

## **College of Music Auditions for Admission**

### **Faculty absence policy**

An essential function of College of Music faculty is the identification and selection of students to be admitted to the College and to represent studios, degree programs, ensembles, faculty, the school and university in future years. It is probably the single most important component of the recruitment process, the launch of musical careers, and the identification/discovery of strong, talented music students. It is a quality check of the College of Music and a first impression of the College by many prospective music majors.

Audition dates are developed by the Director of Admissions and Student Services a year in advance, taking into account a great many in-state and out-of-state music events. These dates are then published online.

It is an expectation that faculty involved will be present and participate in each published audition day. In situations where an individual faculty member might need to be absent from a specific audition day due to an extraordinary circumstance or opportunity (soloist with major orchestra, significant recruitment event, keynote speaker at international conference, etc.), that faculty must seek prior approval in writing from College of Music Administration in order that the audition day be planned accordingly. A committee comprised of the Associate Dean for Graduate Studies, the Associate Dean for Undergraduate Studies, and the Director of Admissions and Student Services in consultation with the Area Chair will review any request to be excused from this priority.

Because promotional material is prepared during the summer of the preceding year, requests to be absent from an audition day must be submitted to the Director of Admissions and Student Services as early as possible, but not later than October 1.

Use the below form to request an absence.



*Please complete the below form and return to Ben Ebener ([ebener@msu.edu](mailto:ebener@msu.edu)) as soon as the absence is known, but no later than Oct 1. Requests received after this date will not be considered.*

Name

Date(s) of absence

Reason for absence.

Auditions days are an integral function of the College of Music. Faculty interactions with potential students can be pivotal in their enrollment decision. How would your reason for being absent from this audition day positively impact the visibility to our programs, support diversity in recruitment, attract donors, etc?

If you hear auditions with other faculty, describe your plan to mitigate the workload your colleagues will take on during your absence from this student engagement opportunity. Please include in your narrative a plan to accommodate applicants who cannot select another audition day during which you will be present.