

A MANUAL FOR THE USE OF CME FACILITIES

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A MANUAL FOR THE USE OF THE CME FACILITIES

This pamphlet is meant to clarify the responsibilities of the various CME staff members and Fellows and to indicate what priorities are in effect. It is hoped that information contained here will promote communication between resident personnel (staff and Fellows) and those with short term research appointments.

CME Staff

The CME staff consists of:

1. A Director who is a tenured faculty member appointed to this 50% time post by the UCSD Chancellor upon recommendation of the CME Advisory Committee. The Director's responsibilities include:
 - 1) Fund raising
 - 2) General policy development
 - 3) Preparation and presentation of appointment slates
 - 4) Budgetary concepts
 - 5) Critical correspondence
 - 6) Monitoring general CME program
 - 7) Negotiation with prospective appointees
 - 8) Preparation of yearly reports on CME
 - 9) Selection and supervision of staff
 - 10) Preparation of Advisory Committee agendas and reporting to the Advisory Committee

2. An Assistant to the Director, appointed by the Director whose responsibilities include:
 - 1) Management of CME activity and, in particular, researcher's needs
 - 2) Coordination of Fellows' activities
 - 3) All scheduling
 - 4) Supervision of established budgetary concepts
 - 5) Initial solicitation and screening of all research proposals
 - 6) Initial screening, referring and filtering of applicants
 - 7) Supervision of University and public relations in consultation with the Director
 - 8) Building security and maintenance
 - 9) Visitor accommodation
 - 10) Assist Director in preparation of yearly reports and grant proposals
 - 11) Assume Director's functions in his absence
 - 12) Prepare minutes of Advisory Committee meetings

3. An Administrative Assistant, appointed by the Director, whose responsibilities include:
 - 1) Bookkeeping, purchase orders, etc.
 - 2) Office organization and supervision
 - 3) Routine CME correspondence
 - 4) Biography and personnel file preparation
 - 5) Liaison with Director and Assistant to the Director on budget and University relations
 - 6) Assist Director in preparation of yearly reports and grant proposals

4. A Technical Supervisor, appointed by the Director, whose responsibilities include:
 - 1) Supervision and scheduling of activity of technical personnel
 - 2) Supervision of equipment maintenance
 - 3) Consultation with research appointees (faculty and off-campus visitors) about their needs and CME capacities
 - 4) Assist Director in planning and implementing development of CME technical systems
 - 5) Stimulating and initially screening all technically oriented reports relating to CME
 - 6) Documentation of CME technical facilities

5. A Secretary, appointed by the Director, whose responsibilities include:
 - 1) Typing
 - 2) Clerical duties
 - 3) Mail and messages
 - 4) Filing

6. A Recordist, appointed by the Director, whose duties include:
 - 1) Set-up for and recording of all CME events for documentation purposes, and for research projects as assigned by the Assistant to the Director
 - 2) Tape dubbing as assigned by the Assistant to the Director
 - 3) Archiving of tapes (audio & video) of CME events and maintenance of an archival index.

Administrative Processes

The CME staff meets each Thursday for general coordination and to discuss the schedule of events for the following week.

The CME Executive Committee (composed of the Chairman of the Advisory Committee, the Chairman of the Music Department, and the CME Director) meets on an occasional basis to settle matters requiring immediate attention and not thought to be matters of basic policy.

The CME Advisory Committee meets at the beginning and end of each quarter to discuss basic policy, appointments, and budgetary policy. (For a given year, the Advisory Committee will include only those who specifically agree to participate in CME affairs by attendance at meetings, and by cooperating in other CME affairs as appropriate)

Appointments and Priorities

Appointments to the CME may be made in four categories: All are made by an Advisory Committee (which, in turn, is appointed by the Chancellor). The categories are:

1. Faculty Research Musicians (for one-quarter periods)
2. Visiting Research Musicians (for variable durations)
3. Fellows (9-month residencies)
4. Research Assistants (9-month assistantships for graduate students)

Potential appointees provide written statements regarding their experimental plans. (Forms are available with space for a brief description of intent, personnel needs, equipment needs, and scheduling preferences.) These proposals must be made well in advance of the proposed research period, and will be discussed, when appropriate, by a Facilitation Committee (consisting of the Executive Committee with the Technical Supervisor and an additional outside consultant if the nature of the proposal requires further guidance). The Facilitation Committee will then confer with the potential appointee to insure the best accommodation between the researcher's needs and the CME's capacities.

Priorities for servicing of CME researchers are established as follows:

First, to those regular members of the UCSD Faculty appointed to Quarter-long residencies.

Second, to those off-campus persons appointed Visiting Research Musicians by the CME Advisory Committee.

Third, to other members of the CME Advisory Committee who wish to pursue less elaborate research in the CME on a scheduled basis.

Fourthly, to Fellows and Associate Fellows.

Responsibilities

It is expected that resident researchers will respect the ongoing responsibilities of the staff and Fellows to the general CME program. At the same time, the staff and Fellows recognize that they have been appointed with a primary responsibility to support the facility and those selected as Research Musicians. The CME, it is hoped, will be

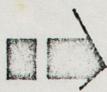
a facility within which a very wide range of experimental activity takes place. Its flexibility and liveliness depends on maintaining an open responsiveness - upon paying attention to one another.

There is a responsible person for each area of need: for scheduling, typing, research proposals, technical advice, and so on.

In the event that Research Musicians are unable to obtain satisfaction through the channels described here, they should discuss their concerns with the Chairman of the Advisory Committee. This should be a final resort, however, necessary only when discussion with appropriate members of the staff fails to produce desired results. It is hoped that any dissatisfactions will be aired promptly so that the maximum utility can be gained from each residency.

NB. All scheduling needs must be presented to the Assistant to the Director at least a week in advance.

NB. As the final follow-up on each year's CME activity, written reports are expected from all Research Musicians, Fellows and Research Assistants



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JOB DESCRIPTION

"Fellow" - 9 months, 25hours/week, @ 6,000
(Or some analogous partial appointment)

FELLOWS will be expected to be free for Center functions 25 hours each week with the exception of University holidays. A regular schedule will be established. (This activity will be co-ordinated by the CME Director who receives requests in writing at least ten days before an involvement in a rehearsal, performance, demonstration, and so on is to take place.) The Director then makes assignments to the Fellows on the basis of Center priorities. The Fellows will not be used instructionally, only in situations consistent with the nature of their appointments (as technicians, performers, and so on).

The CME will make available facilities, equipment, and personnel to Fellows wherever possible, and make every effort to secure Departmental cooperation, in support of projects that they wish to do outside of the 25 hours of responsibility to the CME.

The Director asks each prospective Fellow to submit a proposal for a project he or she would like to undertake during the 9 month appointment. This should ideally be an individual effort, though in some cases it may of necessity involve others. Fellows will be expected to follow through with the proposed investigation submitting some form of documentation of results by the end of the appointment year. These projects will clearly be of limited range so as not to interfere with the Fellow's ability to fulfill a primary obligation to the Center's group activities. The purpose of the Fellow Projects is to reinforce the explorative, multi-faceted nature of CME, and insure that each Fellow takes from the CME (and leaves behind) some record of his or her involvement.

It is recognized that the stipend for Fellows may be insufficient to meet personal obligations and it is for this reason that the hour involvement is made, in effect, part-time. The CME, however, looks upon this obligation as full-time spirit. The CME has no objection to Fellows securing part-time employment if needed and will help them in any way possible to find such supplementary income, providing that it does not seriously interfere with CME activity.

The Advisory Committee has decided that performing Fellows may not be a UCSD student concurrently with their CME appointments. This decision was made in an effort to avoid the possibility of conflicts of interest between academic and performing responsibilities.

In the case of recordings (aural or visual) or public performances that involve the payment of fees to the CME, individual performers, technicians, recording and editing personnel will be compensated in proportion to the nature and extent of the fee and of their involvement. Such compensation will be in addition to the regular agreed stipend.



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JOB DESCRIPTION

"Visiting Professional Research Personnel" - (appropriate compensation for
from 1 to a maximum of 11 weeks)

VISITING PROFESSIONAL RESEARCH PERSONS are expected to be in residence continuously at the CME during the period of their appointment. CME Research appointments will be made by the Board of Directors on the basis of high-level expertise in a variety of areas. It is expected that Researchers will be regularly involved with the Fellows of the CME, and with the Department of Music faculty and students on both informal and professional levels. The CME intends to promote especially the interaction of persons with varying special skills in order to generate ideas and activity impossible in isolation or in the absence of suitable facilities and human cooperation.

The exact form of a Researcher's involvement with CME and the Department will be worked out on an individual basis with the Director acting to advise and coordinate plans and opportunities. It may be assumed, however, that representative involvements might include presentations, informal seminars or discussions, and a major project to be realized during the period of appointment. The Visiting Research Personnel will not be used instructionally.

Visiting Research Personnel are expected to submit a written proposal describing in general terms the work they would like to pursue while in residence at the CME, focusing on projects of special current interest to them. They should recognize that proposals may be subject to review and discussion with the Director in order to fit them most productively into the developing CME program, available resources, etc. This proposal should be submitted to the CME Director within one month after an appointment is made, and should include clear indication of any specialized equipment, personnel, or services that may be needed.

The CME Director and Staff will make every reasonable effort to assist the Visiting Professional Researcher in securing the space, equipment, and cooperation he or she requires for this work, including those facilities under Project control, the resources of the Music Department, and of the UCSD campus. As a matter of policy, however, the CME cannot undertake the payment of substantial supplementary compensation for supplies and services.

The Center will keep recorded or stenographic records of presentations made during the residence period of a Visiting Research person at the discretion of the Director. Use of this material for other than in-house documentation (such as publication) will be subject to the approval of the Visiting Researcher and the CME Director.



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JOB DESCRIPTION

CME Associate Fellow (no compensation - scheduled hours to a maximum of 25 per week)

CME Associate Fellows will be expected to be free for Center and Departmental functions for a predetermined and agreed upon number of hours each week with the exception of University holidays. A regular schedule will be established. This activity will be co-ordinated by the CME Director who receives requests in writing at least ten days before an involvement in a rehearsal, performance, demonstration, and so on is to take place. The Director then makes assignments to the Fellows on the basis of Center and Department priorities. Associate Fellows will not be used instructionally, only in situations consistent with the nature of their appointments (as technicians, performers, and so on).

Appointments are made by the Advisory Committee according to CME needs and regulations, and may be withdrawn by the Committee upon recommendation of the Director should the Associate Fellow fail to keep expected standards of performance.

The CME will make available facilities, equipment, and personnel to Associate Fellows wherever possible, and make every effort to secure Departmental co-operation, in support of projects that they wish to do outside of the hours of responsibility to the CME (or, time permitting, during those hours). No supplies will be furnished by the CME for individual projects.

The Director asks each prospective Associate Fellow to submit a proposal for a project he or she would like to undertake during this appointment. This should ideally be an individual effort, though in some cases it may of necessity involve others. Associate Fellows will be expected to follow through with the proposed investigation submitting some form of documentation of results by the end of the appointment year. These projects will clearly be of limited range so as not to interfere with the Associate Fellow's ability to fulfill a primary obligation to the Center's group activities. The purpose of Associate Fellow Projects is to reinforce the explorative, multi-faceted nature of CME, and to insure that each Associate Fellow takes from the CME (and leaves behind) some record of his or her involvement.

The Advisory Committee has decided that performing Associate Fellows may not be UCSD students concurrently with their CME appointments. This decision was made in an effort to avoid the possibility of conflicts of interest between academic and performing responsibilities.

In the case of recordings (aural or visual) or public performances that involve the payment of fees to the CME, individual performers, technicians, recording and editing personnel will be compensated in proportion the nature and extent of the fee and of their involvement.