

P E R F O R M I N G A R T S T O D A Y

FACULTY COVENANT AGREEMENT

WE HAVE READ THE ATTACHED COVENANT AND AGREE TO ABIDE BY THE POLICIES
STATED THEREIN FOR THE DURATION OF THE TIME WE ARE IN THE PROGRAM.

Faculty Members:

_____, Coordinator

Copies of this signed copy to be retained in each faculty member's
portfolios. A copy for referral will be maintained publically at
all times during the duration of the program.

FACULTY COVENANT

PERFORMING ARTS TODAY

September - June, 1976-77

Note: The Student Covenant of Performing Arts Today is assumed to be a subsection of this covenant and is attached as an appendix to this covenant.

I. Theme: Applied concepts in music, theatre, dance

II. Objectives:

- A. Individual Faculty - To teach the equivalent of 2nd/3rd year college-level work in music, theatre, and dance through lectures, seminars, classes and labs (rehearsals); to help students develop basic skills in performing arts outside student's main area of competence.
- B. The Faculty Team as a Whole - Whereas this program does represent The Evergreen State College in public performance; whereas this program will strive to function in a professional manner in the practice of performing arts; whereas the success of each public performance implies a spirit of interdependent cooperation among the arts studied in this program, it is therefore expected that all participants in the program will take equal responsibility to insure the success of the program.

III. Duties, Responsibilities and Rights

A. The Faculty Team: Ainara Wilder - Theatre, Program Coordinator, full time
Greg Steinke - Music, full time
Maggie Hunt - Dance, 1/2 time

B. Responsibilities of students to faculty and program

1. Attendance - Punctuality is expected of everyone in all the program activities.
 - a. All-program - lectures, book seminar
 - 1) Attendance will be taken at lectures and at book seminars.
 - 2) Missing more than one of each may jeopardize credit.
 - 3) A student is responsible to his/her advisor for making up missed work.
 - b. Classes, labs, rehearsals - leader of activity will determine appropriate attendance requirement for that activity.
2. Activities outside of program - any activity outside the program will be undertaken only after consultation with the student's advisor, subject to review by entire faculty team.

3. Evaluations Procedures - (see other sections for credit or grievance procedures)
- a. Conferences - student shall make arrangements with faculty sponsor to hold 3 evaluation discussion sessions: 1) the first meeting to take place by the end of the first week of each quarter to balance class schedules and commitments according to program goals, 2) the second meeting to take place mid-quarter (after faculty have held their mid-quarter evaluation meeting) and 3) the third meeting to take place at the end of the quarter for final evaluation session (see below).
 - b. Self-evaluation - to be prepared prior to the third evaluation conference and to be made available to faculty sponsor at least one day prior to third evaluation conference. (Any pertinent portfolio items necessary to the conference (projects, recordings, programs, etc.) should also be submitted at this time. The basic of the evaluation will be the portfolio. Student is expected to maintain a portfolio throughout the course of each term. It should be submitted in a typed (readable) draft (not in final form) so corrections can be made before making final copy. Any subcontracted activity evaluations must also be presented at the third conference. It is the student's responsibility to see that evaluations of this kind are properly transmitted to the faculty sponsor.
 - c. Other Informal Evaluations
 - 1) Faculty Evaluations - copies of evaluations of all faculty with whom student has worked during the quarter should be submitted, as separate evaluations or separate papers, at the time of the third conference.
 - 2) Program and Class Evaluations - copies of evaluations of all activities - classes, seminars, etc. - in which a student has worked during the quarter should be submitted as separate evaluations on separate papers, at the time of the third conference.
4. Advising - Each student will be assigned an advisor by the end of the first week of instruction. They should work together throughout the year on important things like the portfolio, evaluations, counseling, and program plans. The student is responsible for meeting with the advisor at least three times each quarter, for evaluation purposes. Details on the kinds of evaluation and schedules are detailed elsewhere in this covenant. (see section III, A&B, 3.a. Student Covenant). The student is expected to remain with an advisor throughout the academic year. If a change is desired, it must be requested in writing for consideration by the advisor and faculty team; also, if a student's major emphasis changes, a new advisor in the appropriate area would be assigned.

5. Grievances - Policy Statements

- a. All-Program - when a student encounters a problem with the program in general, he/she is to bring the problem to the coordinator's (Ainara's) attention by scheduling a conference with her during posted office hours. If the problem is not resolved to the student's satisfaction during such a conference, then the student will be advised to state the problem in writing and submit it to the coordinator who will bring it to the program faculty team's attention. The student may represent his written statement in person, but a copy of it must be submitted 48 hours before the business meeting (Fridays, 11:30 a.m.) to be placed on the agenda.
- b. Individual Faculty - when a student encounters a problem with an individual faculty member of this program:
 - 1) He/she should schedule a conference with that particular faculty member during posted office hours and try to resolve it without further action.
 - 2) If a problem is not resolved to the student's or faculty member's satisfaction, then the same procedure is to be followed as outlined above in the grievance procedure for all-program.
 - 3) A student is to contact a dean (Bill Winden in this case) only after the above procedures have been exhausted without the satisfaction of the student or the faculty.

C. Responsibilities of faculty to students and program

1. Responsibilities of faculty to students
 - a. Attendance - Punctuality is expected of faculty in all the program activities. Faculty will give as much advance notice as possible if schedules and/or classes change or need to be cancelled.
 - b. Activities outside of program - Any outside of program professional work activity is undertaken only after consultation with the faculty team.
 - c. Evaluation Procedures (see other sections for credit or grievance procedures)
 - 1) Conferences - (see student section III, A.B., a.)
 - 2) Student Evaluation - to be prepared prior to the third evaluation conference and to be made available to the student at the time of the third conference, provided the student has followed proper evaluation procedures as outlined above.

It should be submitted in a typed (readable) draft so corrections can be made before making final copy. Any subcontracted activities will be added to that draft as submitted by the subcontractor. Faculty members will not be responsible for making evaluation requests from subcontractors. This is the student's responsibility.

3) Other Informal Evaluations

- a) Faculty Evaluations - faculty will expect evaluations of their teaching performance and may have the right to refuse filing of student's evaluation unless they receive one. These evaluations are an important and necessary part of the faculty portfolio review process and it is essential that students cooperate accordingly.
- b) Program and Class Evaluations - copies of evaluations of activities - classes, seminars, etc. - in which student worked will be expected by the faculty. Although these are not mandatory, they are extremely helpful in the faculty portfolio review process.

2. Faculty Responsibilities to the Program

- a. Program history, program description and class description - Each member of this team will submit to the designated author(s) a reflective summary of subject matter taught in all-program and class activities, group activities and productions supervised. This will include, where appropriate, program description and class description suitable for the covering description for student evaluations. Copies of these statements will be made available to all members of the faculty team.
- b. Presentation of covenants - the faculty team will be responsible for presentation and dissemination of student and faculty covenants at the beginning of the academic year to the program participants and at such other times when new participants join the program and/or its related activities. Faculty advisor will be responsible to see that all his/her advisees sign and agree to the covenants.
- c. Program credit - All faculty agree to support and uphold to the best of their ability all policy statements on credit in Section IV of student covenant.
 - "A. Units of Credit 1. Each term the student will be awarded four (4) Evergreen Units of credit for satisfactory attendance at (see section III, A.1.) and participation in all the agreed-upon activities of the program. (See section III, A&B, 3a.)
 - 2. One (1) Evergreen Unit will be designated for the All-Program lectures and book seminars with participation construed to mean completion of any and all assigned activities, which may include a written examination over any materials presented and discussed in the lectures and seminars.
 - 3. Three (3) Evergreen Units will be designated for program-approved, credit-bearing activities, the satisfactory attendance and participation of which is to be determined by the leader/teacher of

"such activity.

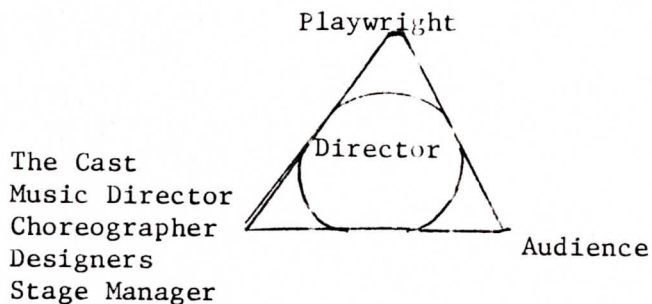
- B. Denial of Credit - partial credit may be awarded if a student only participated satisfactorily in some program activities and not in others...."
 - d. Grievance procedures - all faculty agree to support and uphold to the best of their ability all grievance procedures outlined in the covenant.
3. Faculty Responsibilities to the Faculty Team
- a. Evaluations
 - 1) At the end of each quarter (sooner if needed by a fellow team member for dean's retention review process), each team member will write a reflective self-evaluation of his/her work. This evaluation will be read by/to the other members, giving each a chance to respond. In a week's time following this meeting, each member will write a statement for each member, for placement in respective portfolios. The spring quarter statement should reflect or be a compilation of the whole year.
 - 2) Each team member will be responsible to see all aspects of the student evaluation process are properly completed as outlined in section III, A&B, 3, a-c.
 - b. Faculty Meetings - there shall be at most two (2) faculty meetings per week; one business meeting and one teaching/book seminar. This meeting or seminar may be cancelled only by a previous, mutual agreement by all team members. Furthermore, we agree that in the book seminar we will attempt, to the best of our ability, to help interpret to one another and gain a better understanding of our respective artistic areas and to exchange pedagogical approaches to be utilized in the all-program lectures and book seminars.
 - c. Faculty Teaching Load - Each faculty member is to share the program teaching load as equally as possible; each faculty member is expected to rotate with other members during "unpopular" hours in the spirit of all team members sharing these "unpopular" hours equally and for the widest possible selection of program offerings as possible. Any new guideline offered by the deans shall supercede policies stated herein.

- d. Program Budget - the coordinator is primarily responsible, with the advice and consent of the team for the facilitation of monetary matters. To avoid overspending, a program bookkeeping system will be developed at the start of the academic year under the guidelines specified by the budget dean. The intention of such system will be for moneys to be expended against the budget only upon the approval of the faculty team.

IV. This faculty agrees to the following faculty evaluation criteria:

- A. Meeting Commitments: How well did the faculty member meet commitments in the following areas:
 1. Teaching activity directly involving students.
 2. Other activities required by the covenant (esp., faculty seminar).
 3. Academic advising of students.
 4. Maintenance of student records.
 5. Academic planning, both for the program and for the following year.
 6. Governance, both of the program and college-wide.
 7. Community relations outside Evergreen.
 8. Relations with Evergreen staff (e.g., secretaries, business offices, etc.)
 9. If applicable, grant and contract obligations.
- B. Did the faculty member exercise good and fair standards in the awarding of credit to students.
- C. What evidence did the faculty member show of ability to do the following kinds of work:
 1. Ability to organize a lecture, seminar discussion, reading list, or to conduct rehearsals, studio workshops, other instructional effort, depending upon assignment.
 2. Ability to distinguish and emphasize important concepts for students to grasp, remember.
 3. Ability to formulate clear, useful assignments of reasonable (but challenging!) length and difficulty.
 4. Ability to evaluate students' work fairly -- without undue harshness or softness.

5. Ability to adjust to students' level of comprehension, providing explanations at a level which is understandable to the student.
 6. Ability to communicate enthusiasm and interest for subject-matter.
 7. Ability to promote serious and interesting discussion; skill at asking "open-ended" or "divergent" questions; skill at encouraging students to ask questions and initiate discussion.
 8. Ability to tolerate points of view different from his/her own, to encourage independent thinking on the part of students, and to get students to be open to the views of others.
 9. Efficiency in giving students prompt feedback on their work.
 10. Accessibility to students who need academic or personal help.
- D. How well did the faculty member adapt to the team situation -- i.e., did he/she handle the authority relations between students and faculty and between faculty and faculty without difficulty? How easily does he or she come to understand the point of view of others? Is the faculty member willing to discuss ideas and functional matters without excessive personal prejudice intervening?
- E. How able does the faculty member appear to be in handling instruction in his/her principal area of expertise? That is, does he or she have a good grasp of the field?
- F. Is the faculty member capable of planning and carrying through the coordination of a program? (Especially applicable to persons beyond their second year at Evergreen.)
- V. Group Activities and Program Productions - all faculty agree to support and uphold to the best of their ability all policy statements outlined as follows:
- A. Faculty responsibilities in producing a joint production:
1. Place of the Director:

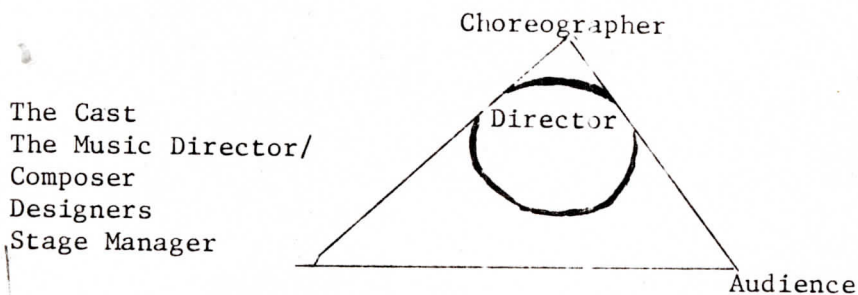


The Director's responsibilities are to carry out through all stages of planning and rehearsing the (his/her) unifying concept of the works produced. The director has the final say in every phase of the production. In other words, the director of a production is a kind dictator.

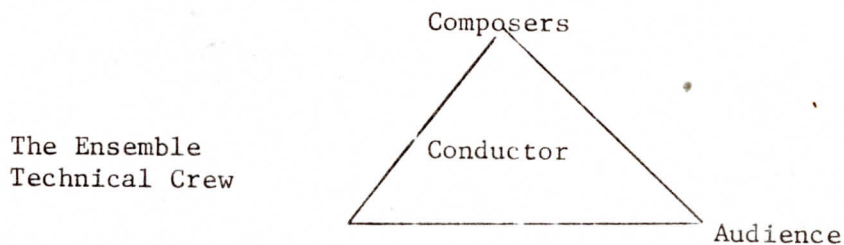
2. The Music Director is responsible to the director for the interpretation and the delivery of the vocal and the instrumental parts of the production. That is, audition singers, musicians, train them in the interpretation of the musical part of the production, rehearse them, and be responsible for the finished vocal and musical product.
3. The Choreographer has the responsibility to the director to choreograph within the limits of the director's interpretation of the works.
4. The Technical Director is responsible to the director for all technical phases of the production up to the point of completion (opening night). This involves the completion and delivery of agreed plans by the agreed dates. It also is this person's responsibility to stay within the agreed budget.
5. Costume Coordinator is responsible to the director for designing costumes, constructing the costumes, and the delivery of agreed costumes by the agreed deadline. It is the responsibility of this person to design, or rent the costumes within the director's concept of the production. It also is this person's responsibility to stay within the agreed amount of monies allowed to her/him for the entire costuming product.
6. The Stage Manager is responsible to the director for all activities on the stage and back of the stage during production, and the technical needs during the rehearsal period. He is also a liaison between the technical director and the director during the rehearsal period.

B. Places of the Choreographer in a dance concert, and the "Musical Director" in a music concert:

1. The Choreographer/Director:



2. The Conductor/Music Director:



3. Guidelines in Production. Throughout the (set by the faculty) rehearsal period, this faculty has committed themselves to three or four, three hour sessions of the five weekly rehearsals. During set-up time of the physical stage, and during dress rehearsals, and actual performing days, this schedule will be adjusted to the needs of the production.

- VI. Amendments to Covenant - Changes of this covenant shall be made only by the unanimous consent of the faculty team members. Approved changes shall be appended to this covenant as well as to the publically displayed copies.
- VII. General policy - Any problems, grievances not specially addressed in this covenant shall be covered by procedure currently in force for student and faculty governance, (e.g. COG III, Faculty Handbook, student catalog copy). Otherwise it is understood that the program would look to the program dean (Bill Winden), or academic vice-president (in that order) for resolution of difficulties.

ATTACHMENT A
PRODUCTIONS POLICIES BY TECHNICAL DIRECTOR

A. Responsibilities of production or staging initiator.

1. Space is to be reserved for date or dates by initiator.
 - a. Major productions: i.e.; staging or productions requiring set and lights, plots, designs, more than eight hours total labor, or more than one person to technically run the show, or requiring large dimmer board or more than ten lighting instruments or construction of any nature; will require reserving of space for the two weeks before run and one day after run.
 - b. Minor staging needs or minimal staging and masking; i.e.; requiring less than eight hours labor by no more than two people, requiring no construction, using scrimmerettes and less than ten lighting instruments, with fewer than ten lighting cues and no more than one technical person to run show; must be discussed two weeks in advance of production date to determine specifics. Space must be reserved for that complete day.
2. Labor
 - a. The assigning of needed technical assistance beyond the two work-study assistants working with me will be the responsibility of the production initiator. This will apply more specifically to major productions where the hour limitation on work-study help and the number of duties will be more than I have available hands.
 - b. No lighting or staging equipment will go out without the supervision and labor of myself or work-study aid in view of responsibility of operation and return of said equipment.
3. Monies
 - a. In lieu of the charge-back system being established, all use of lighting equipment will entail a charge according to a scale being drawn up by myself and Will Humphreys. (re: the monies allotted the production program for equipment and materials will cover this cost--this transaction is necessary to legitimate charging other academic programs for use of equipment.
 - b. The budget for the technical aspects of a particular production must be known to me at the beginning of each quarter (or sooner) to enable the designing of those productions.

B. Responsibilities of Designer Technician.

1. Space
 - a. Major production set and lights will be operational for rehearsals nine days after access to space is available, allowing for six technical rehearsals.
 - b. The taping and necessary levels will be in place three days after acceptance of floor plan and set design by the director in the rehearsal space.

- c. Floor plan, completed sketch and model will be in director's hands no later than three weeks after selection of production and budget information has been relayed to me. During this three week period there will be intensive co-advising to complete the design according to director's needs.
2. Monies
 - a. A detailed accounting will be kept by me as to individual monies spent on all the technical aspects of the production.
 - b. Budget limitations will be adhered to.
 3. Labor
 - a. There will be at least one production meeting per week where all pertinent information, problems, etc. will be discussed.
 4. Equipment, materials, props
 - a. Lighting equipment
 - 1) No lighting equipment - lamps, instruments, cables, control boards - are to be taken, used, borrowed without the knowledge and supervision of myself or assistant.
 - 2) No materials in cage, furniture, lumber, and any other item is to be used, borrowed without supervision of myself or assistant in the initial borrowing and return, nor are the items to be borrowed without the documentation of the items and a signature of the person to be responsible for their return on a borrower's form (to be kept in possession of the assistant or myself).

A due date for return of equipment will be entered on the form. Also, the form will indicate financial responsibility for the materials borrowed.
 - b. Properties in 0702 - same as above.