption event or nine weeks if both parents/partners are employees of Case (six weeks for the birth mother or primary care-giver and three weeks for the other parent, including a domestic partner, or one who is not the primary care-giver).

FMLA requires Case to provide up to 12 work weeks of unpaid, job-protected leave to "**eligible**" employees for certain family and personal medical reasons. To be "eligible" for FMLA leave, an employee must meet the following minimum requirements: be employed by Case at least 12 months prior to the commencement of the leave and have worked at least 1,250 hours during the 12-month period prior to the leave. The general FMLA provisions are posted in the Human Resources Department, Room 304 Crawford Hall and the Office of Equal Opportunity and Diversity, Room 310 Adelbert Hall and in the HR Policy No. IV-8, Absence and Leaves for Personal Medical, Family Medical, and Parenting Reasons under Family and Medical Leave Act (FMLA Leave Policy).

As provided in HR Policy No. IV-8, the FMLA Leave Policy, an employee may draw upon the 12-week allowance either intermittently or in total over a 12-month period based on the eligibility date. "**Eligibility date**" refers to the date of the employee's first FMLA leave within the previous 12 months. For example, if an employee has taken 8 weeks of leave during the past 12 months, an additional 4 weeks of leave may be taken. If an employee has used 4 weeks beginning February 1, 4 weeks beginning June 1, and 4 weeks beginning December 1, the employee would not be entitled to any additional leave until after February 1, of the following year. See policy and procedure IV-8, 8a, Absence and Leaves for Personal Medical, Family Medical, and Parenting Reasons Under the Family Medical Leave Act.

The purpose of this policy is to provide additional paid time off that can be taken by the birth mother, parent, or **adoptive parent** to recover from childbirth, or to care for a new child as a result of childbirth or adoption. Any leave for parenting must be completed within 12 months of the date of birth or **placement of a child**. Utilizing **paid parental leave** will not have a negative impact on employment status and may be combined with other employee earned paid time off, i.e., paid sick and/or vacation time, to achieve the maximum amount of paid time off from work. Intermittent leave for parenting due to childbirth or adoption is subject to approval by the supervisor in consultation with Employee Relations. Employees who require intermittent leave or a reduced work schedule must try to schedule their leaves so that they will not disrupt the department's operations.

Overview of Benefit

Eligible employees may receive **paid parental leave** for any of the following up to a maximum of six (6) weeks of paid parental leave under this policy for birth mothers and **primary care givers** AND up to three (3) weeks of paid parental leave for other parents, including domestic partners, who are non-primary care givers as follows:

- ▶ Up to six (6) weeks paid parental leave to the **birth mother** to recover from childbirth and/or to care for and bond with the newborn within 12 months of birth; OR
- ▶ Up to six (6) weeks paid parental leave to the **primary care giver** to care for and bond with a newly **adopted** child within 12 months from placement.

AND IF APPLICABLE

- ▶ Up to three (3) weeks paid parental leave to the **other parent**, including a **domestic partner**, to care for and bond with a newborn child within 12 months of **birth**; OR
- ▶ Up to three (3) weeks paid parental leave to the **other parent**, including a **domestic partner**, who is not the primary caregiver to care for and bond with a newly **adopted** child within 12 months from placement.
- ▶ If both parents/partners are employees, the maximum paid parental leave for both employees together is nine (9) weeks (6 weeks for the birth mother or primary care-giver and 3 weeks for the other parent, including a domestic partner, who is not the primary care-giver).
- ▶ No more than 6 weeks of paid parental leave is provided per employee per birth or adoption event. The number of children born or adopted at the same time will not affect the length of the paid parental leave for that event.
- ▶ Employees on **paid** parental leave:
 - remain in their Benelect program according to Benelect plan provisions
 - continue to accrue service time toward benefits based on active service.
- ▶ Once paid leave is exhausted, employees may continue on unpaid leave if appropriate documentation has been submitted, up to a total leave time of twelve (12) weeks.

Employees on an **unpaid** leave:

- must have exhausted all paid parental leave, sick pay (birth mother), and vacation pay
- remain in the Benelect program for 12 weeks according to plan provisions,
- upon return to work, adjustments will be made to their paycheck for Benelect payments made on their behalf.

See policy and procedure **IV-8, 8a**, Administering Leaves for Personal Medical, Family Medical, and Parenting Reasons Under the Family Medical Leave Act.

Benefits for Birth Mothers, Categories 1, 2, and 3

FMLA-qualifying birth mothers are eligible to receive six weeks of paid parental leave after the birth of their child(ren). When the need for parenting leave is known, the birth mother must notify her supervisor and submit both the Leave of Absence (LOA) form and the Certificate of Health Care Provider (CHP) to Employee Relations thirty (30) days in advance of the leave.

Any leave which commences prior to delivery due to a serious health condition is considered personal medical leave and must be authorized by a health care provider. Paid parental leave will not be available for personal medical leaves taken prior to the birth or adoption of the **child**; the employee would be required to exhaust any available sick and/or vacation time before commencing an unpaid leave. In this instance, employees in categories 2 and 3 who are on a personal medical leave due to a serious health condition unrelated to childbirth should apply for Short Term Disability benefits once they have met the 2-week waiting period and have exhausted all their paid time off.

Birth mothers have the option of electing to use paid parental leave in addition to their sick and vacation time at any point after delivery during the leave.

As provided in policy and procedure IV-8, 8a, Administering Leaves for Personal Medical, Family Medical, and Parenting Reasons Under the Family Medical Leave Act, once the mother is released by her physician to return to work, she may take the parenting leave intermittently only with supervisor's approval in consultation with Employee Relations. Employees who require intermittent leave or a reduced work schedule must try to schedule their leaves so that they will not disrupt the department's operations. Intermittent time off will be paid parental leave or paid by sick and/or vacation; no unpaid intermittent time off may be taken until paid parental leave and sick and vacation are exhausted. Any parenting leave must be taken within 12 months of the child's birth.

Benefits for Other Parents (Including Domestic Partners) – Birth of Child, Categories 1, 2, and 3

Other FMLA-qualifying parents (including domestic partners) are eligible to receive three weeks of paid parental leave after the birth of their child(ren). When the need for parenting leave is known, the parent must notify the supervisor and submit the LOA form to Employee Relations thirty (30) days in advance of the leave. After delivery, parents (including domestic partners) must provide a copy of the proof of birth to Employee Relations. Any parenting leave must be taken within 12 months of the child's birth. Employees on an unpaid leave must have exhausted all paid parental leave and vacation pay. Parents (including domestic partners) may take the parenting leave intermittently only with supervisor's approval in consultation with Employee Relations. Employees who require intermittent leave or a reduced work schedule must try to schedule their leaves so that they will not disrupt the department's operations. Intermittent time off will be paid parental leave or vacation; no unpaid intermittent time off may be taken until paid parental leave and vacation are exhausted.

Benefits for Adoptive Parents, Categories 1, 2, and 3

FMLA-qualifying employees who legally adopt a child are eligible to receive paid parental leave. The **primary care-giver** may receive up to six weeks of paid parental leave to care for and bond with a newly adopted child(ren). In addition, the primary care-giver has the option to use up to six weeks of their unused sick days and vacation day balance. The non-primary care-giver may receive up to three weeks of paid parental leave to care for and bond with a newly adopted child(ren). Paid parental leave is limited to a total of nine weeks if both parents/partners are employees of Case (six weeks for the primary care-giver and three weeks for the non-primary care-giver). When the need for parenting leave is known, the adoptive parent must notify the supervisor and submit the LOA form to Employee Relations thirty (30) days in advance of the leave. Upon placement for adoption, adoptive parents must provide a copy of the proof of placement to Employee Relations. Any parenting leave for adoption must be taken within 12 months of the child's placement. Employees on an unpaid leave must have exhausted all paid parental leave, and vacation pay. Adoptive parents may take the parenting leave intermittently only with supervisor's approval in consultation with Employee Relations. Employees who require intermittent leave or a reduced work schedule must try to schedule their leaves so that they will not disrupt the department's operations. Intermittent time off will be paid parental leave or paid by sick days (primary care-giver) and/or vacation; no unpaid intermittent time off may be taken until paid parental leave and vacation are exhausted.

Policy Administration: Joint responsibility of supervisor with the Employee Relations Office.

References: Policy IV-6 Vacation Days, Policy IV-8, Absence and Leaves for Personal Medical, Family Medical, and Parenting Reasons Under the Family and Medical Leave Act, Administering Leaves for Personal Medical, Family Medical, and Parenting Reasons Procedure (IV-8a), Policy IV-9 and Policy IV-10, Sick Days During Absences for Personal Medical, Family Medical, and Parenting Reasons, Adoption Leave (IV-13).

INTERIM FACULTY PARENTAL LEAVE POLICY

The Parental Leave Policy for faculty provides for:

- Up to sixteen weeks (16 weeks) of paid parental leave during the academic year(s) for faculty primary caregivers, including guardians, to care for and bond with a newborn, adopted or foster child under the age of 6; the leave period is expected to be continuous unless other arrangements are agreed to by the parent/faculty member and Dean of his or her respective School
- Up to 3 weeks of paid parental leave for secondary caregivers and domestic partners to care for and bond with a newborn, adopted, or foster child
- Both a mother and a father, as well as both domestic partners, foster parents and guardians who are employees of CWRU can take this leave
- The parents shall designate which caregiver is the primary and which one is the secondary under the University paid parental leave policies
- The paid parental leave workload release will replace the current workload release policy of teaching and service. The new policy releases a faculty member from research, scholarship, teaching and service duties
- For purposes of the 16 consecutive weeks, for a faculty on a nine-month contract, the year is defined as the first day of classes in August to graduation in May; for faculty on a twelve-month contract the year extends from July 1 to June 30.

Procedure

- Up to a 16 weeks of continuous paid parental leave for the primary caregiver at 100% of the pay and benefits the faculty member would have received that semester if not on leave to allow for the care and bonding with a newborn, adopted, or foster child (or children, in the case of multiple births, adoptions, or multiple placements). At the option of the faculty member, the parental leave provided by the Policy may be taken during the semester in which a child is born, adopted, or becomes a foster child, across a portion of two semesters, or during any subsequent semester that begins no later than twelve months after the birth, adoption, or placement of a foster child or child under guardianship allowing for the relief of a sixteen week workload (equivalent to a semester).
- Up to 3 weeks of paid parental leave is also available for secondary caregivers, domestic partners, foster parents, guardians, or adoptive parents to care for and bond with a newborn, adopted, foster, or child placed in guardianship (or children, in the case of multiple births, adoptions or multiple placements) within twelve months of birth, adoption, or placement.
- The parents shall determine which caregiver is the primary and which is the secondary.
- The parental leave policy runs concurrently with the Family Medical Leave Act (FMLA) leave specified in the HR Policy Manual and the benefits afforded under this new policy meet or exceed the rights afforded under the FMLA, as described above. To be eligible for the Paid Parental Leave under this policy, a faculty member must meet the eligibility requirements for FMLA leave as provided in the FMLA policy in the HR Policy Manual. The benefits afforded under this Policy are not in addition to those offered by the FMLA.
- The parental leave policy can be used in combination with existing University non-FMLA policies sequentially (not concurrently). For example, a faculty member could request a leave in the event of medical complications for the mother or child or children during birth or adoption. This enables available approved leave to extend beyond sixteen weeks where necessary.
- The Policy will apply to all FTE faculty who are at least 50% time as defined by the Faculty Handbook, across all Schools and Colleges
- Faculty members on leave shall be relieved of their normal duties and responsibilities during the period of leave including research, scholarship, teaching, and service responsibilities. The pre-tenure period can be extended during this period as provided in the provision on pre-tenure extensions stated in the Faculty Handbook. Being on leave shall not adversely impact any employee evaluation.
- Paid parental leave is separate from sick days. Use of parental leave has no effect on any remaining leave time of the faculty member.
- For a new faculty member not eligible for FMLA leave, the University will seek to make appropriate leave accommodations through a process administered by the Provost.

Appendix 3

RUTH L. KIRSCHSTEIN NATIONAL RESEARCH SERVICE AWARDS

(from grants.nih.gov/grants/policy/nihgps_2012/nihgps_ch11.htm)

11.2.13.1 Leave

Vacations and Holidays. Kirschstein-NRSA fellows may receive the same vacations and holidays available to individuals in comparable training positions at the sponsoring institution. Fellows shall continue to receive stipends during vacations and holidays. At academic institutions, the time between semesters or academic quarters generally is considered an active part of the training period and is not considered to be a vacation or holiday.

Sick Leave and Other Leave. Kirschstein-NRSA fellows may continue to receive stipends for up to 15 calendar days of sick leave per year. Under exceptional circumstances, this period may be extended by the NIH awarding IC in response to a written request from an AOR. Sick leave may be used for medical conditions related to pregnancy and childbirth.

Parental Leave. Kirschstein-NRSA fellows may receive stipends for up to 60 calendar days (equivalent to 8 work weeks) of parental leave per year for the adoption or the birth of a child when individuals in comparable training positions at the sponsoring institution have access to this level of paid leave for this purpose. Either parent is eligible for parental leave. The use of parental leave requires approval by the sponsor.

Terminal Leave. A period of terminal leave is not permitted, and payment may not be made from grant funds for leave not taken.

Unpaid Leave. Individuals requiring extended periods of time away from their research training experience, that is, more than 15 calendar days of sick leave or more than 60 calendar days of parental leave, must seek approval from the NIH awarding IC for an unpaid leave of absence. A request letter must be submitted by the AOR on behalf of the fellow and must advise the NIH awarding IC of the dates of the leave of absence. Upon approval of the request, the NIH awarding IC will issue a revised NoA extending the ending date of the current budget/project period by the appropriate number of days or months of unpaid leave time. Recipients are precluded from spending award funds during the leave of absence; although continued coverage of health insurance would be allowable if in accordance with policy of the sponsoring institution.

During a leave of absence, documentation to suspend the award and/or the accrual of service for calculating the payback obligation must be completed and retained by the sponsoring institution. When the fellowship is eventually terminated, the leave of absence must be clearly documented on the Termination Notice.

Appendix 4

Frequently Asked Questions about GRFP Fellowship Terms and Conditions for NSF GRFP Fellows March 2012

(from www.nsf.gov/pubs/2012/nsf12062/nsf12062.pdf)

111. Is there Family Leave available? Yes. Medical Deferrals may be requested when an extended absence (more than one month) is necessary due to medical (mental or physical health) or dependent-care (family leave) situations. NSF considers dependent care to include child care, adoption, maternity/paternity leave, elder care, and extended family illness.

114. Is there a paid Medical Deferral option? For Fellows on Tenure with an NSF-approved Medical Deferral, there is a limited paid leave option: (1) If the GRFP Institution's graduate student leave policies allow for paid leave, those leave policies apply; or (2) In the absence of paid graduate student leave policies at the GRFP Institution, Fellows may continue to receive stipend payments for a period not to exceed three months total during the three Tenure Years. The three months may be broken up into shorter, monthly time frames across multiple Tenure Years (e.g., use of two months of Stipend under Medical Deferral in Tenure Year 1 and one month in Tenure Year 3).

To: Faculty Senate Executive Committee
From: Faculty Senate Graduate Studies Committee
Re: Proposals from the Music Department
November 1, 2012

At the October 2012 meeting, the Graduate Studies Committee approved proposals from the Music Department by unanimous votes. These three proposals will rename degrees in Early Music. The goal is to rename three existing programs to make the names consistent and clearer.

Proposal to Rename Music Degrees

Three degrees in the Music Department, the MA in Early Music Performance Practices, the DMA in Early Music, and the PhD in Musicology with an emphasis in Early Music Performance Practices, were created at different times and given slightly different names, although they all have the same focus. The proposals will rename these programs to give them consistent names.

In addition, several years ago, the department hired a specialist in a fortepiano – an instrument from a later period than the department had previously included in the Early Music Performance curriculum. The use of the term "Historical Performance Practice" will include this later period.

The resulting proposals seek to rename the three degrees: MA in Historical Performance Practice, DMA in Historical Performance Practice, and PhD in Musicology with an emphasis in Historical Performance Practice, in accord with these considerations.

CWRU Action Form for Majors/Minors/Programs/Sequences/Degrees
(instructions on back)

Docket # _____

College/School: College of Arts & Sciences
Department: Music

PROPOSED: major
 minor
 program
 sequence
 degree

APPROVED
A&S C&P 12-16-11
A&S XCom 1-13-12
A&S Faculty 3-30-1

TITLE: _____

EFFECTIVE: Fall (semester) 2011 (year)

DESCRIPTION:

The Department of Music would like to consolidate the names of the graduate degree programs offered in the current Early Music program themselves. In the past, the MA was in Early Music Performance Practices, the DMA was in Early Music, and the PhD was in Musicology with an emphasis in Early Music Performance Practices. We are now referring to all three of these degrees as being in Historical Performance Practice.

Current Graduate Degree Offered:
DMA in Early Music

Degree offered with title modification:
DMA in Historical Performance Practice

This is a much-needed regularization of the terminology and well reflects how we think of our programs. Oberlin, for example, has programs in Historical Performance, but our programs have more emphasis on the academic side of things beyond performance, so "Historical Performance Practice" seems to embody that study. Also, faculty members have wanted to see a change of date for the period of coverage from "up to 1750" to "up to 1850," and "Early Music" no longer seemed an appropriate descriptor, even though we still approach the more recent repertoires with historical precepts in view.

Is this major/minor/program/sequence/degree: new
 modification
 replacement

If modification or replacement please elaborate: both the old and new program descriptions are attached . there are no degree requirement changes needed.

Does this change in major/minor/program/sequence/degree involve other departments? Yes No

If yes, which departments? _____

Contact person/committee: Ross Duffin

DMA 1

SIGNATURES:

DATE

Department Curriculum Chair(s)/Program Directors: MSD 11/1/11
Department Chair: MSD 11/1/11
College/School Curriculum Committee Chair: K. Hornath/cas 12-16-11
College/School Dean(s): G. Rabin/cas C. Rozek/cas 12-16-11
UUF Curriculum Committee Chair: _____

File copy sent to: _____ Registrar Office of Undergraduate Studies/Graduate Studies
Other: Senate Grad Studies Comm. & C. Rozek
sent 4-12-12

Case Western Reserve University
Department of Music

New

*Requirements for the
DMA in Historical Performance Practice*

This program in historical performance practice (up to 1850) combines advanced study in performance, music history, and performance practice. Students should expect to spend a minimum of three years in full-time study in Cleveland.

Admission information

Admission to the program is granted to those who demonstrate the potential to be leaders in the field of historical performance and who show excellent scholarly potential in music history and performance practice. An audition is required.

Audition Information

Three pieces are required, of differing style and character, with a total length of approximately 20 minutes. We are interested to observe the candidate's command of various national idioms, ornamentation styles, and other aspects of historical performance as well as the overall level of artistry.

Along with the application, candidates should submit an unedited digital audio or video recording for consideration by the admissions committee. From these, the committee will select those who will be invited to travel to Cleveland for a live audition and interview. For these on-campus auditions, it is expected that the candidate will provide an accompanist where applicable, unless arrangements have been made in advance to provide one through the Case Music Department. It is also possible to use the recording in lieu of the live audition, although a campus visit is strongly recommended as part of the audition process.

Coursework and Applied Music

All programs are formulated to suit the needs of the individual student (based in part on a diagnostic examination taken upon entering the program) and require the consent of the graduate advisor. A minimum of 36 hours of coursework is required (which includes the first two lecture-recitals - see below), together with 4 semesters of applied music (for zero credit) and comprehensive examinations (usually taken in early Fall of the 3rd year). After successful completion of comprehensive examinations, the student will advance to candidacy and undertake the 'final' lecture-recital (6 hours)

Coursework must include Bibliography and Research (MUHI 610), Introduction to Historical Performance Practice (MUHI 441), Medieval/Renaissance Notation (MUHI 443), Pre-Tonal Theory and Analysis (MUTH 416), Schenkerian Analysis (MUTH 424), and a total of at least three seminars (1-2 in Historical Performance Practice (MUHI 442) and 1-2 Doctoral Seminars in Musicology (MUHI 590)).

Applied music (MUAP) will generally be taken every semester that the student is on campus. Applied faculty will be chosen in consultation with the student.

Ensemble Participation

All students in this program will participate in one or more of the Case historical performance ensembles during each semester in which they are on campus. This is in order to benefit from working with the faculty, to learn repertory, and to contribute to the success of the ensembles.

Foreign Languages

Prior to the comprehensive examination, students must demonstrate ability to read in two languages approved by the graduate advisor as relevant to the student's research. (These are generally drawn from German, French, Italian, and Latin, though exceptions can be made.) Each examination consists of two excerpts on subjects related to the student's area of specialty (each excerpt ca. 200-300 words in length), one to be translated with the aid of a dictionary, one to be translated without dictionary. Two hours are permitted for the examination—one hour for each excerpt.

The minimum required level of reading ability is usually attained by the equivalent of two years of college-level study of the language plus further reading in musical and musicological writings in the language.

Lecture-Recitals and Documents

Three juried lecture-recitals are required (MUAP 751, 752 and 753, 12 hours total), each consisting of a 45 minute performance generally preceded by a 30-45 minute research-based lecture dealing with the musical, historical and performance practice issues relevant to the chosen repertoire. (The entire lecture-recital should not exceed 90 minutes). The jury will consist of three full-time music history/performance practice faculty members, one of whom will serve as an advisor, together with the appropriate applied music faculty (if possible). After securing a date acceptable to the jury and available on the Department calendar, the student will work with the advisor to prepare a lecture draft, which will be distributed to the entire jury no less than one month before the performance. The final version of the lecture will incorporate changes mandated by the jury. In addition, the advisor, along with the applied teacher, will monitor the preparation of the recital portion, and this will be previewed for the jury approximately one month before the public presentation. Inadequate preparation may result in postponement of the lecture-recital. The successful completion of the lecture-recital will be certified by a majority of the jury. The student will also have a debriefing session with the jury following the presentation to discuss ways for future improvement, as necessary.

A research document pertaining to each completed lecture-recital must be submitted. A single advisor will evaluate each of the first two documents (3 hours each): the third or 'final' document must be more substantial than the others (6 hours, undertaken once the student has advanced to candidacy) and will be evaluated by a committee consisting of no fewer than three of the music history/performance practice faculty.

Students are expected to publicize the lecture-recital by all appropriate means, in addition to its listing on the Department concert calendar. Lecture-recitals should be scheduled by November 1 or April 1 during the semester before the event.

Comprehensive Examination

The Comprehensive Examination is to be taken at the beginning of the third year of study, in late August or September. (DMA candidates should be aware that the examination will cover the entire range of music history, not just pre-1750.) It consists of two parts: written and oral. The orals are taken within two weeks of passing the written examinations. Both the written and the oral examinations can be repeated, but no more than once. Students will be provided with a laptop for use in all sections of the written exam.

The **written examination** is in two parts, the first of which is a general test on historical performance practice and the history of music from the Middle Ages to the present, given in four sections as follows:

| | |
|-----------------|---------------------------------------|
| Day 1: 9am-12pm | Historical Performance Practice (HPP) |
| Day 1: 2pm-4pm | Medieval and Renaissance |
| Day 2: 9am-11am | 17th and 18th Centuries |
| Day 2: 11am-1pm | 19th and 20th Centuries |

Questions are drawn from the entire field of Western music and are not necessarily related to topics covered in seminars. The HPP sections consists of two one-hour essays (chosen from four given topics) and four short questions (chosen from six). The other three sections each consist of two one-hour essays (chosen from four given topics).

The second part of the exam (taken on Day 3 from 9am-12pm) is an analysis test that requires a detailed critical commentary on compositional and contextual aspects on two works representative of different style periods.

Students will be given copies of their written exams shortly after their completion, and will be responsible for preparing for the oral follow-up exam, which will be scheduled about two weeks following the written exams. This **oral examination**, which extends over one and a half hours, focuses on questions posed in the written examination and on issues related to these questions.

Degree overlap

Students in the Case HPP MA program who wish to continue on to the DMA may formally petition to do so after three semesters of study. If the petition is granted, any coursework already taken will count towards the DMA requirements, and students will be exempt from the first DMA lecture-recital (MUAP 751 for 3 hours), completing instead the MA lecture-recital (MUAP 651 for 6 hours). The DMA comprehensive examinations will then be taken in early Fall of the fourth year at Case, rather than the third year as is normally required for DMA students.

Students who graduate from the Case HPP MA program, then later apply to enter the DMA program, will be required to complete 24 hours of coursework, instead of the 36 normally required for the DMA degree. For these students, the 24 required hours of coursework will include 3 hours of registration for the second DMA lecture-recital (MUAP 752).

Current

**Case Western Reserve University
Department of Music**

***Requirements for the
DMA in Early Music***

This program in early music (up to 1750) combines advanced study in performance, music history, and performance practices. Students should expect to spend a minimum of three years in full-time study in Cleveland.

Admission information

Admission to the program is granted to those who demonstrate the potential to be leaders in the field of early music and who show excellent scholarly potential in music history and performance practices. An audition is required.

Audition Information

Three pieces of differing style and character are required with a total length of approximately 20 minutes. The candidate will be considered on the basis of their command of various national idioms, ornamentation styles, and other aspects of historical performance as well as their overall level of artistry. It is expected that the candidate will provide an accompanist where applicable, unless arrangements have been made well in advance to provide one through the Case Music Department. It is also possible to submit a recording in lieu of a live audition, although a campus visit is strongly recommended as part of the audition process.

Coursework and Applied Music

All programs are formulated to suit the needs of the individual student (based in part on a diagnostic examination taken upon entering the program) and require the consent of the graduate advisor. A minimum of 36 hours of coursework is required (which includes the first two lecture recitals - see below), together with at 4 semesters of applied music (for zero credit) and comprehensive examinations (usually taken in the Fall of the 3rd year). After successful completion of comprehensive examinations, the student will advance to candidacy and undertake the 'final' lecture recital (6 hours)

Coursework must include Bibliography and Research (MUHI 610), Introduction to Early Music Performance Practices (MUHI 441), Medieval/Renaissance Notation (MUHI 443), Pre-Tonal Theory and Analysis (MUTH 416), Schenkerian Analysis (MUTH 424), and a total of at least three seminars (1-2 in Early Music Performance Practice (MUHI 442) and 1-2 Doctoral Seminars in Musicology (MUHI 590)).

Applied music (MUAP) will generally be taken every semester that the student is on campus. Applied faculty will be chosen in consultation with the student.

Lecture-Recitals and Documents

Three juried lecture-recitals are required (MUAP 751, 752 and 753, 12 hours total), each consisting of a 45 minute performance generally preceded by a 30-45 minute research-based lecture dealing with the musical, historical and performance practice issues relevant to the chosen repertoire. (The entire lecture recital should not exceed 90 minutes). The jury will consist of three full-time music history/performance practice faculty members, one of whom will serve as an advisor, together with the appropriate applied music faculty (if possible). After securing a date acceptable to the jury and available on the Department calendar, the student will work with the advisor to prepare a lecture draft, which will be distributed to the entire jury no less than one month before the performance. The final version of the lecture will incorporate changes mandated by the jury. The advisor, along with the applied teacher, will monitor the preparation of the recital portion, whilst the successful completion of the lecture-recital will be certified by a majority of the jury.

A research document pertaining to each lecture recital must then be submitted. A single advisor will evaluate each of the first two documents (3 hours each): the third or 'final' document must be more substantial than the others (6 hours, undertaken once the student has advanced to candidacy) and will be evaluated by a committee consisting of no fewer than three of the music history/performance practice faculty.

Students are expected to publicize the lecture-recital by all appropriate means, in addition to its listing on the Department concert calendar. Lecture-recitals should be scheduled by November 1 or April 1 during the semester before the event.

Ensemble Participation

All students in this program will participate in one or more of the Case early music ensembles during each semester in which they are on campus.

Foreign Languages

Prior to the comprehensive examination, students must demonstrate ability to read in two languages approved by the graduate advisor as relevant to the student's research. (These are generally drawn from German, French, Italian, and Latin, though exceptions can be made.) Each examination consists of two excerpts on subjects related to the student's area of specialty (each excerpt ca. 200-300 words in length), one to be translated with the aid of a dictionary, one to be translated without dictionary. Two hours are permitted for the examination—one hour for each excerpt.

The minimum required level of reading ability is usually attained by the equivalent of two years of college-level study of the language plus further reading in musical and musicological writings in the language.

Comprehensive Examination

The Comprehensive Examination is to be taken at the beginning of the third year of study, in September. (DMA candidates should be aware that the examination will cover the entire range of music history, not just pre-1750.) It consists of two parts: written and oral. The orals are taken within two weeks of passing the written examinations. Both the written and the oral examinations can be repeated, but no more than once. Students will be provided with a laptop for use in all sections of the written exam.

The **written examination** is in two parts, the first of which is a general test on early music performance practices and the history of music from the Middle Ages to the present, given in four sections as follows:

| | |
|-----------------|--|
| Day 1: 9am-12pm | Early Music Performance Practices (EMPP) |
| Day 1: 2pm-4pm | Medieval and Renaissance |
| Day 2: 9am-11am | 17th and 18th Centuries |
| Day 2: 11am-1pm | 19th and 20th Centuries |

Questions are drawn from the entire field of Western music and are not necessarily related to topics covered in seminars. The EMPP sections consists of two one-hour essays (chosen from four given topics) and four short questions (chosen from six). The other three sections each consist of two one-hour essays (chosen from four given topics).

The second part of the exam (taken on Day 3 from 9am-12pm) is an analysis test that requires a detailed critical commentary on compositional and contextual aspects on two works representative of different style periods.

The **oral examination**, which extends over one and a half hours, focuses on questions posed in the written examination and on issues related to these questions.

Degree overlap

Students in the Case EMPP MA program who wish to continue on to the DMA may formally petition to do so in their second year of study. Any coursework already taken will count towards the DMA requirements, and students should register for the first DMA lecture recital (MUAP 751 for 3 hours) rather than the MA lecture recital (MUAP 651 for 6 hours). The DMA comprehensive examinations will then be taken in the Fall of the fourth year at Case, rather than the third year as is normally required for DMA students.

Students who graduate from the Case EMPP MA program, then later petition to enter the DMA program, will be required to complete 24 hours of coursework, instead of the 36 normally required for the DMA degree.

CWRU Action Form for Majors/Minors/Programs/Sequences/Degrees
(instructions on back)

Docket # _____

College/School: College of Arts & Sciences
Department: Music

PROPOSED: major
 minor
 program
 sequence
 degree

APPROVED
A&SCEP 12-16-11
A&S X Com 1-13-12
A&S Faculty 3-30-12

TITLE: _____

EFFECTIVE: Fall (semester) 2012 (year)

DESCRIPTION:

The Department of Music would like to consolidate the names of the graduate degree programs offered in the current Early Music program themselves. In the past, the MA was in Early Music Performance Practices, the DMA was in Early Music, and the PhD was in Musicology with an emphasis in Early Music Performance Practices. We are now referring to all three of these degrees as being in Historical Performance Practice.

Current Graduate Degree Offered:
MA in Early Music Performance

Degree offered with title modification:
MA in Historical Performance Practice

This is a much-needed regularization of the terminology and well reflects how we think of our programs. Oberlin, for example, has programs in Historical Performance, but our programs have more emphasis on the academic side of things beyond performance, so "Historical Performance Practice" seems to embody that study. Also, faculty members have wanted to see a change of date for the period of coverage from "up to 1750" to "up to 1850," and "Early Music" no longer seemed an appropriate descriptor, even though we still approach the more recent repertoires with historical precepts in view.

Is this major/minor/program/sequence/degree: new
 modification
 replacement

If modification or replacement please elaborate: both the old and new program descriptions are attached . there are no degree requirement changes needed.

Does this change in major/minor/program/sequence/degree involve other departments? Yes No

If yes, which departments? _____

Contact person/committee: Ross Duffin

MA 1

SIGNATURES:

DATE

Department Curriculum Chair(s)/Program Directors: _____

MSD

11/1/11

Department Chair: _____

MSD

11/1/11

College/School Curriculum Committee Chair: *R. Harvath/cad*

12-16-11

College/School Dean(s): *G. Robin/cad*

Chazak/cad

12-16-11

UUF Curriculum Committee Chair: _____

File copy sent to:

Registrar

Office of Undergraduate Studies/Graduate Studies

Other:

Senate Grad Studies Comm - Chazak

/sent 4/12/12

Case Western Reserve University
Department of Music

New

*Requirements for the
MA in Historical Performance Practice*

This is a specialized program within the MA degree in musicology offered by the Case Music Department. It deals with repertoires and performance practice from the earliest notated music up to 1850. Students should expect to spend a minimum of two years in full-time study in Cleveland.

Admission Information

Admission to the program is granted to those who demonstrate a high level of historical performance skill and good scholarly potential. A Diagnostic Examination in Music History and Music Theory will be administered to entering students to determine if there are deficiencies in any of these areas. If deficiencies are found, remedial courses will be required with the consequent extension of the hours required beyond the minimum.

Students in this program who demonstrate exceptional accomplishment may petition to enter either the DMA or the PhD in Historical Performance Practice degree program before the completion of the MA degree. On this possibility, see the Degree Overlap section below.

Audition Information

Three pieces are required, of differing style and character, with a total length of approximately 20 minutes. We are interested to observe the candidate's command of various national idioms, ornamentation styles, and other aspects of historical performance as well as the overall level of artistry.

Along with the application, candidates should submit an unedited digital audio or video recording for consideration by the admissions committee. From these, the committee will select those who will be invited to travel to Cleveland for a live audition and interview. For these on-campus auditions, it is expected that the candidate will provide an accompanist where applicable, unless arrangements have been made in advance to provide one through the Case Music Department. It is also possible to use the recording in lieu of the live audition, although a campus visit is strongly recommended as part of the audition process.

Coursework and Applied Music

All programs are formulated to suit the needs of the individual student and require the consent of the graduate advisor. A minimum of 21 hours of coursework, seminars and tutorials is required, including Bibliography and Research (MUHI 610), Introduction to Historical Performance Practice (MUHI 441), Medieval/Renaissance Notation (MUHI 443), Pre-Tonal Theory and Analysis (MUTH 416), and a minimum of one Seminar in Historical Performance Practice (MUHI 442). Students intending to proceed to doctoral work are strongly advised to take Schenkerian Analysis (MUTH 424). In addition, a minimum of two semesters of applied music (MUAP) is required for zero credit, along with 6 credit hours of registration for the lecture-recital and document (MUAP 651). On this, see below.

Ensemble Participation

All students in this program will participate in one or more of the Case historical performance ensembles during each semester in which they are on campus. This is in order to benefit from working with the faculty, to learn repertory, and to contribute to the success of the ensembles.

Foreign Languages

Students must demonstrate ability to read one language approved by the graduate advisor as relevant to the student's research. (These are generally drawn from German, French, Italian, and Latin, though exceptions can be made.) The examination consists of two excerpts on subjects related to the student's area of specialty (each excerpt ca. 200-300 words in length), one to be translated with the aid of a dictionary, one to be translated without dictionary. Two hours are permitted for the examination—one hour for each excerpt.

The minimum required level of reading ability is usually attained by the equivalent of two years of college-level study of the language plus further reading in musical and musicological writings in the language.

Lecture-Recital and Document

One juried lecture-recital is required, accompanied by a written document (MUAP 651). The 6 credit hours of registration for this are in addition to the required 21 hours of coursework. The jury will consist of three full-time faculty members who have agreed to act in that capacity, one of whom will serve as the advisor. After securing a date acceptable to the jury and available on the Department calendar, the student will work with the advisor to prepare a lecture draft which will be distributed to the entire jury no less than one month before the performance. The final version of the lecture will incorporate changes mandated by the jury. In addition, the advisor, along with the applied teacher, will monitor the preparation of the recital portion, and this will be previewed for the jury approximately one month before the public presentation. Inadequate preparation may result in postponement of the lecture-recital. The successful completion of the lecture-recital will be certified by a majority of the jury.

Generally, the lecture and performance components will be of approximately equal length, with the overall event not exceeding ninety minutes, including intermission(s). The accompanying document will be finished after the lecture-recital with the further advice and ultimate approval of the advisor. The student will also have a debriefing session with the jury following the presentation to discuss ways for future improvement, as necessary.

Students are expected to publicize the lecture-recital by all appropriate means, in addition to its listing on the Department concert calendar. Lecture-recitals should be scheduled by November 1 or April 1 during the semester before the event.

Degree Overlap

Students in the Case HPP MA program who wish to continue on to the DMA or the PhD may formally petition to do so after three semesters of study. If the petition is granted, any coursework already taken will count towards the doctoral requirements, and DMA students will be exempt from the first lecture-recital (MUAP 751 for 3 hours), completing instead the MA lecture-recital (MUAP 651 for 6 hours). The doctoral comprehensive examinations will then be taken in early Fall of the fourth year at Case, rather than the third year as is normally required for doctoral students.

Students who graduate from the Case HPP MA program, then later apply to enter the DMA or PhD program, will be required to complete 24 hours of coursework, instead of the 36 normally required for the doctoral degree. For DMA students, the 24 required hours of coursework will include 3 hours of registration for the second DMA lecture-recital (MUAP 752).

**Case Western Reserve University
Department of Music**

Current

*Requirements for the
MA in Early Music Performance Practices*

This is a specialized program within the MA degree in musicology offered by the Case Music Department. It focuses on the performance practice of music before 1750.

Admission Information

Admission to the program is granted to those who demonstrate a high level of early music performance skill and good scholarly potential. A Diagnostic Examination in Music History and Music Theory will be administered to entering students to determine if there are deficiencies in any of these areas. If deficiencies are found, remedial courses will be required with the consequent extension of the hours required beyond the minimum.

Students in this program who demonstrate exceptional accomplishment may petition to enter either the DMA in Early Music or the PhD in Early Music Performance Practices degree program before the completion of the MA degree. On this possibility, see the Degree Overlap section below.

Audition Information

Three pieces are required, of differing style and character, with a total length of approximately 20 minutes. We are interested to observe the candidate's command of various national idioms, ornamentation styles, and other aspects of historical performance as well as the overall level of artistry. It is expected that the candidate will provide an accompanist where applicable, unless arrangements have been made well in advance to provide one through the Case Music Department. It is also possible to submit a tape in lieu of a live audition, although a campus visitation is strongly recommended as part of the audition process.

Course Work and Applied Music

All programs are formulated to suit the needs of the individual student and require the consent of the graduate advisor. A minimum of 21 hours of course work, seminars and tutorials is required, including Bibliography and Research (MUHI 610), Introduction to Early Music Performance Practices (MUHI 441), Medieval/Renaissance Notation (MUHI 443), Pre-Tonal Theory and Analysis (MUTH 416), and a minimum of one Seminar in Early Music Performance Practice (MUHI 442). Students intending to proceed to doctoral work are strongly advised to take Schenkerian Analysis (MUTH 424). In addition, a minimum of two semesters of applied music (MUAP) is required for zero credit, along with 6 credit hours of registration for the lecture-recital and document (MUAP 651). On this, see below.

Ensemble Participation

All students in this program will participate in one or more of the Case early music ensembles during each semester in which they are on campus.

Foreign Languages

Students must demonstrate ability to read two languages approved by the graduate advisor as relevant to the student's research. (These are generally drawn from German, French, Italian, and Latin, though exceptions can be made.) Each examination consists of two excerpts on subjects related to the student's area of specialty (each excerpt ca. 200-300 words in length), one to be translated with the aid of a dictionary, one to be translated without dictionary. Two hours are permitted for the examination—one hour for each excerpt.

The minimum required level of reading ability is usually attained by the equivalent of two years of college-level study of the language plus further reading in musical and musicological writings in the language.

Lecture-Recital and Document

One juried lecture-recital is required, accompanied by a written document (MUAP 651). The 6 credit hours of registration for this are in addition to the required 21 hours of coursework. The jury will consist of three full-time faculty members who have agreed to act in that capacity, one of whom will serve as the advisor. After securing a date acceptable to the jury and available on the Department calendar, the student will work with the advisor to prepare a lecture draft which will be distributed to the entire jury no less than one month before the performance. The final version of the lecture will incorporate changes mandated by the jury. The advisor, along with the applied teacher, will monitor the preparation of the recital portion.

Generally, the lecture and performance components will be of approximately equal length, with the overall event not exceeding ninety minutes, including intermission(s). The successful completion of the lecture-recital will be certified by a majority of the jury. The accompanying document will be finished after the lecture-recital with the further advice and ultimate approval of the advisor.

Students are expected to publicize the lecture-recital by all appropriate means, in addition to its listing on the Department concert calendar. Lecture-recitals should be scheduled by November 1 or April 1 during the semester before the event.

Degree Overlap

Students in the Case EMPP MA program who wish to continue on to the DMA may formally petition to do so in their second year of study. Any coursework already taken will count towards the DMA requirements, and students should register for the first DMA lecture recital (MUAP 751 for 3 hours) rather than the MA lecture recital (MUAP 651 for 6 hours). The DMA comprehensive examinations will then be taken in the Fall of the fourth year at Case, rather than the third year as is normally required for DMA students.

Students who graduate from the Case EMPP MA program, then later petition to enter the DMA program, will be required to complete 24 hours of coursework, instead of the 36 normally required for the DMA degree.

CWRU Action Form for Majors/Minors/Programs/Sequences/Degrees
(instructions on back)

Docket # _____

College/School: College of Arts & Sciences
Department: Music

PROPOSED: major
 minor
 program
 sequence
 degree

APPROVED
A&S COP 12-16-11
A&S X Com 1-13-12
A&S Faculty 3-30-12

TITLE: _____
EFFECTIVE: Fall (semester) 2011 (year)

DESCRIPTION:

The Department of Music would like to consolidate the names of the graduate degree programs offered in the current Early Music program themselves. In the past, the MA was in Early Music Performance Practices, the DMA was in Early Music, and the PhD was in Musicology with an emphasis in Early Music Performance Practices. We are now referring to all three of these degrees as being in Historical Performance Practice.

Current Graduate Degree Offered:
PhD in Musicology
Early Music Performance Practices Concentration

Degree offered with title modification:
PhD in Musicology with an emphasis in Historical Performance Practice

This is a much-needed regularization of the terminology and well reflects how we think of our programs. Oberlin, for example, has programs in Historical Performance, but our programs have more emphasis on the academic side of things beyond performance, so "Historical Performance Practice" seems to embody that study. Also, faculty members have wanted to see a change of date for the period of coverage from "up to 1750" to "up to 1850," and "Early Music" no longer seemed an appropriate descriptor, even though we still approach the more recent repertoires with historical precepts in view.

Is this major/minor/program/sequence/degree: new
 modification
 replacement

If modification or replacement please elaborate: Both the old and new program descriptions are attached. There are no degree requirement changes needed.

Does this change in major/minor/program/sequence/degree involve other departments? Yes No

If yes, which departments? _____

Contact person/committee: Ross Duffin

PhD 1

SIGNATURES:

Department Curriculum Chair(s)/Program Directors: _____

Department Chair: _____

College/School Curriculum Committee Chair: R. Herrick/cao

College/School Dean(s): A. Kamin/cao

UUF Curriculum Committee Chair: _____

DATE

11/1/11

11/2/11

12-16-11

File copy sent to:

Registrar

Office of Undergraduate Studies/Graduate Studies

Other:

Send to Grad Studies Comm & C. Lopez

sent 4-12-12

Case Western Reserve University
Department of Music

New

*Requirements for the PhD in Musicology with emphasis in
Historical Performance Practice*

This is a specialized program within the PhD degree in Musicology offered by the Case Music Department. Study in this program leads to a research degree that combines comprehensive knowledge of historical performance practice (up to 1850) and music history. A minimum of three years of full-time study in Cleveland should be expected, plus whatever time is needed to prepare for the comprehensive examination, present the lecture-recital, and complete the dissertation (see below).

Admission Information

Admission to the program is granted to those who demonstrate a high degree of skill in historical performance and excellent scholarly potential in music history and performance practice. Admission requirements include those for the PhD in Musicology plus an audition.

Audition Information

Three pieces are required, of differing style and character, with a total length of approximately 20 minutes. We are interested to observe the candidate's command of various national idioms, ornamentation styles, and other aspects of historical performance as well as the overall level of artistry.

Along with the application, candidates should submit an unedited digital audio or video recording for consideration by the admissions committee. From these, the committee will select those who will be invited to travel to Cleveland for a live audition and interview. For these on-campus auditions, it is expected that the candidate will provide an accompanist where applicable, unless arrangements have been made in advance to provide one through the Case Music Department. It is also possible to use the recording in lieu of the live audition, although a campus visit is strongly recommended as part of the audition process.

Coursework and Applied Music

All programs are formulated to suit the needs of the individual student (based in part on a diagnostic examination taken upon entering the program) and require the consent of the graduate advisor. A minimum of 36 hours of course work, seminars and tutorials is required, which must include Bibliography and Research (MUHI 610), Introduction to Historical Performance Practice (MUHI 441), Medieval/Renaissance Notation (MUHI 443), Pre-Tonal Theory and Analysis (MUTH 416), Schenkerian Analysis (MUTH 424), two Seminars in Historical Performance Practice (MUHI 442), two Doctoral Seminars in Musicology (MUHI 590), and the PhD Lecture-Recital & Document (MUAP 751; see below). In addition, a minimum of three semesters of applied music lessons (MUAP 501, 502, etc.) is required for zero credit hours.

Ensemble Participation

All students in this program will participate in one or more of the Case historical performance ensembles during each semester in which they are on campus. This is in order to benefit from working with the faculty, to learn repertory, and to contribute to the success of the ensembles.

Foreign Languages

Prior to the comprehensive examination, students must demonstrate ability to read in two languages approved by the graduate advisor as relevant to the student's research. (These are generally drawn from German, French, Italian, and Latin, though exceptions can be made.) Each examination consists of two excerpts on subjects related to the student's area of specialty (each excerpt ca. 200-300 words in length), one to be translated with the aid of a dictionary, one to be translated without dictionary. Two hours are permitted for the examination—one hour for each excerpt.

The minimum required level of reading ability is usually attained by the equivalent of two years of college-level study of the language plus further reading in musical and musicological writings in the language.

Comprehensive Examination

The Comprehensive Examination is to be taken at the beginning of the third year of study, in September. It consists of two parts: written and oral. The orals are taken within two weeks of the written exam. Both the written and the oral examinations can be repeated, but no more than once. Students will be provided with a laptop for use in all sections of the written exam.

The **written examination** is in two parts, the first of which is a general test on historical performance practice and the history of music from the Middle Ages to the present, given in four sections as follows:

| | |
|---------------------|---------------------------------------|
| Day 1: 9 am - 12 pm | Historical Performance Practice (HPP) |
| Day 1: 2 pm - 4 pm | Medieval and Renaissance |
| Day 2: 9 am - 11 am | 17th and 18th Centuries |
| Day 2: 11 am - 1 pm | 19th and 20th Centuries |

Questions are drawn from the entire field of Western music and are not necessarily related to topics covered in seminars. The HPP section consists of two one-hour essays (chosen from four given topics) and four short questions (chosen from six). The other sections each consist of two one-hour essays (chosen from four given topics).

The second part of the written exam is an analysis test that requires a detailed critical commentary on compositional and contextual aspects of two works representative of different style periods. The analysis test is an open book examination, administered in Haydn Hall, which takes place on Day 3 from 9 am - 5 pm.

Students will be given copies of their written exams shortly after their completion, and will be responsible for preparing for the oral follow-up exam, which will be scheduled about two weeks following the written exams. This **oral examination**, which extends over one and a half hours, focuses on questions posed in the written examination and on issues related to these questions.

Lecture-Recital

One juried lecture-recital, relating to the topic of the student's dissertation, is required (MUAP 751 for zero credit hours). It is generally presented as the dissertation nears completion. The jury will consist of three full-time faculty members, including the dissertation advisor. After securing a date acceptable to the jury and available on the Department calendar, the student will work with the advisor to prepare a lecture draft, which will be distributed to the entire jury no less than one month before the performance. The final version of the lecture will incorporate changes mandated by the jury. In addition, the advisor, along with the applied teacher, will monitor the preparation of the recital portion, and this will be previewed for the jury approximately one month before the public presentation. Inadequate preparation may result in postponement of the lecture-recital. Generally, the lecture and performance components will be of approximately equal length, with the overall event not exceeding ninety minutes, including intermission(s). The successful completion of the lecture-recital will be certified by a majority of the jury. The student will also have a debriefing session with the jury following the presentation to discuss ways for future improvement, as necessary.

Students are expected to publicize the lecture-recital by all appropriate means, in addition to its listing on the Department concert calendar. Lecture-recitals should be scheduled by November 1 or April 1 during the semester before the event.

Dissertation

A minimum of 18 credit hours of registration is required for the dissertation. (See requirements for PhD in musicology.) These 18 credit hours are in addition to the required 36 credit hours of coursework. The dissertation itself must be a significant scholarly contribution in the fields of musicology and historical performance practice. (See the Case Western Reserve University [guidelines for doctoral dissertations](#).)

**Case Western Reserve University
Department of Music**

Current

*Requirements for the PhD in Musicology with emphasis in
Early Music Performance Practices*

This is a specialized program within the PhD degree in Musicology offered by the Case Music Department. Study in this program leads to a research degree that combines comprehensive knowledge of music history, early music performance practices (up to 1750), and performance of early music (also up to 1750). A minimum of three years of full-time study in Cleveland should be expected, plus whatever time is needed to prepare for the comprehensive examination, complete the lecture recital and document, and complete the dissertation (see below).

Admission Information

Admission to the program is granted to those who demonstrate a high degree of skill in early music performance and excellent scholarly potential in music history. Admission requirements include those for the PhD in Musicology plus an audition.

Audition Information

Three pieces are required, of differing style and character, with a total length of approximately 20 minutes. We are interested to observe the candidate's command of various national idioms, ornamentation styles, and other aspects of historical performance as well as the overall level of artistry. It is expected that the candidate will provide an accompanist where applicable, unless arrangements have been made well in advance to provide one through the Case Music Department. It is also possible to submit a recording in lieu of a live audition, although a campus visitation is strongly recommended as part of the audition process.

Coursework and Applied Music

All programs are formulated to suit the needs of the individual student (based in part on a diagnostic examination taken upon entering the program) and require the consent of the graduate advisor. A minimum of 36 hours of course work, seminars and tutorials is required, which must include Bibliography and Research (MUHI 610), Introduction to Early Music Performance Practices (MUHI 441), Medieval/Renaissance Notation (MUHI 443), Pre-Tonal Theory and Analysis (MUTH 416), Schenkerian Analysis (MUTH 424), two Seminars in Early Music Performance Practice (MUHI 442), two Doctoral Seminars in Musicology (MUHI 590), and the PhD Lecture-Recital & Document (MUAP 751; see below). In addition, a minimum of three semesters of applied music lessons (MUAP 501, 502, etc.) is required for zero credit hours.

Ensemble Participation

All students in this program will participate in one or more of the Case early music ensembles during each semester in which they are on campus.

Foreign Languages

Prior to the comprehensive examination, students must demonstrate ability to read in two languages approved by the graduate advisor as relevant to the student's research. (These are generally drawn from German, French, Italian, and Latin, though exceptions can be made.) Each examination consists of two excerpts on subjects related to the student's area of specialty (each excerpt ca. 200-300 words in length), one to be translated with the aid of a dictionary, one to be translated without dictionary. Two hours are permitted for the examination—one hour for each excerpt.

The minimum required level of reading ability is usually attained by the equivalent of two years of college-level study of the language plus further reading in musical and musicological writings in the language.

Comprehensive Examination

The Comprehensive Examination is to be taken at the beginning of the third year of study, in September. It consists of two parts: written and oral. The orals are taken within two weeks of the written exam. Both the written and the oral examinations can be repeated, but no more than once. Students will be provided with a laptop for use in all sections of the written exam.

The **written examination** is in two parts, the first of which is a general test on early music performance practices and the history of music from the Middle Ages to the present, given in four sections as follows:

| | |
|-----------------|--|
| Day 1: 9am-12pm | Early Music Performance Practices (EMPP) |
| Day 1: 2pm-4pm | Medieval and Renaissance |
| Day 2: 9am-11am | 17th and 18th Centuries |
| Day 2: 11am-1pm | 19th and 20th Centuries |

Questions are drawn from the entire field of Western music and are not necessarily related to topics covered in seminars. The EMPP section consists of two one-hour essays (chosen from four given topics) and four short questions (chosen from six). The other sections each consist of two one-hour essays (chosen from four given topics).

The second part of the written exam is an analysis test that requires a detailed critical commentary on compositional and contextual aspects of two works representative of different style periods. The analysis test is an open book examination, administered in Haydn Hall, which takes place on Day 3 from 9am-5pm.

The **oral examination**, which extends over one and a half hours, focuses on questions posed in the written examination and on issues related to these questions.

Lecture-Recital and Document

One juried lecture-recital, generally relating to the topic of the student's dissertation, is required, accompanied by a written document. The 3 credit hours of registration for this (MUAP 751) are included in the required 36 hours of coursework. The jury will consist of three full-time faculty members who have agreed to act in that capacity, one of whom will serve as the advisor. After securing a date acceptable to the jury and available on the Department calendar, the student will work with the advisor to prepare a lecture draft, which will be distributed to the entire jury no less than one month before the performance. The final version of the lecture will incorporate changes mandated by the jury. The advisor, along with the applied teacher, will monitor the preparation of the recital portion.

Generally, the lecture and performance components will be of approximately equal length, with the overall event not exceeding ninety minutes, including intermission(s). The successful completion of the lecture-recital will be certified by a majority of the jury. The accompanying document will be finished after the lecture-recital with the further advice and ultimate approval of the advisor.

Students are expected to publicize the lecture-recital by all appropriate means, in addition to its listing on the Department concert calendar. Lecture-recitals should be scheduled by November 1 or April 1 during the semester before the event.

Dissertation

A minimum of 18 credit hours of registration is required for the dissertation. (See requirements for PhD in musicology.) These 18 credit hours are in addition to the required 36 credit hours of coursework. The dissertation itself must be a significant scholarly contribution in the fields of musicology and early music performance practices. (See the Case Western Reserve University guidelines for doctoral dissertations.)