1. The primary role of the **staff accompanists** is to play for degree recitals, both graduate and undergraduate.

   Other requests may be considered, but are secondary to the above. These may include:

   - Faculty recitals
   - Guest artist recitals
   - Guest artist master classes
   - Prospective faculty auditions
   - Special requests for performances of significant ensemble works
   - Concerto competition

2. **Student accompanists - TAs and Student Collaborators** shall play for the following:
   - Degree recitals
   - Juries

   The following performances will be considered as part of the degree recital OR jury requests:

   - Studio recitals
   - Guest artist master classes
   - Studio classes
   - Area recitals
   - Large ensembles
   - Lessons
   - Composition premieres
   - Concerto competition

3. To submit a request for accompanying services, fill out the appropriate request form located on the School of Music website (see “Faculty Resources” or “Student Resources”) and submit electronically. Either students or faculty may submit the form. Completed form should be submitted by the deadline posted on the website. Various electronic reminders will be sent to faculty before the deadline.

   All requests should be submitted **as soon as possible** after receiving confirmation of scheduling. Requests will be filled according to available personnel, repertoire and scheduling.
4. Be aware that hearing and dress rehearsal dates and times will need to be coordinated with the pianist’s schedule after assignment of pianist to event.

5. It is the responsibility of the instrumentalist/vocalist/conductor to submit scores within 24 hours of the online request submission. Upon request, an audio recording (or internet link) should be sent to the student collaborator or staff accompanist as soon as the request assignment is made.

For a student collaborator, the material should be received no less than 6 weeks ahead of the recital hearing or other performance and at least 3 weeks before the pianist has any playing responsibilities (e.g., rehearsals). For a staff accompanist, the materials should be received no less than 6 weeks ahead of the recital hearing or other performance and at least 2 weeks before the pianist has any playing responsibilities.

6. Whereas there is no guarantee that all requests will be filled, every effort will be made to cover as many requests as possible, based on the, repertoire difficulty, scheduling and the skills of available pianists.

7. Staff pianist time allocation: the maximum amount of time allotted for rehearsals, lessons, and performances (e.g., studio class, area recitals, etc.) pertaining to a full-length recital will not exceed 15 hours. Appearances in studio classes and area recitals will normally count for 30 minutes of accompanist time.

TA and Student Collaborator time allocation: when TAs and scholarship student collaborators are given a collaborative assignment, their assigned time contribution is:

**Jury:** 6 service hours (including rehearsals, lessons, all associated SOM Performances and the jury itself)

**Recital:** 15 service hours per full recital/8 service hours per half recital (including rehearsals, lessons, all associated SOM Performances and the recital itself)

A reasonable expectation of the pianist is attendance at one rehearsal and one lesson per week. Appearances in studio classes and area recitals will normally count for 30 minutes of accompanist time.

Student collaborators will be furnished with a log to keep track of services provided. If the student instrumentalist/vocalist or faculty member requests more time, the pianist is at liberty to decline or to charge the student for the extra time.

8. Accompanists are responsible for a maximum of 25 minutes of music on a junior recital and 50 minutes on a senior or graduate recital.
9. If the instrumentalist/vocalist/conductor wishes to have the pianist accompany out-of-town performances, the pianist can decide whether or not to travel. If the pianist agrees to do so, it is the responsibility of the requestor to pay the expenses of the pianist and to remunerate him or her at an agreed-upon rate.

10. If extenuating circumstances require a change of recital date, inform the Coordinator of Accompanying and assigned collaborator immediately and consult with the collaborator before rescheduling the recital. Should the original collaborator become unavailable for the new date, the student bears full responsibility for finding another pianist.

**IMPORTANT:** Postponement of a recital without advance coordination with the collaborator will result in the cancellation of accompanying services for that recital.