POLICY MEMOS

ACADEMIC POLICY MEMOS

● Memo 2 - Procedures for PTP Directing Projects
● Memo 4 - Credit By Examination Policy
● Memo 5 - Practicum Credits (298, 498; 391, 466)
● Memo 6 - Doctoral Program - Degree Requirements, Satisfactory Progress, Exams And Committees
● Memo 7 - Doctoral Program Language Requirement
● Memo 8 - Graduate Student On-Leave Policy and Procedure
● Memo 9 - Procedures for the Advising of Directing Projects
● Memo 11 - Professional Actor Training Program (PATP) Guidelines
● Memo 12 - Design/Tech Graduate Students Guidelines and Procedures
● Memo 13 - Production Thesis in Scene Design
● Memo 14 - Admission to Major and Continuation Policy
● Memo 15 - Directing Thesis Project

ADMINISTRATIVE POLICY MEMOS

● Memo 1 - Collegial (Peer) Evaluation of Teaching
● Memo 2 - Costume, Furniture and Prop Loan Policy
● Memo 3 - Use of Cabaret/Facilities
● Memo 4 - Graduate Student Service Appointment Guidelines
● Memo 5 - Procedures and Criteria for Processing Tenure, Promotion and Merit Increase Recommendations
● Memo 6 - Use of School of Drama Spaces by Others
● Memo 7 - Financial Aid and Service Appointment Guidelines
● Memo 9 - Safety and Health Plan
  ○ Attachment A - emergency plan coordination by building
  ○ Attachment B - New employee safety orientation
  ○ Attachment C - emergency procedures
● Memo 10 - Costume Check-Out Regulations
● Memo 11 - Merit Reviews and Salary Increases, Faculty/Chair Regular Conferences, and Competitive and Pre-Emptive Offers
● Memo 12 - Junior Faculty Development Program
● Memo 13 - Undergraduate Theater Society
● Memo 14 - Spouse/Partner Conflict of Interest
● Memo 15 - Faculty Outside Leave Policy
  ○ Attachment A - Short-Term Leave form
  ○ Attachment B - Longer-Term Leave form

PRODUCTION POLICY MEMOS

● Memo 1 - Production Deadlines
● Memo 3 - Physical Plant Maintenance and Housekeeping
● Memo 4 - Mainstage Rehearsals: Including MFA Thesis, PATP and BA Productions
● Memo 5 - General Production Procedures
● Memo 6 - Non-Undergraduate Theater Society Production
● Memo 7 - Budget Allocation and Scenery Stock
● Memo 8 - Discount Ticket Policy