

## College of Music Policy Statement: Internal Faculty Recording Projects

### Background and Purpose for the Policy:

- Recording projects are just 10% of Kevin Harbison's overall job duties, and within this 10%, he conducts recording projects for faculty, DMA students, students with non-curricular audition needs, and alumni/other affiliates on a limited, space-available basis.
- The College of Music seeks to avoid a conflict of interest between Kevin's recording work here at CU and the recording work he conducts through his business (Threshold Audio Recording). As such, the college is clearly defining any recording work he performs on campus using CU facilities and equipment as work being performed in his capacity as a CU employee, and recording work done off campus with his own equipment as work done under his personal business.
- Calendar year 2019 was used as a look-back for establishing the baseline number of hours Kevin typically allocates to faculty recording projects. That number was determined to be 60 hours.
- Establishing the 60-hour cap per calendar year on faculty recording projects allows us to be respectful and humane with Kevin's time. Kevin *can* exceed this 60-hour cap for faculty recording projects conducted here at CU, but if he does, then the faculty will be charged and Kevin will receive additional pay processed through payroll.

### Policy:

- A total of 60 hours will be allocated to faculty recordings on campus per calendar year.
- These 60 hours will be available only to tenure/tenure-track faculty.
- Within this 60 hours, there is a 15-hour per project cap; projects exceeding this cap will be charged \$60 per hour for recording time in excess of 15 hours (prorated for partial hours).
- This 60 hours will only be used for *recording time* in the halls. Post-production needs should be fulfilled externally by the faculty member themselves or by a third-party vendor (which could be Threshold Audio Recording).
- Faculty recordings conducted beyond the established 60 hours per calendar year will be charged at a rate of \$60 per hour (prorated for partial hours); these funds will be used to compensate Kevin for additional recording hours worked.
- Recordings will be conducted by Kevin Harbison, and if additional crew is needed, then additional charges will apply.
- Piano tuning beyond basic service may require an additional fee and will be communicated on a case-by-case basis.

### Procedure:

- The 60 hours will be tracked per calendar year.
- Recording proposals must be submitted to Kevin via email at [kevin.harbison@colorado.edu](mailto:kevin.harbison@colorado.edu) and should include the following information:

- Professor rank
- Preferred hall for the recording;
- Desired date or date range to conduct the recording;
- Description of the recording (including purpose of the recording and amount of music to be recorded);
- Piano tuning needs.
- In the interest of advancing tenure and promotion, acceptance of proposals will be given in the following priority order:
  - Assistant Professor
  - Associate Professor
  - Full Professor.
- Kevin will follow up with each faculty member to communicate whether or not their proposal can be accommodated within the 60 hours for the calendar year and what, if any, additional charges may apply.
- If additional charges apply, faculty may pay with a University Speedtype (if they have funding available in their grant ST, for example) or by writing a check payable to the University of Colorado.