



# Belmont Academy

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**Faculty Handbook**

**2018-2019**



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# Welcome to Belmont Academy!

## Who Are We?

Belmont Academy was founded by Linda Ford and Dr. Jerry Warren in 1981 as the Piano Preparatory Department of the Belmont University School of Music. In May of 1996, the University established Belmont Academy to offer lessons in all disciplines. Belmont Academy was founded by Mrs. Linda Ford and Dr. Jerry Warren in 1981 as the Piano Preparatory Department of the Belmont University School of Music. In May of 1996, the University established Belmont Academy to offer lessons in all disciplines. The Academy currently offers private lessons in three major areas of instruction: Piano, Instrumental and Voice. Since its inception, Belmont Academy has been dedicated to delivering quality music instruction and a supportive musical environment where students are both nurtured and challenged. Belmont Academy offers outstanding, yet affordable, music instruction in a variety of disciplines, for students of all ages—young children through adults. No matter what your age or ability level, there is something here for you at Belmont Academy.

## Mission

Our mission is to offer an environment in which students of diverse backgrounds and ages have the opportunity to explore their unique musical talents and to bring the best of themselves, their creativity, and their intellectual skills to their musical studies.

## Goals

The first priority of Belmont Academy is the student. The overall goals of the Academy are:

1. To provide students a range of instrumental and vocal instruction options to choose from, including classical and commercial areas of emphasis.
2. To guide students toward a deep understanding of, and appreciation for, the art of music-making.
3. To instill a disciplined practice ethic that will help each student realize his or her individual potential and foster an appreciation for life-long learning.
4. To lead all students (from beginning to advanced) to technical proficiency, excellent musicianship, and professional presentation through dedicated instruction, demonstration of mastery in performance practices, and a commitment to the professional and ethical standards of Belmont University.
5. To engage and enrich the Nashville community by providing an excellent, active, affordable pre-college and continuing music program which maintains high standards of instruction and performance.

## Values

We believe in a pre-college and continuing music program that . . .

- Challenges and nurtures students of all ages and ability levels.
- Promotes excellence in instruction, performance and practice.
- Gives students a solid musical foundation, while encouraging their creativity.
- Prepares students for continued music study, instilling in them respect and professionalism.
- Cultivates a Christian community which serves and inspires through music.
- Advocates for the value of music in the community.

## Vision

Our vision is to offer high-quality instruction in various disciplines and emphases to students of all ages and abilities levels at an affordable price, and to enrich the community through the promotion of, and dedication to, the study of music.

# Belmont Academy

Belmont University  
College of Visual and Performing Arts  
School of Music  
1900 Belmont Blvd.  
Nashville, TN 37212

Phone: 615.460.6346

E-mail: [belmontacademy@belmont.edu](mailto:belmontacademy@belmont.edu)

Web: <http://www.belmontacademy.net>

## Academy Staff

Carrie Kimbrough, Director  
Cameron Wolford, Graduate Assistant Secretary

Office: 615.460.6346

E-mail: [belmontacademy@belmont.edu](mailto:belmontacademy@belmont.edu)

## Piano Coordinator

Lael Caldwell

## Other Important Numbers

Rusty King (MPAC Building Manager)	615.460 .6280
Sally Dodd (MPAC Building Secretary)	615.460 .6905
Belmont University School of Music	615.460 .6408
Caroline Scism (SOM Scheduling Coordinator)	615.460 .8117
Holly Yearout (SOM Program Assistant)	615.460 .8640
Belmont University Information	615.460 .6000
Campus Security	615.460 .6617

# Calendar

Belmont Academy offers two 14-week semesters: late August through mid-December and early January through early May. Students perform in recitals at the end of the fall and spring semesters. The summer semester is an 8-week session and begins in June.

## Fall 2018

August 15	Fall Semester Begins
September 3	Labor Day (Closed)
October 13-16	Fall Break (Closed)
November 21-25	Thanksgiving (Closed)

### Fall Recital Dates:

Thursday, December 13: 5pm and 7pm  
Saturday, December 15: 10:30am, (Suzuki), Noon, 2pm, 4pm and 6pm

## Spring 2019

January 2	Spring Semester Begins
January 21	MLK Day (Closed)
March 9-17	Spring Break (Closed)
April 18-21	Easter Break (Closed)
TBA	Merit Scholarship Auditions

### Spring Recital Dates:

Thursday, May 9: 5pm and 7pm  
Saturday, May 11: 10:30am (Suzuki) Noon, 2pm, 4pm and 6pm

## Summer 2019

June 4	Summer Session Begins
June 10-14	Preparatory Piano Camp

## Hours of Operation

### **Academy Office Hours**

Monday-Thursday	1:00pm-6:00pm
Friday	1:00pm-6:00pm
Saturday-Sunday	Closed

### **Academy Teaching Hours Massey Performing Arts Center (MPAC)**

Monday-Friday	3:30pm-8:30pm
Saturday	9:00am-4:00pm
Sunday	Upon Request

### **MPAC Building Hours—Fall and Spring Semesters (See Calendar for closings)**

Monday - Friday	7:30am to midnight
Saturday	9:00am to 5:00pm
Sunday	1:00pm to midnight



## Tuition Information

**Full tuition is due at the beginning of the semester.** All tuition payments should be made payable to BELMONT UNIVERSITY (not Belmont Academy) and mailed or delivered to the Academy office. If multiple tuitions are being paid per semester, *permission may be granted by the Academy Director* to pay half the total tuition amount at registration and the remainder in 60 days. A discounted rate may apply to a family *with approval by the Academy Director* if at least one of the following criteria is met: (1.) the student is an employee or student of Belmont University; (2.) the student is a dependent of a Belmont University employee; (3.) \*the student is enrolled to study more than one instrument; or (4.) \* a family has multiple members studying simultaneously. \* In situations (3.) and (4.), students must be enrolled for *full semesters* of lessons; abbreviated semesters must be approved by the Academy Director and the instructor of the student. **The cost(s) of music, books, and other materials is not included in tuition.**

### Standard Tuition Rate

(Includes 14 Lessons and Optional Recital)

Lesson Duration	Regular Tuition	*Discounted Tuition
30 minutes	\$399.00	\$359.00
45 minutes	\$623.00	\$561.00
60 minutes	\$798.00	\$718.00

### Belmont Faculty Tuition Rate

(Includes 14 Lessons and Optional Recital)

Lesson Duration	Regular Tuition	*Discounted Tuition
30 minutes	\$419.00	\$377.00
45 minutes	\$655.00	\$590.00
60 minutes	\$838.00	\$754.00

### Suzuki Tuition

(Includes 14 Lessons + 7/30 minute Group Lessons and Optional Recital)

Lesson Type	Lesson Duration	Regular Tuition	*Discounted Tuition
Pre-Twinkle	20 minutes + 7/30 Group	\$462.00	\$415.00
Book 1 and 2	30 minutes + 7/30 Group	\$525.00	\$483.00
Book 3 and 4	45 minutes + 7/30 Group	\$710.00	\$658.00

**Summer Tuition (Standard)**  
(Includes 8 Lessons and No Recital)

Lesson Duration	Regular Tuition	*Discounted Tuition
30 minutes	\$228.00	\$205.00
45 minutes	\$356.00	\$320.00
60 minutes	\$456.00	\$410.00

**Summer Tuition (Belmont Faculty))**  
(Includes 8 Lessons and No Recital)

Lesson Duration	Regular Tuition	*Discounted Tuition
30 minutes	\$240.00	\$215.75
45 minutes	\$376.00	\$340.00
60 minutes	\$480.00	\$432.00

**Registration Information**

The office or area coordinators will contact you with student inquiries, and will supply you with contact information. Please contact the student within 48 hours, and then follow up immediately with the office.

Individual lesson times are scheduled directly by the instructor, and it is up to you and the parent to find an agreeable lesson time. Feel free to schedule students in a way that suits not only the student/parent, but also you. Do not promise a timeslot for each semester, as schedules and studio locations/availability may change. Also please note that Academy lessons typically do not begin until 3:30 during weekdays (unless special permission is granted by the SOM).

Have the student register for lessons as soon as possible after a lesson time agreed upon.

Registration for the upcoming semester is completed through the Belmont Academy office, and registration forms and fees are submitted directly to the Academy office. If you have returning students, we ask that they register through the Academy office each semester. The office will provide all registration materials outside of our office, and they will also be available on our website ([www.belmontacademy.net](http://www.belmontacademy.net)).

Registration forms and tuition must be received on or before the first lesson unless prior arrangements are made through the Academy office. If your student has indicated that they will not be returning to the Academy, please let the office know. Tuition will not be refunded after the third week of classes except due to illness or injury with written documentation from a physician. Refunds will also not include lessons already received. All refund requests must be presented directly to the office. Tuition will be refunded for the number of weeks remaining in the semester less a \$25.00 fee for processing.

## Payroll Procedures

Belmont Academy is a part of the Belmont University system, and operates under the guidelines and fiscal year of the university.

Before payment can occur, you will need to go to the HR office to complete new hiring information (please contact the office if you have questions). You will only need to do this once during your tenure at Belmont Academy. You will need to have your social security card and your driver's license copied, and you will need to fill out tax information.

You will also need to sign up for direct deposit, as our check is automatically deposited, and you will receive your payment earlier. The office has these forms, and can turn these in for you. All University employees are asked to do this.

When a student is registered, they are placed on a student registration list. Please check the registration list (sent via e-mail to Academy faculty regularly) to be sure your student(s) are registered. Please make sure your student(s) are on the list, and let the office know if you do not see someone.

An applied unit equals fourteen (14) 30 minute lessons. Instructors are paid their rate of pay per applied unit (\$255.00 per applied unit for standard instructors, and \$270.00 per applied unit for Belmont faculty instructors). There are 4 months of payroll each semester (Fall: September, October, November and December. Spring: February, March, April and May). Payments are divided and paid during these months.

Payday is on the 25<sup>th</sup> of the month.

# Instructor Responsibilities

## **Lesson Preparation**

All instructors are expected to be well-prepared for all lessons. Please also be prepared to be observed once by the area coordinator, simply so that we have an idea of your teaching style. Please plan to keep thorough documentation of each lesson for your own reference and security. All instructors must be on time for each lesson, and must keep the Academy office and parents well informed about any issues or situations that may arise. We pride ourselves on our instructor professionalism.

## **Facilities Usage**

Lessons take place in MPAC, or occasionally in the Wilson Music Building (WMB). Students who are not registered in the Academy should not be taught in the Belmont University facilities. All students affiliated with the Academy must be taught in our facilities, and may not be taught off campus or at the home of the instructor or the student. If you will be meeting a student prior to registration, please meet the student in our facilities, and let the office know of this meeting in advance.

Please check with the office before assuming that you are able to use a studio space where you are not normally assigned. Also, please try to always schedule your teaching within the building hours listed in this handbook. The building is kept secure and locked during holidays and off-hours. This is for you are your students' safety, and the safety of the items (projectors, audio equipment, etc.) in the building. If the need arises to schedule lessons when the building is not open, the Academy office must be notified at least 48 hours in advance. Only faculty that have made prior arrangements with the Academy office and who have been placed on the security clearance list will be allowed in the building when it is closed for holidays and before or after normal building hours. If lessons are taught while the building is locked NEVER prop the doors open.

## **Late Arrival/Make-Up Lesson Policy**

All lessons will begin promptly. A student arriving late will only receive instruction for the remaining portion of the allotted lesson time.

***A notice of 24-hours must be given to the Instructor for absences due to illness or emergency for the lesson to be excused.*** Any absence by a student without a notice of 24 hours, even if due to illness or emergency, is unexcused and *will not* be made up. Forgotten lessons or *missed lessons due to conflicting activities are not* considered emergencies and are not required to be made up by the instructor. *A maximum of 2 make-up lessons per semester* may be scheduled during the semester of study for excused absences.

In times of inclement weather where students and families decide it is unsafe to travel to campus, absences may be made up, but only if instructors and students can mutually agree on a make-up time. If the student has already exceeded their 2 allowed make-ups for the semester, these lessons will only be made up at the teacher's discretion. Teachers are *not required* to do such make-ups. If the University closes for any reason, including inclement weather, lessons will be cancelled, and those lessons *will be made up*. Such absences will not count against the 2 allowed make-ups. If other schools are closed but the University is open, lessons will occur (unless otherwise arranged by the instructor and the student). All absences made by the instructor for any reason *will be made up*. As always, students are requested to use their best judgment s when attempting to come to campus. **NO REFUNDS ARE ISSUED FOR LESSONS MISSED.**

## **Appropriate Behavior**

All instructors are required to adhere to the mission, vision, and policies outlined in the Belmont University Faculty and Staff Handbook. All individuals walking through the doors of Belmont Academy will be treated with the same courtesies required by the University. Sexual harassment, or other ill behaviors, will not be tolerated. For a copy of the Belmont University Faculty and Staff Handbook, please go to <http://www.belmont.edu/hr>.

## **Website**

As an employee at Belmont Academy, we encourage you to post your biography on our website ([www.belmontacademy.net](http://www.belmontacademy.net)), where you can provide a link to your personal website. If you have a personal website, please note that only links to Belmont Academy and Belmont University may be posted. Please do not post student schedules, actively recruit for the Academy, post photos (without written permission from the student if they are over 18 years of age, or the parent/guardian if they are under 18 years of age), or print student names. This is for the safety and comfort of our students.

## **Minors Safety**

Belmont University wishes to protect both our minors who visit our campus and avoid any uncomfortable and harmful situations. Therefore, as of Fall 2012, Belmont University developed a policy to aid in this endeavor, particularly for minors 12 years old and under. Some requirements of this policy include:

All students must sign into lessons. This allows us to have a record of when the students enter the studio, and leave. Signing in can be done directly with the instructor.

All students 12 years of age and under must be accompanied to and from their lessons and signed in by a parent or guardian. If you do not wish to do this, you must sign a waiver to release this obligation. This can be done directly on our new registration form. If we do not have this waiver, we must insist that students be directly escorted to and from the studio and signed in by the approved adult.

Any person who is not a legal guardian, but is approved to drop off or pick up a student 12 years old or younger, must be registered in our office. Approved individuals should be listed on the registration form. This list can be updated or changed per a parent's request at any time. Students 13 years old and up are not required to be escorted by a parent, but must still sign in and out of lessons.

No pictures of any student will be posted online by the University, the Academy or our instructors without parental permission.

In order to teach through Belmont University, you must agree to the following: Complete a satisfactory background screening, conducted through Belmont University. Renewable every four (4) years. Completion of Minors Training, conducted through Belmont University. Renewable yearly.

## **Parking**

Belmont is a busy college campus, and parking can sometimes be challenging. Instructors will need to register for a faculty parking permit online through their MyBelmont account. After the online application has been completed, permits will be available to be picked up directly from the Campus Security office. With this permit, Academy instructors may park in any of the parking garages/surface lots in spaces NOT marked as visitor spaces/lots. Do not park in disabled parking, unless you have the appropriate tag. Do not park in illegal spaces. If you have questions, please contact the office.

Academy families are encouraged to arrive early for lessons. At the beginning of the semester families will need to get a guest parking permit. Instructors can request a permit(s) for you through the Academy office. Academy families are able to park in Visitor's spaces in the Hitch lot, or along the street. Do not park in disabled parking, unless you have the appropriate tag. Do not park in illegal spaces. If you have questions, please contact the office.

## Recital Information

Performing is a vital component of the discipline of music study. Students are encouraged to perform in recitals, and are also encouraged to participate in other auditions, competitions, and festivals. Performing is a natural outgrowth of the discipline acquired by students who do well in music lessons. Weekly practice is a required component of the student's musical development.

Students who learn to perform develop character traits that distinguish them from those who have not had such an opportunity. Students learn to arrive on time for lessons, to schedule practice time regularly, and to prepare the material assigned to them. We sincerely hope our students leave our program with more than the ability to create music on the instrument, or the appreciation of music. We want them to realize they have the ability and the skills to analyze and overcome new challenges throughout their lives. Students learn that during a public performance they can adjust for missed notes or fingers that get tangled on a difficult passage. They also learn the meaning of adequate preparation—a skill often overlooked. Life is filled with little performances—such as an important job interview. Learning to face the challenges of performing will better prepare these students to live their lives responsibly.

### **Recital Preparation**

As recitals approach each semester, the instructor will talk with the student about recital dates/times. Together, they will agree on a specific recital and will decide what repertoire will be performed. The teacher will then sign the student up through the Academy office via an online sign up process. You will receive communication in advance about this process. The Academy will pay the accompanist's recital fees (with our selected staff accompanist), but rehearsal time is paid for by the student. The fee for a half-hour is \$15.00 to be paid directly to the accompanist.

## Recitals

All Students enrolled in Belmont Academy are strongly encouraged to perform on the Academy recitals in the Fall and Spring. Belmont Academy Scholarship students are required. We strive to provide a respectful setting in which our performers can offer the best of their skills and talents. We want all of our students to enjoy the performances of other students, and provide a positive environment for them to showcase their own talents.

*Consider the following carefully:*

- Students must arrive 15 minutes before the beginning of the recital and report to the Greenroom to meet with Director/Belmont Academy Representative. All warm-ups and tuning with instructors should be done prior to this time.
- Students must remain seated throughout the entire performance. Recitals are posted well in advance in order to allow to students time to re-arrange their schedules. Students must not exit a recital after their performance. If a student cannot attend an entire program, they are asked to wait until next semester to perform.
- No flash photography allowed during the performance. Video photography will be permitted only if the video recorder is held quietly by one person who remains seated. Cell phones must be turned off.
- No chewing gum on stage.
- Attire for recital is as follows: Dress clothes are required. Shirts should be tucked in and pressed. Dresses must be below the knee. Please remember that our stage is raised and short skirts are inappropriate. No jeans, shorts, midriff shirts, flip-flops, or athletic shoes are allowed.



## Evaluation

### **Belmont Academy Evaluation Policies**

**Program Evaluation** is done in part through NASM accreditation, as well as through regular meetings with the Dean and Administrative Coordinator to determine both short and long range plans for the Academy. In addition, Academy parents/students are asked to complete a program evaluation form at the end of the semester of study with comments and ratings of their/their children's experiences at the Academy. Once collected, answers and comments are used to improve the quality of instruction and services offered by Academy faculty and staff. Academy faculty are evaluated in part by Area Coordinators, who fill out evaluation forms on the faculty teaching in their area.

**Student Evaluation** is done in part by those participating in merit scholarship auditions. Feedback from adjudicators is available to the students and instructors soon after the audition. Additional student evaluation is also done through semester reports completed by the Academy instructors. Student evaluation also occurs indirectly through the recital process completed at the end of each semester.

## Evaluation Forms

1. Instructor Report
2. Sample Merit Scholarship Adjudication Form (see website for Merit Scholarship Packet)
3. Area Evaluation
4. Program Evaluation (Online)

*Belmont Academy*  
*Instructor Report*

Semester \_\_\_\_\_ Year \_\_\_\_\_

Instructor: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

*Beginning-of-Semester Report*

Level of student at beginning of semester (Please circle):    Beginner    Intermediate    Advanced

Goals established at beginning of semester:

**Technique:**

**Musicianship:**

**Application Skills:**

**Comments from students and/or parents:**

*End-of-Semester Report*

Please rate student's progress on goals established at beginning of semester:

1- poor

2-fair

3-good

4-exceptional

<b>1. Technique</b> Comments:	1 2 3 4
<b>2. Musicianship</b> Comments:	1 2 3 4
<b>3. Application Skills</b> Comments:	1 2 3 4
<b>4. Recital Performance</b> Comments:	1 2 3 4
<b>5. Student's promptness and attendance:</b> Comments:	1 2 3 4
<b>6. Student's level of preparedness:</b> Comments:	1 2 3 4
<b>7. Student's attitude toward study:</b> Comment:	1 2 3 4

Note progress:

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Indicated Skill Level: \_\_\_\_\_ Cumulative Score: \_\_\_\_\_

# *Belmont Academy*

## Standardized Adjudication Form for Piano Merit Scholarship Auditions

Name: \_\_\_\_\_ Year: 2015-2016 Academic Year

Instrument: \_\_\_\_\_ Instructor: \_\_\_\_\_

Titles of Pieces: 1. \_\_\_\_\_

2. \_\_\_\_\_

### Audition Considerations

Technique	Poor to Excellent				
➤ Tone/Touch	1	2	3	4	5
➤ Fingering	1	2	3	4	5
➤ Pedaling	1	2	3	4	5
➤ Hand Position	1	2	3	4	5
➤ Arm and wrist ease	1	2	3	4	5
➤ Posture	1	2	3	4	5
➤ Legato/Staccato	1	2	3	4	5
➤ Attack/Release	1	2	3	4	5
➤ Clean Melody Line	1	2	3	4	5
➤ <b>Advanced (Bonus)</b>					
▪ Rubato	1	2	3	4	5
▪ Use of Additional Pedals	1	2	3	4	5
▪ Velocity	1	2	3	4	5

Score out of 45 (Advanced, 60): \_\_\_\_\_

### Musicianship

➤ Rhythm	1	2	3	4	5
➤ Stylistic Interpretation	1	2	3	4	5
➤ Phrasing	1	2	3	4	5
➤ Timbre and Tone Quality	1	2	3	4	5
➤ Dynamic Range	1	2	3	4	5
➤ Tempi	1	2	3	4	5
➤ Expression	1	2	3	4	5
➤ Sight Reading	1	2	3	4	5

Score out of 40: \_\_\_\_\_

### Presentation

➤ Stage Deportment	1	2	3	4	5
➤ Appearance	1	2	3	4	5
➤ Memory	1	2	3	4	5
➤ Expression	1	2	3	4	5
➤ Appropriate Repertoire	1	2	3	4	5

Score out of 25: \_\_\_\_\_

### Interview Comments

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# *Belmont Academy*

## Area Evaluation

Please take a few moments to complete this evaluation of the area you coordinate at Belmont Academy. Your comments will be used to honestly monitor the quality of instruction and services offered by the instructors in your area, as well as record any issues or concerns. ***Please take the time to thoroughly and specifically write any comments you may have concerning your particular area, and attach any pertinent correspondence/notes.***

\*\*This evaluation is confidential\*\*

Area Coordinator name: \_\_\_\_\_

Area in which you coordinate: \_\_\_\_\_

Current Semester: \_\_\_\_\_

Semesters have you coordinated your area: \_\_\_\_\_

**Please list all of the instructors in your area:** \_\_\_\_\_

Please circle the number that most accurately represents your response to each of the following questions:  
**1-Strongly Disagree    2-Disagree    3-Somewhat Agree    4-Agree    5-Strongly Agree**

<p>1. The instructors in my area handled registration and fee collection efficiently and pleasantly.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>2. The instructors in my area were prompt and courteous returning e-mails/phone calls, and were courteous in their interactions with parents.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>3. The instructors in my area are knowledgeable and positive when discussing Belmont Academy and Belmont University.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>4. The instructors have communicated the goals of our area, and have regularly evaluated the progress of each student throughout the semester.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>5. The instructors in my area placed students in Academy recitals and have encouraged outside performances.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>6. The skill level of the students in my area has improved this semester.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>7. The instructors in my area are well connected to the Nashville community, and have taken advantage of professional development opportunities and organizations.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>8. I have quickly assigned inquiries to instructors.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>
<p>9. The parent/student interactions, collegiality, and overall instruction of our area have provided a positive environment in which to teach our students.</p> <p>Comments:</p>	<p>1 2 3 4 5</p>

# Campus Map

