

Department of Theatre & Media Arts

Faculty Policy Manual | 2015-2016

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Introduction

The Department of Theatre and Media Arts Faculty Policy Manual outlines all of the policies and procedures for the department and connects them with university policies and guidelines. The materials in this handbook are all grounded in the department mission statement and the AIMS of a BYU education. Faculty should use this policy manual to govern their interactions with students, their development of curriculum, and their work in general.

Theatre & Media Arts Mission Statement:

The mission of the Department of Theatre and Media Arts is to promote literacy, creativity, and spirituality by exploring their interrelatedness in the arts to illuminate and confirm truth and the infinite potential of the human soul.

For Administrative and Student Personnel individual assignments, please contact the TMA Front Desk Secretaries (D-581 HFAC, tma_secretary@byu.edu, (801) 422-6645).

A. Program Learning Outcomes

Learning outcomes are statements that describe the knowledge, skills, and attitudes that learners should have after successfully completing a learning experience, course, or program. Learning outcomes have been determined and posted for each program within the TMA department. Each course also has its own set of learning outcomes that directly support the program-level learning outcomes. By reviewing the published learning outcomes for a given course, students and instructors can keep in mind and discuss the larger picture of student learning within 1) their course and program and 2) the projects and assessments that help students accomplish those outcomes.

For outcomes specific to theatre or media arts areas visit BYU's learning outcomes website at learningoutcomes.byu.edu.

B. Department Organization, Production Relationships, and Labs

I. TMA Department Organization

a. TMA Department Organization and Committee Charts

For the most recent Department Organization and Committee Charts, contact the department: D-581 HFAC, 2-6645, tma_secretary@byu.edu.

b. College and Department Advisement Responsibilities (Fall 2014)

CFAC Advisement Center Mission Statement:

The College of Fine Arts and Communications Advisement Center (D-444 HFAC, (801) 422-3777) recognizes the opportunity and responsibility to be actively involved in a student's educational journey. It is committed to not only establish an important, service-oriented connection with each student in a caring, friendly environment, but to also provide accurate and timely information to better prepare students for greater academic success.

The Advisement Center strives to:

- Continue our college's tradition of excellence by promoting individual development
- Motivate and encourage students to pursue their personal path to graduation
- Teach and empower students to reach their potential, and
- Inspire students to seek lifelong learning

For a list of academic advisors and their assignments, contact the CFAC Advisement Center.

TMA Advisement Mission:

Each student that applies or is accepted into the department is assigned a faculty advisor to assist in providing information and direction. Following is a listing of faculty assigned by area and/or alphabetical designation.

II. Production Relationships

a. Arts Production

BYU Arts Production is the production services and support arm of the College of Fine Arts and Communications. It reports to the college administration and interfaces with department chairs who sit as members of the CFAC Performance Council. Its primary responsibility is coordinating and facilitating the scheduling and organizing of all resources needed to mount department theatrical performances.

Each department in the college is assigned a key contact and production manager, whose responsibilities are as follows:

- Develop relationships with TMA personnel (chairs, directors, designers, contractors, etc.) and make decisions that will produce a viable, finished production WITHIN the concurrently established constraints (budget, resources, and scope).
- Coordinate between TMA and BYU Arts Resource Council any TMA requests for design, management, or similar services desired of BYU Arts Production personnel.
- Maintain clear communications between TMA and BYU Arts Production.
- Ensure that the producing entity is working to meet all legal requirements in contracts, copyrights, licensure, etc.
- Keep the TMA producer/artistic director informed of any concerns regarding the production, including any production-creep or wandering from TMA's vision for the production.
- Manage the work of all the production's disciplines so that all elements come together in the performance/production space in the correct order and at the proper time.
- Ensure that necessary and proper historical records are kept for each production and made available to TMA as needed and appropriate.

For more specific questions regarding BYU Arts Production, please contact the TMA Arts Production manager at (801) 422-6055.

Comp Tickets Policy

Each faculty member may receive two complimentary tickets to all main stage theatre productions. More tickets may be requested by special permission on a case-by-case basis through the Administrative Assistant.

There are three ways for faculty and staff members to acquire their comp tickets:

1. Go in person to the box office.
2. Call BYU Arts (2-4322, 0).
3. Go to byuarts.com. At the very bottom of the page there is a link called “Comp”. Click on the link and type in the user name and password you receive from the Administrative Assistant, then fill out the provided request form.

Complimentary tickets may only be redeemed for the very first week of performances. If faculty, staff, students (with TMA Major cards), cast, crew, and production personnel are unable to attend the production during the first week of performances, they may purchase the equivalent quantity of tickets at half price for a later performance. Directors of productions are eligible to receive a ticket for each performance in order to maintain the quality of the show. In the case of a necessary exception, please contact the Administrative Assistant.

b. BYUtv – TMA Interaction

TMA has an ongoing relationship with BYUtv; students often intern and many find full-time employment. A tour is scheduled each semester as part of TMA 185.

c. MPS Access

TMA has had a long-term relationship with Church Publishing’s Motion Picture Studio (MPS). MPS’s employees teach practicum classes and the studio hires students in production and post-production areas. Studio resources can be requested in select cases. For any questions related to MPS access please contact the Media Arts program coordinator or go online to film.byu.edu for more information.

C. University Policies

All university policies listed below have been taken from the University Policies/Procedures Handbook or from Human Resource Services. Full versions of these policies are available at <http://policy.byu.edu/> or on the Faculty Center Web page, through Route Y.

Overall university policies exist for situations such as sexual harassment, hiring practices, political neutrality and participation of political speakers, political activity of university personnel, conflict of interest and consulting activities, copyright observance and contact with the news media. Please review these policies carefully as you encounter these situations.

I. Accessibility and Disability

Brigham Young University is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The university makes every effort to accommodate individuals with disabilities within the scope of existing laws.

A student who self-discloses to a faculty member that he/she has a disability and requests academic accommodations should have a letter from the University Accessibility Center office (UAC) verifying that the student qualifies for academic accommodations. If the student does not have a letter, the professor should refer him/her to the UAC office to obtain this documentation.

Accommodation Recommendations

The academic accommodations, which the UAC recommends to faculty, are based on the student's documentation of specific functional limitations as determined by this documentation. If a member of the faculty has questions or concerns about recommended documentation, please contact a UAC advisor at 801-422-2767.

Faculty Syllabus Statement

The UAC recommend that each member of the BYU faculty have a statement in their class syllabi, which informs the students of options for students with disabilities. The following is an example of such a statement:
“If you suspect or are aware that you have a disability, you are strongly encouraged to contact the University Accessibility Center (UAC) located at 2170 WSC (422-2767) as soon as possible. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable University approved accommodations.”

Temporary Conditions

Temporary medical conditions such as broken limbs, surgery, flu, and pregnancy are not usually considered disabilities. It is appropriate for students with temporary medical conditions to work directly with their professors instead of going through UAC. However, these students may visit with an UAC advisor to brainstorm options for dealing with their situation.

Link to the University Accessibility Center policy: <https://uac.byu.edu/>

II. Conflict of Time, Conflict of Interest, and Consulting

Conflicts of interest and conflicts of time commitment present an administrative challenge in the decentralized and complex environment of a university. Many of the conflicts encountered arise from natural overlaps between legitimate domains of personal and professional activities, which usually can be reconciled only on a case-by-case basis. Further, conflicts of interest often arise innocently during the normal course of employment rather than by deliberate choice. Therefore, in dealing with conflicts of interest, the underlying philosophy of this policy involves their disclosure and management; however, total elimination of the conflicts may not be possible. Moreover, the traditions and assumptions of professional practices may vary widely among various academic disciplines and other employment fields. This policy recognizes, for example, that faculty personnel will as a general rule enjoy greater flexibility and freedom in the manner in which they carry out their responsibilities than do administrative and staff personnel.

Link to the university policy: <http://policy.byu.edu/view/index.php?p=5 - s500 or visit http://policy.byu.edu/view/index.php?p=59>

III. Cooperation with The Church of Jesus Christ of Latter-Day Saints

As an affiliate organization, the university plays a contributing role in the work of the Church of Jesus Christ of Latter-day Saints. The primary function of university faculty is to teach and mentor students through classroom and laboratory efforts, research, and creative work. At times, because of their positions at the university, faculty or other personnel may be requested to participate in various projects sponsored by the Church of Jesus Christ of Latter-day Saints. Such projects may include firesides, travel, public relations speeches, short-term research, humanitarian projects, or other activities. Any work performed by university personnel for the Church, outside of ecclesiastical callings and assignments, must be coordinated with and approved by the appropriate unit director or department chair, college dean, and the President's Council. All internationally-related projects must be coordinated with the International Vice President.

University personnel who are approached by Church officials, Church employees, or their purported representatives regarding the creation of new programs, projects, courses, centers, initiatives, or the expansion of ongoing commitments, should ask the individual(s) making the request to take the proposal forward through their priesthood line; and should inform the requesting individual that the university will take the request up through the appropriate campus line. Ultimately, if the request is deemed by those who advise the university to be worthwhile and appropriate, the university will direct those with the correct stewardship to respond to the request. BYU employees may also receive requests to speak in or otherwise participate in stake, ward or regional events. When the above conditions have been satisfied, BYU employees may accept such invitations as long as no remuneration is extended to the BYU employee. Remuneration includes honorarium, payment of travel expenses, payment of lodging expenses.

University faculty, administrators, and staff may from time to time have requests they would like to make to the Church. Any university employees must communicate their ideas and requests through their respective reporting line to the President's Council for administrative review. If the proposal is reviewed positively, the council will coordinate contacting the Church to ascertain whether the Church has interest in the project.

Clarification Regarding BYU Employee Participation in Firesides, Youth Conferences, Additional Relief Society Meetings, etc.

BYU employees may respond to invitations to participate in stake, ward, or regional events as long as no remuneration is extended to the BYU employee. Remuneration includes honorarium, payment of travel expenses, and payment of lodging expenses.

Link to the university policy: <http://policy.byu.edu/view/index.php?p=35>

IV. Fair Use

All members of the BYU community—faculty, staff, students, volunteers, and patrons—are expected to respect the rights of copyright owners as established by relevant state and federal laws. Members of the BYU community who disregard the Copyright Policy may be in violation of the Church Educational System Honor Code; may jeopardize their employment; may place themselves at risk for possible legal action; and may incur personal liability.

To assist members of the BYU community with copyright issues, the university provides an experienced and trained staff to offer help and guidance in resolving copyright questions. The role and mission of the BYU Copyright Licensing Office is to (1) inform and educate the BYU community about the application of copyright principles; (2) help the BYU community obtain permission for the use of copyrighted material or document a good faith effort to comply with copyright requirements; and (3) develop and distribute to the BYU community copyright resource materials. For assistance with copyright matters, members of the BYU community are encouraged to consult with the BYU Copyright Licensing Office staff at 3760 HBL, (801) 422-9339 (copyright.byu.edu); or the Office of General Counsel, A-357 ASB (801) 422-6727. Questions regarding general intellectual property ownership may be referred to the Office of Technology Transfer, 3760 HBL, (801) 422-6266 (<http://policy.byu.edu/view/index.php?p=7>).

Link to the university policy: <http://policy.byu.edu/view/index.php?p=36>

V. Donor Sponsored Research

Supplemental compensation is payment received by a faculty member from external sponsors for efforts that require involvement during the faculty member's university contract over and beyond the normal full-time duties specified in

that faculty member's university contract. Please consult university policy when considering external creative or sponsored research that may conflict with a faculty's university contract. The department chair must approve any such activities.

University Policies: <http://policy.byu.edu/view/index.php?p=129> or <http://policy.byu.edu/view/index.php?p=118>

VI. Equal Opportunity

It is the policy of Brigham Young University to provide equal opportunity to all qualified personnel and qualified applicants for employment without regard to race, color, sex, national origin, age, veteran status, or disability. This policy includes and applies to:

- Recruiting, hiring, training, upgrading, promotion, and transfer;
- Conditions and privileges of employment;
- Compensation, benefits;
- Selection for training, including apprenticeships;
- Discipline, layoff or termination.

Positions must be listed with the appropriate employment office.

It is the policy of the University to provide personnel with a work environment free from any type of unlawful discrimination, including freedom from any form of unlawful sexual harassment or inappropriate gender-based behavior. (See the policy <http://policy.byu.edu/view/index.php?p=155>. A copy of the Affirmation Action Program may be seen in the Equal Opportunity Office, D-282 ASB.)

Link to the university policy: <http://policy.byu.edu/view/index.php?p=48>

VII. Family Educational Rights and Privacy Act (FERPA)

The United States Congress passed the Family and Educational Rights and Privacy Act (FERPA) to afford certain rights to students concerning their educational records. The primary rights afforded to students who attend a postsecondary school such as Brigham Young University are the right to inspect and review their education records, the right to see to have their records amended and the right to have some control over the disclosure of information from the records. Under the law, parents, guardians and/or students may access students' academic records up until age 18. At age 18, students must give permission for parents or others to view grades or financial information except those with legitimate need to know.

Faculty and staff should familiarize themselves with FERPA guidelines and follow them in all classroom and grading procedures. These include but are not limited to the following requirements:

- Do not leave graded papers in open areas, including hallway boxes. If faculty members wish to leave graded papers for student pickup, they should place the papers in individual, sealed envelopes. .
- Do not post grades linked to student names, Social Security numbers or student ID numbers in public areas.
- Do not discuss grades or other course performance information with anyone other than students, including their spouses or parents, without written permission from the student.
- Ensure that TAs understand the importance of keeping grade information confidential.

Link to the university policy: <http://registrar.byu.edu/registrar/records/ferpa.php>

VIII. Guidelines for Inviting Speakers to BYU

All speakers at Brigham Young University must be approved in advance through the proper channels. The university should seek to invite speakers who are appropriate models for our students to follow and whose professional and personal lives reflect integrity and respect for the values of The Church of Jesus Christ of Latter-day Saints (the

“Church”). Prospective speakers must not be invited until they have been properly cleared in accordance with applicable university policies.

Link to the university policy: <https://policy.byu.edu/view/index.php?p=117>

IX. Media Contact Policy

University Communications is responsible for interacting with the media on issues affecting the University. No other university unit should engage in media relations without the prior approval and direction of University Communications.

Colleges, departments and other campus administrative units must contact University Communications before distributing news releases or photographs, commenting on university policy or providing statistical information to or initiating contact with the media, unless the media contact is limited to advertising special events, honors, or broadcast programming, as planned and financed by the individual department or unit.

All media relations positions approved by the Resource Planning process, whether full or part-time, are hired by and report through University Communications. Current university employees cannot be reassigned by their administrative unit to media relations positions or responsibilities. The President’s Council must grant any exceptions to this policy.

Only University Communications or the President’s spokesperson designate may speak for the University. Consistent with applicable university policy, including policy on academic freedom, political neutrality and public expression, faculty members and other university personnel may speak with the media provided they adhere to university policy and do not hold themselves out as university spokespersons.

Link to the university policy: <http://policy.byu.edu/view/index.php?p=33>

X. Political Neutrality

The essential functions of the University require strict institutional neutrality, integrity, and independence regarding partisan political activities, particularly because perceived partisanship is often interpreted as endorsement by the University’s affiliated sponsor, The Church of Jesus Christ of Latter-day Saints. This policy is designed to protect the neutrality of the University and the Church in the course of political activities that involve members of the campus community or university facilities and resources and to preserve the University’s tax-exempt status under the Internal Revenue Code. The present policy is adopted in order to:

- Avoid any impression that a particular candidate, party or faction has the support or the blessing of the University.
- Enable the University to serve the community in appropriate ways.
- Ensure that opinions and actions of university personnel or university organizations, including student-chartered clubs and student academic associations, are not construed as university positions in political matters.
- Preclude any political candidate, party, or faction from exploiting a relationship with the University for partisan ends.

Topics covered in this policy include:

- Political Speakers and Partisan Political Activities
- Political Activities of University Personnel
- Use of University Resources and Facilities for Political Purposes
- Personnel Who Run for Public Office or Work Extensively in Political Campaigns or on Other Matters of Public Policy
- Leave for Elected or Appointed Public Officials

Link to the university policy: <http://policy.byu.edu/view/index.php?p=95>

XI. Unlawful Gender Discrimination, Sexual Harassment and Inappropriate Gender-based Behavior

Unlawful discrimination on the basis of gender will not be tolerated whether initiated by university faculty, administrative or staff personnel, students or by third parties on the campus. The university prohibits unlawful sexual harassment against all persons involved in the campus community, including administrators, faculty, staff, students, visitors, vendors, contractors and other third parties. The university also prohibits inappropriate gender-based behavior in the workplace or in the academic setting directed at another due to that person's gender and which violates the Church Educational System Honor Code or the individual dignity of university personnel, students or campus visitors, but which does not rise to the level of unlawful sexual harassment.

Link to the university policy: <http://policy.byu.edu/view/index.php?p=155>

Professors have been asked to include the following statement in all course syllabi:

“Preventing Sexual Discrimination and Harassment

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education. Title IX covers discrimination in programs, admissions, activities, and student-to-student sexual harassment. BYU's policy against sexual harassment extends not only to employees of the university, but to students as well. If you encounter unlawful sexual harassment or gender-based discrimination, please talk to your professor; contact the Equal Employment Office at 422-5895 or 367-5689 (24-hours); or contact the Honor Code Office at 422-2847.”

XII. On-Campus Photography and Filming Policy

As a private university, BYU retains the right to determine access onto campus property. The university also retains the right to determine how campus property is used for filming and photography. In general, photography of campus spaces cannot be used for promotional, advocacy or for income generating purpose no matter the distribution venue. BYU students may film or photograph on campus as part of academic work if they obtain and display department/college authorized credentials. Access for filming to any building must be coordinated through that building's supervisor(s) or individual departments. Filming open spaces is approved via the authorization process outlined above.

This policy describes how the university makes those determinations. For a complete rendering of the policy please go to <https://policy.byu.edu/view/index.php?p=223>

D. College Building and Facilities Policies

The Department of Theatre and Media Arts is located in the Franklin S. Harris Fine Arts Center (HFAC) on the north end of the BYU campus. Department faculty and other employees are requested to be wise stewards of the building and the resources that have been provided to them. Misuse of the building and/or its equipment degrades it quickly. Common courtesy and common sense should be employed at all times, but some specific guidelines have been provided. If you have any questions or concerns about the policies and guidelines, or for further clarification, contact the Assistant Dean.

I. Facilities

The Department of Theatre and Media Arts has several facilities and resources available to support student instruction. The Harris Fine Arts Center houses three theatres used for student productions and instruction. To **schedule one** of the theatres listed below or a room in the HFAC, call the HFAC Scheduling Office at 2-3002.

Pardoe Theatre

The Pardoe Theatre is essentially a laboratory for the application of production theory, and provides the venue for the Pardoe Series of productions. Virtually any type of production is technically feasible on its large stage with a

proscenium opening of 19 by 55 feet. It seats 500 people. The largest of the three theatres, the Pardoe Theatre is named for T. Earl and Kathryn Pardoe; a husband-wife team who contributed immeasurably to speech and dramatic arts. T. Earl Pardoe was chairman of the Speech Department at BYU from 1919 to 1928, and again from 1931 to 1952, when he retired. He and his wife Kathryn taught thousands of BYU drama students during their years here, and left a valuable and lasting legacy.

Margetts Theatre

The Margetts Theatre is a black box theatre, designed to allow flexibility of audience seating and staging. It is home to the Margetts Series of productions each theatre season, and provides a venue for experimental and original scripts. Measuring 30 by 50 feet, the Margetts Theatre seats approximately 150 people. The Margetts Theatre was named for Philip N. Margetts, a leading figure in Utah theatre during the late 1800s and early 1900s. Philip Margetts was a cast member in the first play produced in the Old Bowery in 1851 and organized the first stock company in Utah. His success in organizing the Mechanics Dramatic Association so impressed President Brigham Young that he made immediate plans for the construction of the Salt Lake Theatre. Margetts performed in leading roles for over fifty years.

Nelke Experimental Theatre

The Nelke Experimental Theatre is designed primarily as a laboratory for the practicum activities of the acting and directing students, and is home to the student-directed weekly Mask Club productions during the school year. It features an elevator stage, sharply raked auditorium seating, and seats 280 people. Miriam Nelke, for whom the Nelke Theatre was named, was one of the first teachers of dramatic arts at Brigham Young Academy. Her students so appreciated her tutelage that they later formed the Nelke Reading Club in her honor, a Provo Organization that existed for decades.

Media Arts Lab (MAL)

The Media Arts lab has various production and post-production related facilities where students can reserve and check out basic and advanced film, video, and sound recording equipment. To access Media Arts lab hours, student directory, or equipment reservations, please visit <http://film.byu.edu/home/facilities/>.

Music Dance Theatre Facilities (MDT)

Music Dance Theatre (MDT) classes, show production rehearsal halls, and production offices for MDT are located at the south west side of campus in the Richards Building (1128 RB). For scheduling in this building call (801) 422-2563.

Costume Shop (D-101 HFAC)

The Costume Shop supports departments in the College of Fine Arts and Communications, including Theatre and Media Arts, Dance, and Music. It is a professional shop with full-time and student employees working in areas of Costume Design, Draping and Patterning, Wardrobe, Costume Crafts, Costume Construction, and Theatrical Hair and Makeup.

Makeup Studio (D-112 HFAC)

The Makeup Studio supports both the makeup classes and full makeup application for the main season productions. Located in the heart of the theatre complex, the studio is equipped with lit portrait makeup mirrors, student and faculty makeup storage bins, a kitchen facility for prosthetic mixing and baking, and a hair and effects station. Each year close to 300 students are supported in their production training for makeup basic application, hair styling, prosthetics, air brush techniques and other contemporary makeup techniques.

Scene Shop (B-249 HFAC)

The BYU Scene Shop is managed by Arts Production and is responsible for constructing the scenery and props for many Theatre and Media Arts, School of Music, and Dance productions. The scene shop is comprised of fully

equipped woodworking, welding, and paint shops. Additionally, we have a vacuform machine for working with plastic, and a CNC hotwire machine for cutting Styrofoam scenery.

Pardoe Light Lab

The Pardoe light lab is located in D-290 adjacent to the Pardoe stage. It is equipped with a company switch, a 24 circuit dimmer system, a control console, and a 180-degree pipe grid allowing lighting fixtures to be mounted in all typical lighting directions. Supplied with Source 4 junior lighting fixtures and a variety of color media, templates, and accessories the lab is used to mock up and study the effects of lighting angles, color and other properties of light. The lab supports the needs of Arts Production and TMA Design and Technology area classes, students, staff and faculty.

a. HFAC Building Hours

Monday - Saturday: 6 a.m. to 11 p.m., closed Sunday after meetings

Holidays

The HFAC is closed New Year's Day, The Fourth of July, Thanksgiving Day, and Christmas Day.

During Breaks

Monday-Saturday: 6 a.m. to 11 p.m.

b. General Building and Equipment Care

Faculty Offices

- The paint on the building's walls is extremely sensitive to tape and other adhesives, and will come off easily. Faculty members are not to use tape in any form to hang things on painted or other finished surfaces, or on any glass surfaces, including windows.
- Faculty are asked not to hang anything on the outside of their office door, even on the window. Faculty members may use the tack strip on their office nameplate to post fliers, notices, etc.
- If a faculty member wishes to hang things on their office walls, such as framed pictures or posters, etc., see the Assistant Dean for the appropriate hardware and instructions.
- Faculty offices are purposely configured as they are configured. Offices are not to be re-arranged. If a faculty member moves offices, they accept the new office configured as is.
- Faculty members are encouraged to turn off all electronics, such as computers, televisions, etc., when not in the office or not in active use. This will help those expensive items to stay in good condition and last longer.
- Faculty members should keep Family Rights and Privacy Act (FERPA) laws in mind at all times. If faculty members choose to leave student assignments outside of their office for pick-up, they must adhere to FERPA requirements and ensure that students' names cannot be identified with their grades on assignments.
- Faculty members are encouraged to be careful with confidential items. Confidential items should be properly stored at the end of the day or week. If confidential items are to be discarded, a shredder is available in the mailroom.
- Faculty members should remember that on the weekends and sometimes on weeknights, church meetings are often held in the buildings and their ecclesiastical leaders may use faculty offices to conduct interviews, etc. While this is generally conducted in the department office areas (chair and associate chairs' offices), it could extend to other offices if needed. Faculty members are encouraged

to appropriately store confidential materials when they are away from their offices over evenings and weekends. In addition, faculty members are encouraged to keep their offices as orderly as possible.

- Faculty and student bicycles should be stored on the racks provided outside the building, not in offices or other building storage spaces. There should be no exceptions to this policy.

Posting: Flyers and Posters

- Under no circumstances are items to be taped or posted on the outside of the HFAC building, particularly on the doors. This is true for faculty as well as for staff and students.
- Posters, fliers or other notices are not to be taped on the walls or doors of the building. Bulletin boards are provided on each floor of the building as well as in the open access computer labs for such postings. In addition, all white boards in the HFAC classrooms are equipped with tack strips that can also be used for posting small fliers, etc.
- It is recommended that anything being posted get an approval stamp from the department to avoid being taken down. The department front desk has an approval stamp.
- It is recommended that all posters, fliers and notices include a date that they should be taken down.

Student Clubs and Meetings

- Club advisors are responsible for making sure their students keep the areas they use clean and orderly during and after use.
- Club advisors should also be sure that the department business manager has a complete list of people who need or have keypad access to rooms in the building and be sure that this list is kept updated at all times.
- The university requires that all clubs are registered and recognized by the university. To register a club or update a current club's registration, go to <http://clubs.byu.edu/home>

Reporting Problems in the Building

- If a faculty member finds that something in the building is not functioning properly or if any equipment or furniture is missing from offices or classrooms, they should report it to Layne Peterson in a timely manner. This includes but is not limited to: office equipment such as computers, building restroom facilities, equipment in labs, building lights, doors, etc.
- Any life-threatening situations should be reported to 911 immediately.

If a faculty member notices anything suspicious or concerning, that is not life threatening, they should contact University Police at 2-2222.

c. Late Passes

A student or a group of students can obtain late passes if they wish to remain in the building after its 11pm closing time. While a faculty member does not need to be present, the late pass must be signed by the department chair and the area head of the faculty member who is overseeing the project being worked on. The TMA front desk (D-581 HFAC) has both individual and group late passes for the student to fill out. The latest that students may remain in the building is 1:30am. The late pass must be filled out and turned into the Custodial Office (B-282 HFAC) before the desired date, or they will be asked to leave by University Police.

For any questions concerning late passes, ask the TMA front desk or the Assistant Dean.

d. Room Scheduling

Semester Class Scheduling

Source documents are reviewed 5-6 months before a semester begins to ensure that classes are booked effectively. TMA Staff will send out frequent reminders before the semester begins to ensure that needs and preferences for spaces are being met. It is the responsibility of each program head and faculty member to review the schedule reflected in these documents for accuracy before they are sent to academic scheduling. This process eliminates errors and ensures that the catalog is accurate in time for student registration. If there are any errors or changes that need to be made in these documents, please contact the Theatre Assistant (2-3750) for theatre classes and the Media Arts Program Coordinator (2-4576) for media arts classes.

Performance Spaces and Room Reservations

For room reservations (such as F-550, F-411) for a class or for a group of students to use on a limited-time basis during the semester, schedule through Campus Scheduling (2-3134), or inform the TMA Front Desk that you would like this done.

To schedule F-515, F-556, F-233 or B-220 (only available to Theatre Education students and staff) contact the TMA Front Desk.

Official classes must be scheduled with the Theatre Assistant for theatre classes or the Media Arts Program Coordinator for Media Arts classes. Semester long help sections may be scheduled beginning on the 6th day through the 10th day of classes with the Academic Scheduling Office. Help sections (after the 10th class day), and events, activities, and ward functions must be scheduled through the Campus Scheduling Office, 2-3134

To schedule any of the HFAC stages or Studio A, contact HFAC Scheduling (2-3002). See “Facilities” above.

Access to On-Campus Spaces for Filming

In advance of filming in any on-campus space students must receive approval from the by building supervisors or individual departments. For filming in the HFAC the student must contact building scheduling for general spaces and then the appropriate department. Please contact each department as needed.

Non-BYU Entities

Space reservations for auditions for Non-BYU entities must be applied for through the TMA office. The application is to be turned into the Administrative Assistant at least ten days prior to the desired audition date and will be reviewed by the TMA Executive Committee. Audition space is not guaranteed, and is limited to the spaces available in the HFAC or at the university. Theatres will not be used. The applicant warrants that auditions will be for speaking or singing roles only. Stage combat or dance auditions are not approved by this application. Audition flyers advertising must be marked with the TMA Office Stamp. Flyers are authorized on TMA bulletin boards only. The office that oversees that board must authorize flyers on other HFAC bulletin boards. Flyers are not to be posted on walls, windows, stairwells, or any area besides authorized bulletin boards. Flyers that are posted in unauthorized areas will forfeit the audition. The content of any project must be BYU appropriate.

For the required application, see the TMA front office (D581 HFAC, 2-6645).

II. Security and Safety

Please review and refer to the Risk Management and Safety website for in-depth information regarding security and safety: <http://policy.byu.edu/view/index.php?p=108>. Call 2-4468 for more information.

Stolen Items

The HFAC building is equipped with many security cameras for the safety of students, faculty and the equipment therein. If a faculty member suspects something has been stolen from their office or the building in general, he/she should report it to the assistant dean as soon as possible, and the security cameras may be used to help recover the items.

Security

If a faculty member has a security concern or situation that is not life threatening, they should contact University Police at 2-2222.

Fire

- If the building fire alarm goes off, all faculty, staff and students are REQUIRED to vacate the building immediately.
- In the event of a fire, 911 should be contacted immediately after vacating the building.
- Some faculty members are assigned to be fire marshals for their area of the building and will be responsible for making sure they are the last one out of that area.

Hostile Events

- In the event of a hostile situation, individuals should first secure life and limb.
- If there is access to a telephone, 911 should be notified immediately and caller should identify where in the building the event is taking place.

Injury/Accident Reporting

The Risk Management and Safety Department must receive IMMEDIATE NOTIFICATION of all fatalities, serious injuries (hospitalization, amputation or major bone fractures), and occupational illnesses, (cumulative trauma disorders, respiratory disorders, dermatitis, etc.). Minor injuries must be reported within 24 hours.

The Dean of Student Life should receive immediate notification of serious injury to a student. All personnel must IMMEDIATELY report any on-the-job injury/illness to their full-time supervisor. The supervisor must investigate the cause of the accident, then prepare and submit a Supervisor's Report of Accident form to Risk Management and Safety within 24 hours.

Injury report forms can be found here: <http://risk.byu.edu/insurance/injuryReportForm.php>.

Any and all life threatening situations should be reported to 911 immediately.

Use of Firearms or Weapons in Combat Training, Theatre Productions, and/or Films

If students or faculty plan to use firearms or other weapons during a theatre production, film or in combat training or rehearsal, the University Police must be notified prior to the event. Faculty must inform students that under no circumstances should anyone make threats to others, even and especially in jest due to the importance of alerting authorities should an actual hostile situation take place.

E. Department Policies

I. Faculty Teaching and Production Loads

As a general rule, the University views a full teaching load as 12 credits. However, faculty load is determined by written agreement with the University and as determined by the department chair at the time of hire.

When possible, the practice of this department has been to consider 9 credits as a full load when faculty members are conducting research and/or creative work. An additional reduction may be available at the discretion of the chair, for those with administrative assignments or who are producing research well beyond the normal expectation.

Evening class assignments are made according to department need. The department chair, in conjunction with the area head and/or Executive Committee, determine these and other supplemental assignments.

a. Faculty Load Policies

- i. Faculty in TMA will regularly maintain a 3/3/1 course load (or nine credits per semester). Course assignments that meet this load will be determined within areas and approved by the TMA Executive Committee based on needs of the faculty, the area, and the department. Additionally every faculty member is required to contribute the equivalent of at least one 3-credit course or approximately 195 hours per semester to scholarly, creative, or citizenship work.
 - On campus creative or scholarly projects that involve students (i.e. directing, designing, etc.) should only be counted as either a part of course load or a part of creative work but should not be counted as both.
 - Evening overloads will only be granted to faculty who are maintaining a 3/3/1 teaching load and consistently producing scholarly or creative work and citizenship. Faculty whose loads are reduced by approval will also be allowed to maintain an overload contract when appropriate.
- ii. Faculty who are not actively or productively working on scholarship or creative projects, or substantial citizenship that lead directly to tenure and promotion (or contribute to the discipline) will be assigned a 4/4/2 load. Heavier teaching loads will be assigned based on stewardship interviews and will be part of an ongoing discussion with the TMA Executive Committee. This assigned 4/4/2 load does not include any evening overload in which the faculty regularly participates.
- iii. Faculty who are consistently and actively contributing to the department, the university, or their discipline by
 - Producing scholarship and creative work that leads to tenure and promotion,
 - Producing scholarship that benefits student learning or,
 - Contributing significant citizenship to the college, university, or the disciplinary field may apply to the TMA Executive Committee for a reduced teaching load. Most of these reductions will occur over a spring or summer term but can also be granted during a fall or winter semester when appropriate.
- iv. Faculty leaves that enhance scholarly or creative work should be planned with individual faculty within their assigned areas of study and proposals for those leaves should be submitted to the TMA Executive Committee in the year prior to the leave. **To initiate this process, faculty should follow the instructions found at <https://cfacsharepoint.byu.edu/SitePages/Home.aspx> under the shared document titled “CFAC Faculty Leaves Instructions.”** It is most likely that leaves will be granted during a spring or summer term. Each productive faculty member should have an opportunity to participate in some type of leave experience. The purpose of the leave is to allow time for faculty to develop their scholarly, creative work or citizenship. Faculty leaves will not be granted prior to the faculty member receiving Continuing Faculty Status from the university.
- v. Faculty members are always expected to arrange well in advance for class coverage when they will not be able to attend. Visit <http://policy.byu.edu/view/index.php?p=56> for the University policy.

b. Evening School Course Policies

Evening School compensation will be affected if your section does not have enough students to meet the enrollment requirement. You should be monitoring your enrollment every couple of weeks up to the Add/Drop Deadline. You can check enrollment numbers by going to the BYU website, logging into your myBYU, going to AIM under the “Work” tab and clicking on “Instructor Schedule.” Evening school will reduce your honorarium by a fraction of the original contract amount per student less than the enrollment cap (for example, if your class has 19 students and 20 students equal a full class, you will receive 19/20 of your full compensation). If you need help advertising for your class to increase enrollment or have any additional concerns, please email the Administrative Assistant for theatre classes or the Media Arts Program Coordinator for media arts classes.

c. Teaching an Evening School Class for Another Department

There are many academic departments on campus that use full-time faculty OUTSIDE of their assigned department for teaching Evening Classes. These full-time faculty members need to fill out the form “Request for Approval F1” from the Evening Classes Office Specialist and return it to Evening Classes (211 HCEB) before they can make the contract for that class.

II. Faculty Travel and Expenses

All faculty members who wish to travel using department funds must abide by the following guidelines regarding applications, expenses and deadlines.

Applying and Approval for Travel

- Each December, faculty members turn in their proposed travel for the coming year. The Executive Committee will suggest how that travel will be funded. Each faculty member has approximately \$1500 of travel funding annually.
- Before making any official travel plans, including booking air travel or making hotel reservations, faculty members must fill out a travel application, have it signed by the department chair, and turn it in to the Administrative Assistant. They will then turn it into the department business manager for approval by the Executive Committee (ExComm).
- Faculty members must fill out travel applications well in advance of planned departure. They are encouraged to fill out travel applications as soon as they receive notification of acceptance to conferences, etc. *It is suggested that faculty members fill out travel applications at least five weeks in advance of the proposed trip. At a minimum, applications must be submitted three weeks in advance of proposed trip. Faculty members should be aware of the scheduled ExComm meetings and plan to have their travel applications submitted in advance of these meetings.*
- The travel application must be filled out completely, particularly where the funding for the trip is coming from university funds. Incomplete travel applications will be returned to the faculty member for completion.
- Some professional development travel funds are made available by the College of Fine Arts and Communications. Access to these funds requires a separate application that can be obtained from the college website (<https://cfac.byu.edu/college-funding>).

Paying for Travel Expenses

Cash advances are no longer issued to faculty members to assist in travel expenses. All expenses should be paid using a BYU corporate credit card.

All faculty members should apply for a BYU corporate credit card. If a faculty member does not have a card, or it has been cancelled, they should see the business manager as soon as possible.

Once the Executive Committee or the department chair (or in the absence of the department chair, the associate chair) has approved a travel request, the faculty member will be given a travel account number which will authorize them to book their airfare through BYU Travel using their BYU travel card. Also at this time, faculty members can make hotel reservations and pay any conference registration fees using their BYU travel card. *Faculty members are not to book their air travel or make hotel reservations until their travel request has been officially approved.*

Faculty members should always use their travel cards for travel, including making hotel reservations. This practice will facilitate the new travel expense reporting system and reduce administrative effort.

Travel Expense Reporting

Faculty members are required to turn in *original itemized receipts* to the business office within 10 days of returning from their trip in order for their corporate credit card to be reconciled. This excludes personal meals, which are reimbursed at the per diem rate.

a. TMA Meal Policy

TMA follows BYU's policy regarding providing meals for faculty, students and guests. "University personnel are responsible for providing their own meals and snacks during the work day. However, university funds may be used for business meals when a meal is necessary to conduct university business; that is, without the meal, university business could not have been reasonably carried out" (<http://policy.byu.edu/view/index.php?p=82>).

The key factors are:

- Meals may be provided if it is necessary in order to conduct University business.
- Meals that include students should receive dean or department chair approval.

TMA provides meals (snacks, lunches, dinners) for our faculty in connection with work related activities. As long as students or faculty are in a space over 5 hours and cannot leave the building, a meal should be provided. If you are requesting meals for students, please anticipate the need and contact the TMA Office in advance. Approval is at the discretion of the department chair.

Remember that proper documentation of the group or individuals (if over 15 individuals a group name; 15 or less all participants must be listed) involved must be provided along with receipts and explanation of business purpose.

Be aware that if you use a caterer other than BYU, they must be BYU approved. The university policy and a list of approved caterers is found at <http://dining.byu.edu/catering/approved/off-campus/caterers/>.

Revised Per Diem Meal Policy

Many faculty members have reported that in many (though not all) cases, the per diem food allowance is in excess of what is actually spent for food during travel. Consequently, the ExComm has recommended that the "automatic per diem" policy be replaced by a policy that covers the exact amount of all daily food purchases, UP TO THE AMOUNT OF THE PER DIEM.

- 1) Under this system, daily food purchases (including snacks, restaurant meals, room service, etc.) will still be covered up to the amount of the per diem. If the faculty member uses their personal charge card, they will be reimbursed only for the amount actually spent—not the total amount of the per diem.
- 2) Food purchases must be submitted in the form of itemized receipts—even if cash or personal credit cards are used for a purchase. All original receipts must be returned to the Business Office within two weeks of the purchase or the amount will be charged against the faculty member's pay roll.
- 3) The daily food purchases should be charged against the faculty member's purchasing card within the amount of the approved per diem.

The department encourages and expects traveling faculty to eat all their meals, and the per diem allowance is designed to support this. At the same time, returning unused per diem money to the department travel budget will enable additional faculty travel for which funds might have otherwise not been available.

b. Miscellaneous Travel and Expenditure Policies

Miscellaneous Travel Policies

The use of a rental car during university-sponsored travel is not normally approved unless suitable public transportation is not available if the size of the group traveling dictates it is more economical, or under other special circumstances (such as accessibility).

When faculty members are using travel funds for internship-related purposes, they must report the success or failure of their efforts (internship recruiting, contacts, etc.) to the business manager and the department internship office (Media Arts Coordinator).

If students are accompanying faculty during travel, the faculty member must turn in a student travel memo at least three weeks prior to traveling, outlining the travel itinerary. Directions for the format of the memo are available at the TMA Front Desk or from the Administrative Assistant. Students must also complete and turn in a Request for Excused Absence form and a Risk Waiver form, both of which are available at the front desk. A BYU Request for Excused Absence form must be prepared for all classes that the student will miss. This form will be turned in the TMA Front Desk.

Miscellaneous Expenditure Policies

Miscellaneous expenditures (such as office supplies, etc.) where reimbursement is expected are not permitted for faculty members. Supply expenditures should be approved in advance through area heads. Generally, supplies costing under \$100 may be approved by area heads. Supplies over \$100 should be approved by the Executive Committee.

Faculty members may occasionally use their purchasing card to pay for the expenses of hosting a guest. In this case, original, itemized receipts, along with the purpose of the occasion and a list of all individuals hosted (including name, title and company) must be submitted to the business manager.

Under no circumstances should students ever be asked to front expenses for the University.

c. Timely Reporting for Travel and Other Business Expenses

Timely reporting of business and travel expenses complies with University policy and IRS accountable plan rules, easing reporting burdens for both employees and the University. Employees who do not provide timely reporting of university expenses become part of what is called by the IRS, a non-□ accountable plan. Under non-accountable plans expenditures made by employees must be reported to the IRS as additions to W-2 taxable earnings, and appropriate State, Federal and Social Security taxes must be withheld from the next regular payroll of the employee. Based upon individual circumstances, some withheld income tax may be recoverable to the extent that business expenses can be deducted, but Social Security tax withheld is not recoverable. However, proper accounting to BYU for expenditures using university funds is still required.

To avoid those negative consequences and meet accountable plan rules, the following procedures will be followed:

Non-Travel Business Expenditures

Employees who use University credit cards or personal funds for local transportation or business expenses must complete accounting within 30 days after the expenditure. Reporting later than 60 days will result in the addition of the expense amount to W-2 earnings with payroll tax withholding on the next regular payroll.

Travel Expenditures

Submission of an approved travel authorization is required in advance of travel. Travel expenditures and advances are to be accounted for within 30 days of the date of return from travel. Reporting later than 60 days from the return from travel will result in the addition of the expense amount to W-2 earnings with payroll tax withholding on the next regular payroll.

Notifications

Notifications will be sent by Purchasing & Travel in an effort to promote timely reporting of transactions. Days listed below are from purchasing card/personal fund expenditure for non-travel business expenses, or from completion of travel, respectively.

- 15, 30 & 45 Days - A system generated email will be sent to the employee reminding them of the need to account for the expenditure. At 45 days, applicable vice presidents, deans/directors will be notified of the potential for the expenses being added to the employee's W-2.
- 30 Days - Transactions older than 30 days will be included on the monthly Financial Services Compliance Report. One week prior to this reporting, a list of eligible transactions will be emailed to the controller to provide an opportunity to resolve them prior to being formally reported.
- 60 Days - Transactions older than 60 days are subject to being included in the employee's next payroll W-2 earnings with previously described tax withholdings. Absent extenuating circumstances or university error, once that action is taken, it will not be reversed. In addition:
 - The employee's university-issued credit cards will be deactivated.
 - If the transaction is travel related, departmental approvers will be directed not to authorize additional travel or travel advances for the employee until all deficient reporting is completed.
 - Repayments continue to be due the university and will be reported to the employee's dean/director and Vice President to determine if disciplinary action should be taken.
 - The transaction will be included in subsequent Compliance Reports until resolved with a department penalty of \$100.

d. Van Training

Van training is required for any faculty, staff, or student who needs to drive any van or 7-12 passenger vehicle under 10,000 lbs. The certificate is good for FOUR years. If your certification is four years old or older, you must register for a VAN/TRUCK class immediately.

For individuals who will be driving 7-12 passenger vans. This training is now available online through the ytrain.byu.edu website. Login with your BYU netID, then select "Catalogs," then "Risk Management and Safety." Select "Van Driving Program". The training should take 40-60 minutes to complete. Upon completion of the online training, print the Certificate of Completion and bring it to the Risk Management office in 250 FB to receive a van certification card. Please call 801-422-4184 with any questions.

III. Faculty Procedures for Student Awards and Grants – Fulton, Merit, Financial Need

There are a number of student grants and awards offered through TMA:

Merit Scholarships

Students can request tuition awards (\$100 up to half-tuition) annually for each semester and/or block. These awards are intended for tuition and are based on the talent and/or academic excellence demonstrated by the applicant. Applications are due the second week of February to the TMA office and will be distributed to each area in the department by the end of that week. The number of student applications turned in on time determines the budget for each area. Areas with more student applicants get a bigger pool of merit money. Each area committee must determine how to divide awards by the last Thursday of February. Awards are announced on the first Tuesday of March for Spring/Summer and the first Tuesday in May for Fall/Winter. Eligible students must carry 12 credit hours per semester or 6 credits per block. There is a last semester exception for graduating students who wish to retain their award and carry a smaller credit load.

For incoming students, areas may use merit award funds to recruit those who may not meet typical BYU eligibility requirements. Statement of commitment forms must be turned in for students before Admissions notifies them about their general application to the university. Please consult Student Academic Advisement Services (2-2725) and the Theatre Assistant to make these arrangements by the last week of January.

Financial Need Scholarship Application

Students who find themselves compromising their educational progress due to financial stress can apply immediately for financial assistance. Eligible students must carry 12 credit hours per semester or 6 credits per block. Students must turn in the first portion of the form and a faculty mentor will fill out the recommendation portion of the form. The application should be discussed by area committee first in order to determine the eligibility of the student and also to discuss alternate funding options. After review, the application will be given to the Theatre Assistant and then it will be reviewed by the Executive Committee. Funds are given on a case-by-case basis after careful evaluation by both faculty and department administration. Students can apply during any part of the year.

Fulton Student Research or Special Projects

Every year, a portion of the Mary Lou Fulton endowment fund is set apart for students and faculty who wish to pursue projects that enhance learning and professional development. Projects should support their career goals and also benefit fellow students in the department. Funds can be used for travel, per diem (meals), materials, and conference registration fees. On-campus tuition, salary, and pay for other spouse/family expenses (i.e., rent) are not appropriate uses of Fulton funds. Applications are due the first Wednesday of October and the first Wednesday of February. A faculty recommendation form filled out by a full-time faculty member must accompany each application. Students will be notified of awards by the first day of second block.

For applications and recommendation forms or for additional information on other research or creative funding, forms can be found in the TMA Office (D-581 HFAC) or on-line at: <http://cfac.byu.edu/tma/admissions-and-aid/mary-lou-fulton-chair/>. All applications and forms should be emailed to the Theatre Assistant.

Office and Research and Creative Activities (ORCA)

The Office of Research and Creative Activities sponsors an annual grant program to help undergraduates work with faculty on research, field studies, or creative projects in their discipline. All ORCA awardees must work with a faculty mentor. This year ORCA recipients will receive \$1,500 and his or her mentor will receive an additional \$300.

ORCA grants reimburse students for their time, supplies, and/or other expenses involved with conducting an academic project. The grants provide opportunity to work with professors outside of the classroom and promote mentored learning that can enrich a student's undergraduate experience.

Students may either design their own project or work on a professor's ongoing research, but all ORCA students must work with a faculty mentor. Some students approach faculty with their own ideas, while others receive ORCA grants for work they are already doing as a research or teaching assistant. Students should initiate the mentoring relationship by asking a faculty member to advise them on a project. Prior classroom relationship is recommended.

The student must write his or her own proposal, though the faculty mentor should review and advise throughout its preparation. Once the award is granted, the student should meet regularly with the mentor to go over the progress of the project and receive advice and help.

Find additional information on applications, deadlines, and contacts at <http://orca.byu.edu/>.

Area Endowment Policy

The department is the beneficiary of endowment funds set aside by generous donors. Periodically, there are enough funds that can be utilized to enhance and sustain student scholarships and mentoring; faculty research, creative work, and/or professional development; and guest artists and professional visits. When funds are available, they will be equally divided among the following 11 areas in the department: Animation, BFA Acting, Design & Tech, MDT, Media Arts Critical Studies, Media Arts Fiction Production, Media Arts Non-fiction, Media Arts Writing, Theatre Arts General Studies (which includes playwriting), Theater Education, and Graduate Studies. Use of these funds will be tied to each area's strategic planning goals.

Annual Proposal Process: Area Responsibilities

Department of Theatre & Media Arts – Faculty Policy Manual

1. Proposal forms are available online at <http://cfac.byu.edu/departments/tma> under the Financial Aid tab on the main menu. Under the Financial Aid tab, go to “Faculty Funding.” Forms should be handed in at the same time as the area’s strategic planning goals.
2. Proposals are to be created and approved by the entire area committee. Funds may be allocated for the following purposes:
 - Ten percent of each area fund must be designated toward student scholarships
 - Student mentoring, including travel, internships, and/or conferences
 - Faculty research, creative work, and/or professional development, including travel
 - Guest artists and professional visits
3. Area committees will turn in a polished proposal, signed and approved by the area head, that summarizes planned expenditures for the entire fiscal year, from Jan. 1 – Dec. 31.
4. An area’s strategic plan and endowment proposal are due on the second Tuesday of every October. Area endowment proposals should align with the area’s strategic planning goals. **If an area’s proposal is not turned in by the deadline date, the area may forfeit their funding for the coming fiscal year.**
5. The TMA Executive Committee will give approval or ask for clarification on area strategic plans and endowment proposals by Dec. 1.
6. Revisions to the proposals may be turned in any time during the year by using the Change Request Form, available from the Theatre Assistant.
7. Faculty and students benefitting from funds are responsible to complete required paperwork (travel applications, W-9, Visiting Scholar forms, etc.) one month in advance of disbursement. Required paperwork should be turned into the Administrative Assistant.
8. If the funds are not used within the specified year, they are NOT rolled over to the next year.
9. After funds have been expended, all recipients are required to write a thank you report to describe the outcomes of their experience. This should be turned in to the Theatre Assistant. **The report should be completed no later than the May following the fiscal year after funds have been expended. Failure to turn in the report could jeopardise that faculty member’s access to endowment funding for the coming fiscal year.** A brief, half-page report should include the following information:
 - Basic information about the event (what it was, when, where, and who was involved)
 - Which activities were supported in the event/project
 - Evaluation of how activities benefitted the recipients (academically, professionally, spiritually, etc.)
 - How the recipient will benefit the department, community and/or professional world as a result of the funded activities.

An example of an activity proposal is given below:

A. Semester	B. Strategic Goals	C. Activity Description	D. Cost Breakdown
Summer 2017	#1 and #2	CSA Conference Travel: Megan will accompany 2 students (Mary Hall and John Doe) to the ATHE Conference in Chicago, IL. Students will be presenting papers.	Conf. Reg: \$100 ea. Flights: \$340 ea Hotel: \$300 ea TOTAL: \$1480

- A. Indicate the semester/term that the activity will take place (Spring/Summer, Fall, or Winter).
- B. List the Strategic Planning goal that will be met by using numbers that refer to the goals on your Strategic Plan.
- C. Describe the activities involved in the proposed request. (See example above.)

- D. Give an itemized breakdown for what you believe the costs will be for **each** beneficiary and project.

Administration Responsibilities

- Each September the TMA Business Manager will let the Executive Committee know the amount of available funds for the Area Endowment disbursements for the upcoming fiscal year.
- The Executive Committee will review each area’s annual proposals and strategic plans by December 1.
- Approved proposals will be given to the Theatre Arts Assistant, who will compile each area’s information and will send initial approvals to area heads.
- The Theatre Arts Assistant will meet regularly with the area representatives in TLC and send an updated report on which activities have been completed and those scheduled to happen in the upcoming weeks. The report may include reminders to responsible faculty members on the paperwork that needs to be completed for those activities.
- All area endowment paperwork (i.e. travel applications, W-9s, copies of stamped receipts, etc.) will be given to the Administrative Assistant (who will give copies to the Theatre) to be recorded on the Area Endowment spreadsheet and shared with the TMA Business Manager. Any questions about paperwork or tracking can be directed to the Theatre Arts Assistant.

A visual flowchart of this process can be found in Appendix A.

IV. Grade Procedures

a. Grade Submission

Grades are due about a week after the last day of finals. You will receive an email reminding you of the grade submission deadline from the TMA Office during finals. You can submit grades via the “Grade Roll” Link in “Work” folder in MyBYU.

b. Grade Changes

Students wishing to change a grade should meet with the faculty/instructor. The faculty/instructor will obtain a form from the department office, complete it, and leave it with the department secretary. The department secretary will obtain the appropriate signatures and send the form to the Records Office. Students should not submit grade change forms to the Records Office.

c. Incomplete Grade Contracts

Students wishing to receive an incomplete in their class need to meet the following criteria: serious illness, personal injury, death in the immediate family, situations that arise AFTER the nonacademic emergency deadline (the twelfth week of a semester or the sixth week of a term). The student must have attended up until the nonacademic emergency deadline and be passing the class. Students whose extenuating circumstances as mentioned above arise after the add/drop deadlines but before the twelfth week of a semester or the sixth week of a term should petition for an official withdrawal with the Registration Office, B150 ASB, immediately. An incomplete grade is only given when a student can complete the remaining work on an individual basis with the instructor. For some special instances, such as a lab class, attendance may be required for the portion of the class or lab section missed. Re-registration is not permitted to make up the incomplete grade. Students must obtain a form from the Records Office, B150 ASB, and go the Cashier’s Office in D155 ASB to pay a fee before bringing the form to the instructor. The instructor then gives the yellow copy of the form to the Department so that it can be sent to the Records Office. The instructor retains the white copy for their records and the student retains the blue copy. Please remember to include a date of completion. If the student fails to complete the work by the deadline, the grade will change from an “I” to an “IE.” The student can petition to change the deadline by submitting a petition to the Student Academic Records Review Committee, B150 ASB. The instructor must write a memo of support.

V. Faculty (FTE) Hiring Process/Procedures

To encourage cross-department involvement and fellowship in reviewing, justifying and assigning a new faculty (FTE) hire, the following procedures are recommended.

When a FTE position comes available:

1. Any department area that has assessed an imminent need in their area can provide a Position Justification Memo. They should use the format and questions based on Faculty Position Justification Guidelines (August 2013) found on the CFAC Sharepoint site in the Faculty Hiring section of this site.
2. All Position Justifications Memos are due by a date set by the TMA Executive Committee, based on when the faculty hire should be in place. The Chair will then distribute the memos to the faculty at large.
3. The faculty can then review the area justifications prior to a pre-determined faculty meeting and then will be free to ask questions of the areas that submitted an area proposal during that faculty meeting.
4. At the next faculty meeting, the faculty will be asked to sustain or not sustain the recommended assignment of any area with imminent need.

The EC will then initiate the following pre-search and search committee steps:

1. Following the review and approval of the assignment, the EC will organize a pre-search committee for the FTE. The committee will be formed with faculty from both Theatre and Media Arts and include members of the EC. The EC would form the guiding charge for each pre-search committee based on the guidelines given at the end of this document under “Pre-search Committee Charge”.
2. The Pre-Search Committee’s assignment would be to investigate the parameters of the FTE job description in the context of the area and also larger departmental needs.
3. The EC will review the Pre-Search Committee report that should include recommendations for the area and the department and the responsibilities and qualifications for the FTE position.
4. Based on the report, there may be further conversation between the EC and the Pre-Search Committee to shape and finalize the language of the FTE position description.
5. The EC will then assign a formal search committee for the position. The Search Committee may or may not include members from the Pre-Search Committee. The EC will give the Search Committee guidelines and a timetable for finalizing the FTE position description (responsibilities and qualifications).

The department administrative assistant will track the pertinent documents for these steps:

- Area Position Justification Memo
- Pre-Search Committee Charge
- Search Committee Guidelines

Pre-Search Committee Charge

When the TMA Faculty has approved a Position Description Memo and the FTE has been assigned to an area, the TMA Executive Committee will create a pre-search committee. This committee will be charged with discussing how a FTE might impact the department as a whole. Below you will find guidelines for the charge to the pre-search committee. The official search committee will be formed following the deliberations of the pre-search committee. The search committee may or may not include members from the pre-search committee.

1. Meet 2-3 times to discuss the charge below.
2. Review the area’s Position Description Memo and ask clarifying questions related to the area’s description of the FTE and their planned use of the FTE.
3. Discuss ways that the position might best serve the area’s needs. Suggest additional changes to the Position Description Memo that reflect those needs if necessary.
4. Discuss ways that the position might contribute to department initiatives, interdisciplinary departmental work, and cross-curricular courses within the department. Also determine how the position might interface with other college or interdisciplinary entities (i.e. Arts Production, MDT, etc.)
5. Discuss the qualities needed for an individual in this position (i.e. innovation, creativity, administrative, visioning, etc.)

6. Create a report of the ideas generated in the pre-search committee. These recommendations will be shared with the TMA Executive Committee and the official search committee so that it will inform the final Position Job Description.

Search Committee Guidelines

A search committee made up of members from the area of the position, as well as others from Theatre and Media Arts or others recommended by the chair, will take the recommendations from the Pre-Search Committee and finalize the justification materials, including the position qualifications and responsibilities, for approval by the University.

Here are the search committee steps:

1. The committee meets over a multiple day period to review the paper work created by the pre-search committee and the area.
2. The chair will send the job posting and position description for approval at the AVP level at least 12-15 months prior to when the position will need to be filled.
3. The job will be posted for no less than two months.
4. Candidates will be selected by the committee under the direction of the search committee chair.
5. Selected candidates will participate in a campus visit. The chair will work with the department administrative assistant, the EC, and the Committee to set these dates.
6. The department Chair and Administrative Assistant will complete all the necessary paperwork required by the University.
7. Candidate will be hired upon approval by the University.

VI. Hiring Policies – Student/Adjunct Faculty

a. Hiring Teaching Assistants

Full-time and adjunct faculty who teach an undergraduate class with 20 or more enrolled students are eligible to hire an undergraduate teaching assistant (exceptions are made for acting classes). The Hiring Manager keeps record of classes that typically qualify for teaching assistants. The number of hours available for a teaching assistant will be 10 hours a week maximum. This includes any additional research help or duties unrelated to the class. If faculty need an assistant to work more than 10 hours a week, he/she must petition through the Hiring Manager. The Executive Committee will review petitions and approve them on a case-by-case basis. Typically, approval will depend upon available funds.

If faculty members qualify for a TA, they need to communicate with the Hiring Manager about potential employees at least two weeks prior to the first day of work. Information with the student's name, email address, and phone number should be given to the Hiring Manager so a brief appointment can be scheduled with the student.

Hiring Restrictions and Requirements

Teaching assistants are subject to university requirements and guidelines for employment, including maximum work hours. Teaching assistants should not begin work until all hiring requirements have been met and the student is authorized by the university to work. Wages start at \$9.00 per hour and can go up from there according to experience. Keep in mind that students must have sufficient enrolled credit hours and proper paperwork filed in order to work. The department will be fined \$100 per student who works before paperwork is properly processed. Due to this policy, faculty are not permitted to have employees work before they are authorized, even in times of great need. Graduate students generally should not be hired as teaching assistants for undergraduate classes, but may be used as needed.

Faculty members should approve student payroll promptly, as directed by university e-mails.

If a faculty member wishes to offer a thank-you gift to a TA, they should recommend their employee to the department for an end-of-year bonus.

Faculty should ensure that TAs are aware of the following guidelines:

Fraternalization with students in the class is strictly prohibited. Teaching assistants are not allowed to date members of the class for which they are currently serving as a teaching assistant. Furthermore, teaching assistants should not work in a class in which their spouse is currently enrolled. If any other prior relationships exist with a member of the class (e.g., a class member is a relative or a roommate), this should be disclosed to the professor immediately. TAs must always remember that they are university employees, and the TA-student relationship is a professional one. TAs should understand the importance of treating all grades and other student information confidentially.

b. Adjunct (Part-Time) Faculty Hiring Policy

Adjunct (part-time) faculty are hired as valuable instructional support for the department. They add a variety of approaches and experience to TMA curriculum. Part-time faculty can be hired as needed or can be scheduled as part of the regular curriculum cycle. Adjunct faculty are assigned a minimum load of 1.0 credit to 9.0 credits based on the need of the department for any given semester. Typically, heavy part-time loads include administrative duties, which may justify additional compensation.

Areas are responsible for hiring adjunct faculty within their program. This discussion is led by the area head and should occur in area committee meetings. The decision to use adjunct faculty directly impacts full-time faculty loads and should be considered carefully. The use of an additional adjunct faculty member must balance well with full-time loads for all individuals and the collective group within each area. When considering individuals for these positions, committees should consider the following:

1. Is the individual aligned with the mission of the university?
2. Is the individual qualified for the position by degree or professional experience?
3. Has the individual been presented to and reviewed by the entire area committee?
4. Does the individual's hire conflict with the university's nepotism policy?

If the individual is in compliance with the above criteria, the area committee may send a written (email) proposal to the Executive Committee for review. Area committees must realize that load considerations and funding may result in denied requests. If approved, the following process must take place:

1. The Hiring Manager will post a position on the university hiring website for a minimum of one week so all eligible individuals can apply.
2. All applicants no matter their location must go through an ecclesiastical clearance process and be approved before a position can be offered to the individual.
3. The candidate must have an interview with the dean's office.
4. A discussion about salary is made with the department chair.
5. An electronic contractual agreement must be produced and signed by the candidate before they start work.

To ensure that all of these conditions are met on time, areas must propose a candidate by March 1st before Spring/Summer and Fall semesters, and October 1st before every Winter semester. If areas do not meet these deadlines, requests may be denied.

Additional Information That Applies to the Hiring of Part-Time Faculty

Day Classes

Part-time faculty who are assigned to teach day classes (classes that are designated with "Day" status by the department and paid through with university funds) are paid a contracted amount based on several factors:

class priority, level of education, professional/teaching experience, and longevity with the department. The department chair determines salary. Hired employees are paid monthly.

Evening Classes

Part-time faculty who are hired to teach Evening Classes (classes that are designated with “Evening” status by the department and paid with Evening School funds) are paid through a contracted amount based on several factors: credit hours, professional status (e.g. instructor, associate professor, full professor, etc.), and enrollment. When enrollment for an instructor’s class is below its requirement, the compensation given for that class may be affected. For classes that are low priority for the department, the instructor has the option to either receive lower compensation or to cancel the class. For high priority classes (a core class or a class that heavily support core curriculum), the department will likely supplement instructors up to their original contracted amount. The department chair and Executive Committee decide prioritization of classes. If instructors have questions about the priority of their class, they may contact Executive Committee by memo or email.

TMA Adjunct Compensation Criteria

The Department of Theatre and Media Arts considers, but is not limited to, the following criteria for supplementing core offerings, approving specific courses, and determining adjunct faculty pay. Courses are approved by their value to the department/program’s overall curriculum objectives and support to their program’s core classes.

Level 1

- No previous teaching experience
- No Advanced Degree/minor professional experience
- No Administrative Responsibilities

Level 2

- 4 semesters/terms teaching in the department
- Positive results as determined by area head based on:
 - Noted student outcomes
 - Instructor and course evaluations
 - Peer feedback
 - Area Head observations
- Advanced Degree or proven Professional Experience
- Secondary Administrative Responsibilities

Level 3

- 8 semesters/terms teaching in the department
- Positive results as determined by area head based on:
 - Noted student outcomes
 - Instructor and course evaluations
 - Peer feedback
 - Area Head observations
- Advanced Terminal Degree or Expert Professional Experience
- Primary Administrative Responsibilities

It is at the discretion of the TMA Executive Committee to determine who falls within each level, and the amount of pay received. If instructors have questions about the priority of their class, they may contact Executive Committee by memo.

Benefits

Adjunct faculty are not given any medical benefits (health, dental, eye, etc.) by the university. Some 401k options are available, and employees can consult the Benefits Office in D-480 ASB for questions. Part-time

faculty are given “A” parking (for all faculty and staff), a university ID card which may be used for discounts in limited locations across campus, and office space may be given if needed and if available. A university email account and phone number may also be available. For questions, please contact the Hiring Manager.

VII. Department Visiting Scholar/Guest Policy

The office can correspond with the guest to arrange for the flight, rental car, and hotel. The earlier we can contact the guest, the less the flight will be. We can also arrange to have a lunch catered. We need a week’s notice to arrange for a catered lunch.

Flight

- Name as it appears on driver’s license (or other government ID)
- Aisle or window seats
- Airport the guest is flying out from and back to.
- Time of day for incoming and outgoing flights (morning, afternoon, evening)
- Dietary restrictions or preferences (vegan or allergies)
- Skymiles or Frequent Flyer number can be added so that the guest gets points for his/her flight.

Transportation

- BYU prefers that we don’t rent cars for outside guests if possible. However, sometimes guests prefer to have their own car. This adds to the expense, so we need to know if a car rental is in the budget.
- Sometimes guests would prefer to be picked up and driven to their hotel. We can use BYU rental vehicles for this. If a guest does not have his/her own transportation, *the host is responsible for arranging who is picking the guest up and when.*

Hotel

Residence Inn is a little more expensive (\$89/night), but it includes a breakfast. The hotel should be reserved when flight reservations are made. Be sure to indicate that TMA will pay for the hotel so the guest is not stuck with the bill.

Meals

- The department will pay for one meal for the guest, usually a lunch or dinner.
- If you plan on taking the guest to another meal, plan for it in the budget.

Honorarium

- The Business Office needs a W-9 form at least two weeks before the guest arrives to have the honorarium ready when the guest is here.
- You will also need to fill out Visiting Scholar form. These are available from the Business Office.

Hosting

- Sometimes a guest would like an office to work in while he/she is here. The department can usually arrange for this if we have about a week’s notice.
- It’s a good idea to write up an itinerary that includes what is happening when so the guest is aware of the schedule. The host is responsible for the itinerary. However, if you’ve never done one before, the department administrative assistant or the office manager can help you.
- The front desk can type up the itinerary, schedule rooms, and can make restaurant reservations, but they are NOT responsible for creating the itinerary.

VIII. Faculty-Student Relations/Policies

A. Absences from Class and Attendance Policy

For information on Leave of Absence and Registration visit the Registrar’s Office website at <http://registrar.byu.edu/registrar/index.php>.

Often prospective media arts or acting students may want to attend a class to assess their interest in registering for the class. Those who wish to visit a class must clear their attendance with the instructor beforehand. Only students who have currently paid tuition may attend classes.

B. Academic Petitions

The Academic Records Review part of the University Registrar’s Office was established to assist students who encounter **nonacademic emergencies**, or situations that are beyond their control. When these nonacademic circumstances impact the student’s academic record, students may appeal for exceptions to academic records policies such as withdrawing from a class after the deadline.

Any appeals for exception to academic records policies must be submitted to the Registrar’s Office within one year from the semester or term in question. Students may file appeals after one year, but in the appeal they would need to justify why the appeal was late in being submitted. It is the student’s responsibility to obtain and submit supporting information from physicians, counselors, employers, etc. For questions or assistance regarding appeals, academic records policy or procedure, please contact Academic Records Review at 801-422-6570 or visit <http://registrar.byu.edu/registrar/petitions/>.

C. Anti-Nepotism Policy

The university operates under a policy of equal opportunity in employment. Job openings are filled by recruiting and hiring qualified applicants without regard to gender, race, national origin, age, or disability. To assist in applying the Nepotism Policy on a fair and equitable basis, the hiring of relatives or near relatives must be carefully administered. In any instances involving potential nepotism, job openings must be listed with the appropriate employment office and be open to all qualified applicants.

Colleges/departments may not employ a person or contract for services with an individual in a position within the administrative scope or control of a near relative. This applies to full-time and part-time personnel (or special employees) (faculty, administrative, staff, temporary, on-call, etc.) including students.

For more information please visit the University’s nepotism policy: <http://policy.byu.edu/view/index.php?p=87>

D. Beard Card Policy/Procedure

BYU has a long established policy against growing a beard. Following are the guidelines for beard waivers for faculty, adjunct and students.

Full-Time/Adjunct Faculty Beard Waiver Policy

A full-time faculty member can obtain a beard waiver through the Department Chair. Adjunct faculty members can also obtain a beard waiver through the Department Chair, though it must be cleared through Faculty Relations. The Department Chair will compose and send a short memo explaining the situation to Faculty Relations. Faculty Relations should be made aware of any extenuating circumstances that would put the faculty member outside of the policy. Faculty Relations will respond letting the Chair know that the request has been approved. Occasionally, a temporary, seasonal beard waiver may be issued to actors who are actively participating in a play where their character requires them to wear a beard, or if they plan to teach with the University for one year or less:

“. . . Note that adjunct faculty who will be here for more than one year need to live the Word of Wisdom 24 hours a day while they are under contract with the University, since they have a longer-term relationship with the University. . . .”

“Similar principles apply to beards. Full-time and adjunct faculty who are here for one year or less may wear a beard, but not if they are here for longer than one year.”

Student Beard Card Policy

For a student to obtain a beard card due to active participation in a production role:

On getting clearance for facial hair for BYU Productions, the Honor Code Office needs the following information:

- 1) The name and dates of the production.
- 2) The name of the director and the make-up designer.
- 3) A justification for the actors growing facial hair as opposed to wearing artificial beards. This must be a medical reason.
- 4) The names and BYU IDs of the actors for which clearance for facial hair is being requested.
- 5) The name of the individual who will assure that the student will shave when the show closes.

This information will need to be included in a memo with the department chair's signature to the Honor Code Office. We request that each director or makeup designer provide the body of the memo with the necessary information in electronic form to the department chair so that they can send it in a timely manner. The memo will then be presented to the Honor Code Office who will determine whether or not clearance will be given.

Upon approval from the Honor Code Office, each individual that has been cleared to receive a beard waiver must go in person to the Honor Code Office where they will be given a letter that authorizes them to grow a beard. They must carry this authorization with them and present it when asked.

TMA agrees that a faculty member (usually the director or mentor of the project) will take the responsibility of assuring that the individual(s) who has the beard waiver complies with the Honor Code Guidelines, including shaving the beard as soon as the project has been completed.

For a student to obtain a beard card due to health reasons:

A student who wishes to obtain a beard exception must visit a BYU Student Health Center doctor by appointment (2-5156). The doctor will fax his recommendation. The student then needs to come to the Honor Code Office to fill out some paperwork and receive the letter allowing the growth of the beard, if approved. If a yearly beard exception is granted, a new Student ID will be issued after the beard has been fully grown, and must be renewed every year by repeating the process.

If a request is granted for a temporary or more permanent beard exception the student will be notified by the Honor Code Office; at which time the student will come into the office to complete the necessary paperwork. After completion of this process the student may then grow a full beard according to the guidelines given.

View the policy online: <https://honorcode.byu.edu/content/obtaining-a-beard-card>.

E. TMA Selection, Viewing, and Creation Policy

The selection, viewing and creation of media/performance is structured within the framework of the Gospel and guided by [The Aims of a BYU Education](#). The BYU Department of Theatre and Media Arts seeks to provide students with intellectual and character building experiences with media/theatre. With these principles as a framework, students experiences with the Theatre and Media Arts curriculum should be: (1) spiritually strengthening, (2) intellectually enlarging, (3) character building, (4) leading [students] to lifelong learning and service.

To this end TMA faculty members seek opportunities to help students become both spiritually strong as well as intellectually literate. Theatre and Media Arts students must know and be conversant with relevant historical and contemporary theatre and media texts. More importantly, students must learn to be vigorous in their search for and discernment of truth. A BYU graduate will not have received an Aims education if s/he leaves without spiritually-grounded critical, theoretical and practical skills, as well as practice in interpreting and evaluating the complex aesthetic, moral and stylistic elements in media/theatre texts.

The Aims document provides faculty and students with a set of principles that challenges us to reach higher in fulfilling our intellectual and creative stewardships within clear, spiritually relevant and appropriate criteria. Using

the Aims document's five central principles as touchstones in the selection, viewing, discussion, and creation of media/theatre, faculty and students will be able to:

- Explore and wrestle with complex historical, social, political, and creative issues in a spiritually strengthening setting;
- Assist each other in moving beyond easy answers and platitudes by becoming tolerant, open-minded, and self-reliant in partnership with other members of the BYU Theatre and Media Arts educational community;
- Contend with the onslaught of public performance and digital media that is no longer restricted to the stage or the movie theater but finds its way into the home in a variety of ways;
- Develop a framework within which faculty and students can reason together with clear criteria, without resorting to debilitating conflict;
- Strengthen intellectual freedom and spiritual agency by requiring a heightened sense of responsibility from both faculty and students.

As TMA faculty, our goal is to raise the standard of viewing and creation in our students by balancing the secular with the spiritual in both the viewing as well as the creation of visual media/theatre. The key is an educational environment that allows the student to understand concepts, ideas, and theories within the context of the gospel of Jesus Christ. In order to build understanding, strength of character and charity, students must go through a process of critically studying relevant ideas, texts, and processes. The process continues as students create visual media and theatre within a gospel setting. As students critically examine and create, they will grapple with the challenges of integrating cultural issues and values within the spiritual framework of the gospel. Faculty are here to help the student navigate this process in accordance with an Aims education.

Despite these clear goals for learning, faculty and students may occasionally disagree about the benefit of the media or theatre texts selected or produced in these educational settings. In an effort to prevent contention on these occasions, the TMA faculty encourages students to study the [*Guidelines for Selecting and Teaching Literacy and Visual Materials at BYU*](#). Studying this document together, faculty and students can engage in direct processes and fruitful discussions that allow for charity, understanding, and growth in both parties.

F. Ethical Conduct Policy for Theatre and Media Arts Students

Cheating and Plagiarism

Any student in a TMA major/minor or participating in a TMA class or project found in violation of the University Honor Code, with regard to cheating and plagiarism, will receive a zero for the assignment involved, may receive an E in the course and may be referred to the Honor Code Office. Execution of this policy will be at the instructor's discretion. In addition, the offending student's case will be reviewed by the department chair and/or associate chair. If the offense is sufficiently serious, the student may be removed from her/his major – no matter how close to graduation the student may be. A second violation of academic honesty, whether done concurrently or subsequently, will automatically result in dismissal from the major. Any theatre or pre-media arts student found cheating might be denied the opportunity to apply to the Theatre or Media Arts program. This decision rests with the department chair. A student found by the instructor to be in violation of this cheating and plagiarism policy has the right to appeal this decision. This process follows the TMA Grievance Policy (see below).

Unprofessional Behavior

Students who demonstrate consistently unprofessional behavior in class may also be dropped from her/his major or not allowed to apply in the first place. Examples of unprofessional behavior include, but are not limited to, the following.

- Excessive absences
- Disruptive behavior
- Sleeping in class
- Chronic tardiness
- Reading non-course material during class
- Playing computer games during class
- Checking e-mail during class
- Checking social media during class
- Damaging property belonging to the university or others

- Using cell phone or text-messaging during class
- Regularly leaving class early without making arrangements with the instructor.

Cruelty and Abuse

More serious matters such as digital, verbal or physical stalking, cruelty or abuse of other students or a faculty member are unacceptable and will be reviewed and may be reported through academic channels to the Honor Code Office and university law enforcement.

Policy Enforcement

If an instructor feels he/she has a student in violation of this policy, the following procedure should be observed:

- *First Warning:* This will come from the instructor. A meeting between the instructor and the student will be conducted to resolve the issues of unprofessional behavior. If the violation is excessive enough, the department may be involved immediately.
- *Second Warning:* This will come from the department (either the chair or associate chair assigned to theatre or media arts). At this time, the student will be reviewed for removal from the department. Both sides of the case will be presented to the department chair and/or the associate chair assigned to theatre or media arts. A decision will follow. A letter explaining the decision must be signed by those involved and will be placed in the student's file.

Severe cases may warrant immediate action through the Honor Code Office and university law enforcement and forfeit the warning process. If the student wishes to appeal the decision at any point of the process, he/she should follow the procedures outlined in the TMA Grievance Policy (see below).

G. TMA Grievance Policy

There may be occasions when a student believes her/his academic work or conduct has been unfairly or inadequately evaluated by the faculty. Usually such differences of opinion can be amicably resolved informally between the student and teacher. Students are strongly encouraged to talk to their instructors first. Faculty hold regular office hours and want to engage with the learning of their students. However, if differences cannot be resolved, the following procedures are intended to encourage satisfactory resolution of academic grievances with a minimum of formal procedure.

1. The student should initially address the grievance in writing to the faculty member responsible, requesting review and resolution. If the faculty member is unavailable or the student has a valid reason to believe the matter will not be dealt with fairly or that retribution may result, the student may submit the grievance directly to the applicable department chair. (The faculty member or department chair shall have the right to consult others regarding the matter as reasonably necessary and with due regard to the student's right to privacy under the Family Educational Rights and Privacy Act. (FERPA): <http://registrar.byu.edu/registrar/records/ferpa.php>)
2. If the grievance is addressed to the faculty member, and it is not resolved satisfactorily, the student may submit a written request and all supporting material for review for further review to the department chair.
3. The department chair will meet with all parties in order to seek resolution as a group. If this is not possible to resolve the issue, the chair will make a decision, which shall be given in writing to both the student and the faculty member within 30 days after receiving the student's request.
4. If the matter is still unresolved, the student may submit a written request for formal review to the applicable dean of the college, following the department chair's written decision.
5. If a formal review is requested, the applicable dean may review the grievance.

Notes:

1. Academic evaluations which are subject to this policy include grading, restrictions, limiting participation in university academic programs, dismissal from the university or a university program for academic reasons, actions arising from incidents of academic dishonesty, the withholding, and/or revocation of a diploma for academic reasons, and the withholding of or special notation on transcripts for academic reasons. Evaluations relating to admissions to the university, ecclesiastical endorsements, discipline administered by the Honor Code Office, or petitions are not covered by this policy. Persons who believe they have been unlawfully discriminated against or sexually harassed should contact the Equal Opportunity Office.

2. For purposes of this policy, “faculty” means any teacher or other individual authorized by the university to academically evaluate students, or who has a legitimate need to know regarding the processing and disposition of an academic grievance.

H. Internship Policies/Procedures

Student/Intern Responsibilities:

1. The student’s first responsibility is to ensure that they have met all of the department’s prerequisites before seeking and obtaining an internship. Students locate their own internships by pursuing a course of action similar to that of a job search. The TMA office provides weekly internship listings for film through the film.byu.edu website. For theatre, internships are listed in TMAccess (<http://tmastudent.wordpress.com/>). Once the student has secured an internship, he or she is responsible to apply for the internship through the “Internship Registration and Management System” (IRAMS) on the University Internship Office’s webpage. (intern.byu.edu) The student then is responsible for contacting the department coordinator to initiate proper paperwork for the TMA internship process. The student needs to have the internship/experience provider complete the Master Agreement and the Experience Information Sheet. The student must also complete the Student Agreement and register. To obtain credit, the student must abide by the expectations outlined by the department. (BYU Internship Office information on student responsibilities.)
 - a. Before applying for an internship through the Theatre and Media Arts Department, the student must be accepted into one of the Theatre, Media Arts or Animation programs.
 - b. In some cases, a Master Agreement will already exist for an experienced provider. Please check with the Internship Coordinator, or go online to <https://saas.byu.edu/internships/>.
 - c. Credit Hours: Use the following scale to determine how many credits you want to apply for and how many work/internship hours you need to complete (your faculty advisor will need to approve your credit hours):
 - .5 credit = 30 work hours
 - 1 credit = 60 work hours
 - 2 credits = 120 work hours
 - 3 credits = 180 work hours, etc.
2. While completing the internship, the student must remember that they represent BYU and the Theatre and Media Arts Department. All standards applicable to resident students at BYU are expected of the student during their entire duration as a student whether on or off the campus. Their conduct and performance is critical to the program and the student’s continued relationship with the experience/internship provider. Remember, employment may be established through the internship experience. They should treat their mentor and/or supervisor and internship opportunity in a professional manner.
3. If for any reason the student’s internship experience is terminated for reasons beyond their control, it will not affect their grade. If less than 50% of the experience was completed, the remaining requirement will be fulfilled as negotiated with their faculty advisor. If the internship experience is terminated for ill-advised reasons, the student’s grade will be affected.
4. All student interns are required to have medical insurance during their internship. Prior to beginning their internship, the student will need to show that he/she has acceptable insurance or must purchase University health insurance for the duration of the academic term of the internship. Students will be asked to submit this information as part of the Student Agreement with BYU before the internship experience begins. (Please refer to the Media Arts Program Coordinator for the Student Agreement in the internship packet.)
5. Tuition for the internship will be charged on a per credit basis. If students have a scholarship or some other financial aid, be sure and notify the Student Financial Aid Office of their plans, and determine what effect the reduced credit hours, off-campus status, and internship salary (when applicable) may have. Any petition for deferring or pro-rating a scholarship must be made in advance.

Internship Experience Provider/Supervisor Responsibilities:

1. The experience provider must agree to the Master Agreement or an acceptable modification thereof designed to indemnify (to guard or secure against anticipated loss) all parties involved in the internship process (provider, university and student) and the Experience Information Sheet. The provider must agree to provide a quality internship experience while helping the student achieve his or her learning objectives and to monitor student progress and report overall observations via an evaluation form that is to be submitted at the end of the internship experience.

Faculty Internship Advisor Responsibilities:

1. The faculty advisor assists the student in establishing solid learning objectives for their internship and mentors the student throughout the internship experience.
2. The faculty advisor is responsible for reviewing all of the internship assignment and evaluations and working with the internship coordinator to assign a final grade.

Department Internship Coordinator Responsibilities:

1. The internship coordinator functions as the facilitator of the entire internship process. (International Internships will also include a facilitator from the International Office.)
2. The internship coordinator will ensure that all parties involved have signed the proper paperwork and that the student participates in a quality internship experience.
3. The internship coordinator may at times visit the internship site for quality-control purposes.
4. The internship coordinator is responsible for working with the faculty advisor to evaluate and grade the student's internship experience through journals, assignments, etc.
5. The internship coordinator will ensure the experience has material relevancy to the academic discipline.

I. Managing the Classroom

Faculty (class instructors) are responsible for governing student registration and for managing the permission-to-add process.

1. Requests to Add Classes

Any request to add classes needs to be brought to the TMA Executive Committee through the Area Committee where the class request originated. The Executive committee will look at what impact the class will have on the program and will either approve or deny, or will seek the advice from the curriculum committee.

2. Permission-to-Add Codes

Add codes can be found in MyBYU through the Campus Links section. Click on the "Work" link and then click on "Class Rolls". This will take you to your Instructor Schedule page. Click on the "View" link for the class for which you want to create an add code. This will take you to the course's Contact Class Roll page. Find and click "Create Registration Permission-to-add Codes" to create the add code sheet for the class. As a reminder, your class will not have the option to add with an add code until you create the permission to add codes yourself.

You may also assign Permission-to-add Codes through the BYU App that is available for both Apple and Android devices. Open the BYU App and touch the "Reg Permission to Add" link located in the Academic

category. A list of your courses will appear, enter the student's NetID in the box for the class and click "Grant". The student will now be able to add the class via MyMap online.

J. Professionalism

Professionalism for Faculty

Please refer the university policies on Conflict of Time, Conflict of Interest, and Consulting.

In order to ensure compliance with university, and Department and legal guidelines, and to ensure fairness among students, faculty should be very familiar with all policies regarding student-faculty interactions. If you have questions about any of the following policies, please see the chair or the associate chair.

Dating Policy

It is not permissible for faculty to date students in their classes. The Department of Theatre and Media Arts expects faculty and students to maintain a professional relationship. Any dating and/or socializing between faculty and students cannot affect the operation of other classes or programs within the department or university.

Link to the university policy: [http://policy.byu.edu/view/index.php?p=5 - s500](http://policy.byu.edu/view/index.php?p=5-s500) or visit <http://policy.byu.edu/view/index.php?p=59>.

K. Student Travel Guidelines

When students are involved in university sponsored field trips or overnight travel, the following procedures need to be followed:

1. At least one month before departure and before any reservations are made:
 - a. The assigned full-time faculty advisor is to submit a University Travel Application to the Business Office for processing. Note: Each full-time employee must have a separate travel application. The group of students can have one application for all of them combined.
 - b. A memorandum addressed to the CFAC Dean must accompany the completed travel applications and turned in to the business manager, who will forward the memo to the dean with the other information he asks for. The memorandum is to contain the following information:
 - Faculty advisor(s) for the trip:
 - Names
 - Email addresses
 - BYU ID's
 - If driving at all, list drivers license numbers
 - Travel application addendum if traveling with a family member or travel companion
 - Students traveling on the trip:
 - Names
 - Email addresses
 - BYU ID's
 - If driving at all, list drivers' license numbers
 - Dates of the trip
 - Destination and purpose of the trip
 - Source of funding and cost per student
 - Planned tip daily itinerary: listing dates, locations, etc.
 - Academic requirement or opportunity
 - Type of transportation (van, bus, airline, etc.)
 - Sunday Church arrangements
 - Indicate whether additional insurance is needed
 - Evidence of authorization by the Dean/Director

2. At least **one day before leaving** campus, the following items need to be turned in to the Business Office
 - a. “Request for Excused Absence” form: Each student is to obtain a “Request for Excused Absence” form from the sponsoring department with signatures from all instructors for courses the student is currently enrolled in.
 - b. “Assumption of Risk and Limited Release Agreement” form

Note: It is department policy that all payments from students be received prior to participation in the field trip!

Link to the University’s policy: <http://policy.byu.edu/view/index.php?p=138>.

L. Study Abroad (London, etc.)

Theatre and Media Arts offers two study abroad programs. London Theatre occurs every year and the London Film occurs every other year. For more information visit <http://kennedy.byu.edu/> and/or contact the TMA front office (2-6645) for the faculty advisor who has been designated to travel with the group for that particular year.

M. University Counseling Center

If a faculty member senses a student is experiencing a problem or concern that they believe could be aided by the University Counseling Center, or if the student expresses such a concern, the faculty member is encouraged to refer the student to the Counseling Center. The Counseling Center has found that such referrals are best received when it is apparent that the faculty or staff member really believes it is in the student’s best interest to receive the counseling and that it can really help.

The Counseling Center is always willing to visit the department or with individual faculty members to discuss the services the Counseling Center offers and how best to refer students to these services.

To understand more about the services of the Counseling Center and how they can help, faculty members can visit the Counseling Center’s Web site at ccc.byu.edu.

IX. Rank and Status Policy

Rank and status policy for all department faculty members, both scholarly and professional track, is governed by university policy.

The department rank and status committee facilitates the rank and status process for all department faculty and annually reviews and provides input to the department chair on faculty progress toward their next rank and status review.

The department rank and status policy was most recently revised and approved by the faculty in 2013. The TMA Rank and Status policy is available on the department website at <https://cfac.byu.edu/tma/wp-content/uploads/2014/07/RS-new.pdf>.

The following is a link to the university’s detailed policy: <http://policy.byu.edu/view/index.php?p=103>.

X. Annual Stewardship Reviews

Each TMA Faculty member is expected to participate in a yearly faculty review. These stewardship interviews and reports prepare faculty to move successfully through the rank and status process and provide an opportunity for the faculty to get feedback on their scholarship, citizenship, and teaching. Each faculty member participates in the following process:

1. By January 15, faculty members will update their entry in the Faculty Profile System (FPS). TMA defers to CFAC's policy regarding this, as follows:
 - “To fully complete their Faculty Profile, each faculty member must complete the following online:
 - General Information (including teaching, scholarship, citizenship)
 - Upload current CV
 - Conflict of Interest
 - Annual Review Preparation and Documents (both faculty development progress and Faculty development goals)

Failure to do so could have serious adverse effects on a faculty member's future merit raises, research and creative activities funds, professional development funds, travel monies, and support of field studies and study abroad programs.”
2. The Rank & Status Committee (R&SC) will receive a summary report of what the faculty member entered in FPS and, with the aid of a rubric and committee discussion, complete and submit to the chair a summary report of the faculty member's performance during the previous year.
3. The department chair will then meet with each faculty member in a stewardship interview, using the R&SC report and the chair's own review of the faculty member as the basis for that interview.
4. The department chair will use the R&SC report, the chair's own review, and the stewardship interview as the basis for the annual evaluation letter that the chair submits to the Dean's office and to determine faculty merit increases.
5. Before submitting the annual review letter to the Dean's office, the chair shares the letter with and seeks revision from the faculty member being reviewed.

XI. TMA Office Resources

Curriculum Development/Syllabi

It is the responsibility of faculty to develop and submit a course syllabus for department approval. The department requires all syllabi to be uploaded to the University's Learning Suite website at learningsuite.byu.edu for student access. If you need help uploading your syllabus, please contact OIT at 2-4000. The TMA secretaries will collect all syllabi for the department at the beginning of each semester for records.

Department Copy Machine

- Personal use of the copy machine is strongly discouraged, however, not prohibited. Faculty members should pay for any personal use of the copy machine. The department charges five cents per page and faculty members may give this money to the front desk secretaries.
- Faculty members are encouraged to use the copy machine only as necessary and as little as possible. With modern-day technology, it is possible to post many things, such as syllabi, PowerPoint presentations, etc., online for student use.
- Any copies over 100 pages will be sent to the ASB Copy Center. A 24-hour notice is requested if faculty wish to receive their copies in time.

Department and Faculty Equipment and Supplies

- All equipment purchased with university funds remains the property of the University. This includes, but is not limited to: computers, printers, recording devices (TiVo, etc.), video and still cameras, projectors, mobile phones, books, CDs and DVDs, iPads, among others.
- Upon leaving the University, all items purchased with university funds must be returned to the department.
- Faculty should note that all such equipment purchased with money from department or college grants also remain the property of the University and must be returned in the event that a faculty member leaves the University.

- It is department policy to supply ONE computer per faculty member. If faculty members receive a new computer, they should turn in the old one(s).
- Any unused items, especially electronics, should be turned into the Assistant Dean in a timely manner. If they are not of use to that faculty member, they may be of use to another, or may be sold to return some funds to the University.
- Any purchase under \$100 is approved by the faculty member's area head. Any purchase over \$100 dollars must be approved by the Executive Committee.

Mail Boxes

The front desk secretaries distribute mail to all full-time faculty, adjunct faculty, staff and graduate students once each day. In addition, the front desk secretaries coordinate with faculty wishing to send items. Faculty mail boxes are located in the TMA office on the north wall. Please check these boxes often for communication from the university and the department.

Office Keys and Room Accessibility

Office space is assigned by the department on an as needed and as available basis. If you are in need of a key or access to a classroom that you instruct in, please meet with the Key Master in the TMA office to obtain a Key Request Card.

Office Supplies

Office supplies are available for faculty. The front desk secretaries will assist you in securing any items that you need.

Purchasing/Bookstore Card Checkout

If a purchase for your class is needed, you can obtain the department's purchasing card from the TMA Front Desk. All purchases need to be cleared by the area heads before purchase.

After the purchase, a purchasing card receipt form should be filled out in full and turned into the TMA front desk. This will require that you get an account name or code from your area head.

Textbooks

Due to federal regulations, textbooks should be ordered months in advance. To have the department order the textbooks required for your class, please contact the TMA Front Desk before the following due dates:

- Fall Classes: March 1st
- Winter Classes: October 1st
- Spring Classes: February 1st
- Summer Classes: February 15th

To have the department order the packets required for your class, please contact the TMA Front Desk before the following due dates:

- Fall Classes: July 15st
- Winter Classes: November 15th
- Spring Classes: March 15th
- Summer Classes: May 15th

Harold B. Lee Library

HBLL Faculty Services is using a new online Reserve Request System (RMEO) for all Course Reserve material requests. This program allows BYU faculty members and instructors to place materials in the Course Reserve Library AND to request copyright permission when needed. The Copyright Licensing Office pays any licensing fees for use of

materials placed on Course Reserve. The Reserve Request System is accessible online at <http://lib.byu.edu/services/course-reserve/>. The deadline to place materials on Course Reserve is Aug. 1.

Video/Script Library

A video and script library is available at the TMA front desk for instructor use. Students may check out a script for a class for three days at a time with their student ID. Scripts are available for checkout through the front desk secretaries. Videos are available for checkout through the MA Checkout Lab. For access, please talk with the front desk secretaries.

Video Runs

The department provides a video pick-up service from the HBLL and Orem Public Library. The video secretary must receive a video request the Thursday before the week it is needed by sending an email to tmavideosecretary@gmail.com. Faculty are required to pay their own late fees if they fail to return their videos by the due date. Videos are also available through Netflix and Blockbuster for those faculty who are interested in using them in their classroom. Please note that this service is not to be used for finding videos for personal viewing.

XII. Media Arts Production Policies and Procedures

a. Honor Code and Representation Policies

After receiving project approval, it is assumed that project participants will follow all Honor Code, Representation, Fundraising and Liability Policies as outlined below:

Honor Code Policy

Producing a student film at Brigham Young University is a privilege. All students and approved student film projects must adhere to the principles found in the University's Honor Code. Any student found personally violating the University's Honor Code or Dress and Grooming Standards will cease to have access to University film equipment and faculty support.

Student Representation Policy

Project approval does not authorize the student/project to represent student/project as a Department, College, and University project. It is appropriate practice for student productions to solicit donations and contributions of services, food, equipment, materials, talent, money, etc., but a student should not solicit a donation from any organization, institution, or business that has not been approved of in advance by LDS Philanthropies.

b. Student Fund-raising Policy and Procedures

Student fund-raising can create unique challenges. First, students need to determine whether they are seeking cash or in-kind contributions. Cash contributions are easier. If the student is seeking cash contributions, these can be received directly by the student but they will not be considered tax deductible. Individuals can make tax-deductible contributions to the university and the department. These contributions are made to the department without any direction for use. If students are looking for in-kind contributions for craft services, etc., they can make the requests but they are governed by university policy. Here are the proper procedures under which one can solicit in-kind contributions:

1. **Project In-Kind Contributions (non tax-deductible)**
Students can solicit in-kind contributions as long as they make it very clear they are acting on behalf of themselves and not the university. The student can offer a thanks and maybe a credit in their film.
2. **University In-Kind Contributions (tax-deductible)**
In-kind contributions can be solicited with the understanding that they will receive a 501(C)3 letter; however, there are steps that need to be followed:

- Create a list of donors (grocery stores, etc.) you wish to solicit.
- Contact the vendor/store. If they contribute as an independent entity, then the student producer works out credit for their contribution. If they want a potential tax write-off, they will more than likely refer you to their corporate office. To make any contact with a corporate office requires that you first clear the vendor with LDS Philanthropies' donor list. If the vendor is on the list you should coordinate the donation through the CFAC LDS Philanthropies office. Once the donor name is cleared, you can offer them a 501(c)3 tax write off, but only after you receive a receipt for their donation.

c. *Media Arts Course Application Process*

Due to high student demand and limited equipment resources, most advanced production courses require students to apply before they can register for the class. The individual class applications and their instructions can be found online at film.byu.edu in the Classes section.

d. *Insurance/Liability Policy*

Student film productions must be concerned about the health and safety of their cast/crew and the liability for damages to property.

Media Arts Program policy for student insurance and liability is:

- A student producer must verify that each production crew member is covered by an active health and accident policy. Any non-students participating in the production must provide proof of a basic health and accident policy. (All BYU students are required to carry a basic policy. A "release of responsibility" should be incorporated into the contract of production crew members.)
- All talent participating in a student production must either be a BYU student with an active health policy or provide proof of health and accident coverage. (A "release of responsibility" clause should be incorporated into the Talent release form.)

Film production falls outside of typical academic experience; therefore, if a student production is filming on-location—that is, on private property and off Brigham Young University premises—the student producer may be liable for all injuries and/or damages. (This means that accidents, breakage, fire or other damages can become the producer/director's responsibility.) Appropriate property releases should always be used.

BYU Risk Management may provide coverage on a project-by-project basis as approved by TMA. This means that each project's liability and risk must be reviewed as part of the project's production management process. Student producer/directors/teams must show that they have prepared the necessary releases for all production personnel and have carefully reviewed safety and liability issues. For BYU Risk Management to review a claim, a project advisor must be in direct supervision of the project.

e. *Student Ownership of Intellectual Property*

Students (a "student" is a person enrolled in BYU courses for credit) who independently develop intellectual property arising out of their participation in programs of study at the university will retain the ownership rights to such property when the intellectual property does not result from their employment at BYU and/or where there is no written agreement to the contrary. Students employed by the university will be treated in the same manner as similarly situated university personnel. However, any student not employed by the university, but either (i) engaging in research or development of intellectual property under the supervision and direction of a faculty member in connection with a program or activity subject to this policy or (ii) using substantial university resources in connection with a research program or activity agrees to grant and hereby does grant to the university, as a condition of being allowed to participate in the project and/or use university resources, a non-exclusive, perpetual, royalty-free, paid-up, irrevocable license to exploit, use, and sublicense the resulting intellectual property. Faculty using students, whether volunteer, non-employed, or employed, in their scholarly work projects should have the students sign a "Student Assignment of Ownership and Nondisclosure Agreement" form, available from Intellectual Property Services.

If in the event that either the Student or the Department would like to distribute a student's project with the purpose of gaining revenue, the two parties will meet to discuss how revenue is distributed or shared.

For additional information of the department's Intellectual Properties Policy see film.byu.edu.

f. *BYU's Copyright Policy*

The University Copyright Management Office is the university's primary resource on fair use and other copyright issues related to university publications and library collections and services, digital reformatting, in-licensing, distance education, and course packet creation. This office develops and advises the university community regarding copyright policy, coordinates with the university office of General Counsel regarding related legal issues and assists the Creative Works Office, Center for Instructional Design, and university personnel in their efforts to create, protect and market instructional courseware and similar products. The Copyright Management Office has a web site addressing relevant copyright issues at <http://copyright.byu.edu/>. You should also be aware of on-campus screening of material produced in a MAL facility.

g. *University Firearms in Productions Policy*

1) Purpose

To establish guidelines for approving the use of firearms and gun fire sound effects in theatrical performances on the university campus.

2) General

Theatrical use of weapons and gun fire sound effects are coordinated through the Special Projects Coordinator and Safety Officer of the College of Fine Arts and the University Police MOA/HFAC Sergeant.

3) Approval

A. Approval is given by the MOA/HFAC Sergeant upon assurance that weapons will be safely discharged and upon receipt of a formal written request containing at least the following:

- 1) Date, time, and location of event
- 2) Number of shots to be fired (real and/or sound effects)
- 3) Name or title of the performance
- 4) Names of persons firing weapons
- 5) Description of the weapon
- 6) Statement of training (operational as well as safety) given persons firing the weapons
- 7) Name of person conducting the training
- 8) Documentation and results of test firing(s) done with the weapon to be used
- 9) A description of how and where the weapon will be stored
- 10) A diagram of the location of the firing, including locations of all participants in the performance, stage crews, and audience
- 11) A description of how the firing will occur and how far from any person(s) it will occur

B. Weapons will be transported with the safety on and in a closed secure firearms container.

C. Blank rounds will be carried separately from the weapon.

D. Only approved blank rounds are used after testing as described above.

E. To ensure safety, rounds and weapons are inspected immediately prior to their use.

F. The MOA/HFAC sergeant upon granting approval will notify all sworn officers, dispatchers, and the Risk Management and Safety Office of the event.

F. Appendix

Area Endowment Process

