

2016-2017 HEADS Data Survey Printable Version

GENERAL INFORMATION

For more information about completing this section, please [click here](#).

Name of Music Executive/Representative to NASM	Camille Colastosti
Title of Music Executive/Representative to NASM	Dean, Institutional Research & Assessment & Graduate Studies
Name of Institution (please do not abbreviate)	Berklee College of Music (Music Therapy)
Name of Unit (please use full designation)	Music Therapy
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CONFIDENTIALITY

Individual Institutional financial information provided in the survey is held in confidence by HEADS. HEADS will release non-institution specific financial data in the aggregate and subsets of the aggregate through Data Summaries and Special Reports. All other data provided may be released by institution.

Section I: GENERAL INSTITUTIONAL INFORMATION

1. Please check all that apply:

- | | |
|--|--|
| ☒ a. Private | ☐ f. Land-Grant |
| ☐ b. Public | ☐ g. Research |
| ☐ c. Proprietary | ☐ h. Community/Junior College |
| ☒ d. Not-for-Profit | ☒ i. Degree-Granting |
| ☒ e. Free-Standing/Independent | ☐ j. Non-Degree-Granting |

2. What is the TOTAL institutional enrollment (number of individuals, i.e., headcount) for Fall 2016? Include only local campus, not system-wide, enrollment. (Please check only one.)

- | | |
|--|--|
| ☐ a. 1 - 500 | ☐ g. 15,001 - 20,000 |
| ☐ b. 501 - 1,000 | ☐ h. 20,001 - 25,000 |
| ☐ c. 1,001 - 2,500 | ☐ i. 25,001 - 30,000 |
| ☐ d. 2,501 - 5,000 | ☐ j. 30,001 - 35,000 |
| ☒ e. 5,001 - 10,000 | ☐ k. 35,001 - 40,000 |
| ☐ f. 10,001 - 15,000 | ☐ l. 40,001 plus |

3. What is the highest program level offered IN MUSIC at your institution? (Please check only one.)

- | | |
|---|---|
| ☐ a. Associate Degree | ☒ c. Master's Degree |
| ☐ b. Baccalaureate Degree | ☐ d. Doctoral Degree |

4. What is the highest program level offered IN ANY UNIT at your institution? (Please check only one.)

- | | |
|---|--|
| ☐ a. Associate Degree | ☐ d. Post-Master's Degree (Not Doctoral) |
| ☐ b. Baccalaureate Degree | ☐ e. Doctoral Degree |
| ☒ c. Master's Degree | |

5. Is your institution an accredited institutional member of NASM? (Please check only one.)

- | | |
|---------------------------------|--|
| ☐ a. Member | ☒ b. Non-Member |
|---------------------------------|--|

6. Is your institution involved with either of the following during the 2016-2017 academic year? (Check all that apply. If your institution is not involved with either, please leave blank.)

- | | |
|---|---|
| ☐ a. Building a new music facility | ☐ b. Renovating the music facility |
|---|---|

7. Does your institution offer any programs IN MUSIC in which more than forty percent of the curricular requirements are fulfilled through distance learning mechanisms?

- | | |
|--------------------------------------|--------------------------|
| ☒ Yes | ☐ No |
|--------------------------------------|--------------------------|

Section II.A: ASSOCIATE DEGREES

For more information about completing this section, please [click here](#).

	(a) Music Major Enrollment Summer 2016	(b) Music Major Enrollment Fall 2016	(c) Number of Degrees Awarded to Music Majors July 1, 2015 - June 30, 2016
1. <u>Associate of Fine Arts Degree Programs or Equivalent</u> (Enter only number of major students enrolled in music programs with at least 65% music content.)			
<i>Brass</i>			
Horn	_____	_____	_____
Trumpet	_____	_____	_____
Trombone	_____	_____	_____
Euphonium	_____	_____	_____
Tuba	_____	_____	_____
Guitar	_____	_____	_____
Harp	_____	_____	_____
Harpsichord	_____	_____	_____
Jazz Studies	_____	_____	_____
Music History/Literature	_____	_____	_____
Organ	_____	_____	_____
Percussion	_____	_____	_____
Piano	_____	_____	_____
<i>Strings</i>			
Violin	_____	_____	_____
Viola	_____	_____	_____
Cello	_____	_____	_____
Double Bass	_____	_____	_____
<i>Voice - Female</i>			
Soprano	_____	_____	_____
Alto	_____	_____	_____
<i>Voice - Male</i>			
Tenor	_____	_____	_____
Bass	_____	_____	_____
<i>Woodwinds</i>			
Flute	_____	_____	_____
Oboe	_____	_____	_____
Clarinet	_____	_____	_____
Bassoon	_____	_____	_____
Saxophone	_____	_____	_____
Other (please specify): _____	_____	_____	_____
Other (please specify): _____	_____	_____	_____
Total (Section II.A.1 only)	_____	_____	_____

- 2. Associate Degree Programs in Music Education, Music/Business and Music Combined with an Outside Field**
(Enter only **number of major students enrolled** in music programs with at least 50% music content.)

<i>Music Education</i>			
Choral	_____	_____	_____
Instrumental	_____	_____	_____
General	_____	_____	_____
Combined tracks	_____	_____	_____
No tracks	_____	_____	_____

specified			
Music Industry/Music Business			
Music Technology			
Other (please specify):			
Other (please specify):			
Other (please specify):			
Total (Section II.A.2 only)			

3. **Associate Liberal Arts Degree Programs in Music**

(Enter only **number of major students enrolled** in music programs with 30-45% music content.)

Liberal Arts Degree			
Other (please specify):			
Other (please specify):			
Other (please specify):			
Total (Section II.A.3 only)			

Section II.B: BACCALAUREATE DEGREES

For more information about completing this section, please [click here](#).

	(a) Music Major Enrollment Summer 2016	(b) Music Major Enrollment Fall 2016	(c) Number of Degrees Awarded to Music Majors July 1, 2015 - June 30, 2016
1. Bachelor of Music Degree Programs or Other Professional Degree Program (Enter only number of major students enrolled in music programs with at least 65% music content.)			
Accompanying	_____	_____	_____
<i>Brass</i>			
Horn	_____	_____	_____
Trumpet	_____	_____	_____
Trombone	_____	_____	_____
Euphonium	_____	_____	_____
Tuba	_____	_____	_____
Composition	_____	_____	_____
Guitar	_____	_____	_____
Harp	_____	_____	_____
Harpsichord	_____	_____	_____
Jazz Studies	_____	_____	_____
Literature	_____	_____	_____
Music History	_____	_____	_____
Organ	_____	_____	_____
Percussion	_____	_____	_____
Piano	_____	_____	_____
Pedagogy	_____	_____	_____
Sacred Music/Worship Studies	_____	_____	_____
<i>Strings</i>			
Violin	_____	_____	_____
Viola	_____	_____	_____
Cello	_____	_____	_____
Double Bass	_____	_____	_____
Theory	_____	_____	_____
Theory/Composition	_____	_____	_____
<i>Voice - Female</i>			
Soprano	_____	_____	_____
Alto	_____	_____	_____
<i>Voice - Male</i>			
Tenor	_____	_____	_____
Bass	_____	_____	_____
<i>Woodwinds</i>			
Flute	_____	_____	_____
Oboe	_____	_____	_____
Clarinet	_____	_____	_____
Bassoon	_____	_____	_____
Saxophone	_____	_____	_____
Other (please specify): _____	_____	_____	_____
Other (please specify): _____	_____	_____	_____
Other (please specify): _____	_____	_____	_____
Total (Section II.B.1 only)	_____	_____	_____

2. **Baccalaureate Degree Programs in Music Education, Music Therapy, and Music Combined with an Outside Field**

(Enter only **number of major students enrolled** in music programs with at least 50% music content.)

Music Education

Choral	_____	_____	_____
Instrumental	_____	_____	_____
General	_____	_____	_____
Combined tracks	_____	_____	_____
No tracks specified	_____	_____	_____
Music Therapy	76	135	73
Music/Arts Administration	_____	_____	_____
Music/Engineering	_____	_____	_____
Music Industry/Music Business	_____	_____	_____
Music Technology	_____	_____	_____
Musical Theatre	_____	_____	_____
Other (please specify): _____	_____	_____	_____
Other (please specify): _____	_____	_____	_____
Total (Section II.B.2 only)	76	135	73

3. **Baccalaureate Liberal Arts Degree Programs in Music (B.A., B.S.)**

(Enter only **number of major students enrolled** in music programs with 30-45% music content.)

Liberal Arts Degree	_____	_____	_____
Other (please specify): _____	_____	_____	_____
Other (please specify): _____	_____	_____	_____
Other (please specify): _____	_____	_____	_____
Total (Section II.B.3 only)	_____	_____	_____

Section II.C: MASTER'S DEGREES

For more information about completing this section, please [click here](#).

	(a) Music Major Enrollment Summer 2016	(b) Music Major Enrollment Fall 2016	(c) Number of Degrees Awarded to Music Majors July 1, 2015 - June 30, 2016
1. Specific Master's Degree Programs (M.M.) (Enter only number of major students enrolled in music degree programs.)			
Accompanying	_____	_____	_____
Arts Administration	_____	_____	_____
<i>Brass</i>			
Horn	_____	_____	_____
Trumpet	_____	_____	_____
Trombone	_____	_____	_____
Euphonium	_____	_____	_____
Tuba	_____	_____	_____
Composition	_____	_____	_____
Conducting	_____	_____	_____
Ethnomusicology	_____	_____	_____
Guitar	_____	_____	_____
Harp	_____	_____	_____
Harpsichord	_____	_____	_____
Jazz Studies	_____	_____	_____
<i>Music Education</i>			
Choral	_____	_____	_____
Instrumental	_____	_____	_____
General	_____	_____	_____
Combined tracks	_____	_____	_____
No tracks specified	_____	_____	_____
Music History/Musicology	_____	_____	_____
Music Therapy	12	30	0
Opera	_____	_____	_____
Organ	_____	_____	_____
Pedagogy	_____	_____	_____
Percussion	_____	_____	_____
Piano	_____	_____	_____
Sacred Music/Worship Studies	_____	_____	_____
<i>Strings</i>			
Violin	_____	_____	_____
Viola	_____	_____	_____
Cello	_____	_____	_____
Double Bass	_____	_____	_____
Theory	_____	_____	_____
<i>Voice - Female</i>			
Soprano	_____	_____	_____
Alto	_____	_____	_____
<i>Voice -Male</i>			
Tenor	_____	_____	_____
Bass	_____	_____	_____
<i>Woodwinds</i>			
Flute	_____	_____	_____
Oboe	_____	_____	_____

Clarinet			
Bassoon			
Saxophone			
Other (please specify):			
Other (please specify):			
Total (Section II.C.1 only)	<u>12</u>	<u>30</u>	<u>0</u>

2. **General Master's Degree Programs (M.A., or M.S.)**
 (Enter only **number of major students enrolled** in music degree programs.)

General Master's in Music			
Other (please specify):			
Other (please specify):			
Other (please specify):			
Total (Section II.C.2 only)			

Section II.D: DOCTORAL DEGREES

For more information about completing this section, please [click here](#).

	(a) Music Major Enrollment Summer 2016	(b) Music Major Enrollment Fall 2016	(c) Number of Degrees Awarded to Music Majors July 1, 2015 - June 30, 2016
Doctoral Degree Programs in Music (Enter only number of major students enrolled in music degree programs.)			
Accompanying			
<i>Brass</i>			
Horn			
Trumpet			
Trombone			
Euphonium			
Tuba			
Composition			
Conducting			
Ethnomusicology			
Guitar			
Harp			
Harpsichord			
Jazz Studies			
<i>Music Education</i>			
Choral			
Instrumental			
General			
Combined tracks			
No tracks specified			
Musicology			
Opera			
Organ			
Pedagogy			
Percussion			
Piano			
Sacred Music/Worship Studies			
<i>Strings</i>			
Violin			
Viola			
Cello			
Double Bass			
Theory			
<i>Voice - Female</i>			
Soprano			
Alto			
<i>Voice - Male</i>			
Tenor			
Bass			
<i>Woodwinds</i>			
Flute			
Oboe			
Clarinet			
Bassoon			
Saxophone			

Other (please specify):				
Other (please specify):				
Total (Section II.D only)				

Section II.E: NON-DEGREE PROGRAMS

	(a) Enrollment Summer 2016	(b) Enrollment Fall 2016	(c) Number of Students Completing Program July 1, 2015 - June 30, 2016
1. <u>Undergraduate Level Non-Degree Programs (Certificate, Diploma, etc.)</u>			
Program Title: <u>Music Therapy Equivalency Pro</u>	<u>5</u>	<u>4</u>	<u>0</u>
Program Title: _____	_____	_____	_____
Program Title: _____	_____	_____	_____
Program Title: _____	_____	_____	_____
Program Title: _____	_____	_____	_____
Total (Section II.E.1 only)	<u>5</u>	<u>4</u>	<u>0</u>

	(a) Enrollment Summer 2016	(b) Enrollment Fall 2016	(c) Number of Students Completing Program July 1, 2015 - June 30, 2016
2. <u>Graduate Level Non-Degree Programs (Certificate, Diploma, etc.)</u>			
Program Title: _____	_____	_____	_____
Program Title: _____	_____	_____	_____
Program Title: _____	_____	_____	_____
Program Title: _____	_____	_____	_____
Program Title: _____	_____	_____	_____
Total (Section II.E.2 only)	<u>0</u>	<u>0</u>	<u>0</u>

Section II.F: GRAND TOTAL MUSIC MAJOR ENROLLMENT

The grand total music major enrollment figures are derived by adding the answers from sections II.A, II.B, II.C, II.D., and II.E. You do not have to enter the figure; it has been completed for you.

For more information about completing this section, please [click here](#).

	(a) Music Major Enrollment Summer 2016	(b) Music Major Enrollment Fall 2016	(c) Number of Degrees/Certificates/Degrees Awarded to Music Majors July 1, 2015 - June 30, 2016
Grand Total	93	169	73

Section II.G: ETHNIC BREAKDOWN OF STUDENTS

For more information about completing this section, please [click here](#).

	Black/ African-American		American Indian/ Alaska Native		Asian		Hispanic (of any race)		Native Hawaiian/ Pacific Islander		White		Other/ Ethnicity Unknown		Total:
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Associate Degrees:															
Professional															
Liberal Arts															
Baccalaureate Degrees:															
Professional	1	5	0	0	3	15	6	14	0	0	10	45	7	29	135
Liberal Arts															
Master's Degrees:															
Specific	0	0	0	0	1	1	0	1	0	0	1	13	3	10	30
General															
Doctoral Degrees:															
Specific															
General															
Non-Degree Programs															
Undergraduate	0	0	0	0	0	1	0	0	0	0	1	0	0	2	4
Graduate															0
Total:	1	5	0	0	4	17	6	15	0	0	12	58	10	41	169

Section III: TOTAL INSTRUCTIONAL SERVICE (IN QUARTER OR SEMESTER CREDIT HOURS)

For more information about completing this section, please [click here](#).

A. What is the projected total number of quarter credit hours OR semester credit hours generated in music courses offered during the 2016-2017 academic year (excluding summer) **by non-music major students?**

Quarter Hours (a) **OR** Semester Hours (b) 325

B. What is the projected total number of quarter credit hours OR semester credit hours generated in music courses offered during the 2016-2017 academic year (excluding summer) **by music major students?**

Quarter Hours (a) **OR** Semester Hours (b) 1712

C. What is the projected total number of quarter credit hours OR semester credit hours generated in music courses offered during the 2016-2017 academic year (excluding summer).

Quarter Hours (a) **OR** Semester Hours (b) 2037

D. What is the projected number of students (nonduplicated headcount) involved in any curricular aspect of the music unit during the 2016-2017 academic year (excluding summer)?

278 students

Section IV: MUSIC FACULTY AND INSTRUCTIONAL STAFF

A. MUSIC FACULTY TEACHING A FULL-TIME LOAD: 2016-2017 DATA ONLY

For more information about completing this section, please [click here](#).

1. Male (2016-2017 Data Only)

Check here, if appropriate: ☐ We are unable to provide faculty data by gender and are providing combined faculty data.
This is recorded in the "Full-Time Faculty: Male" chart only.

CONFIDENTIALITY: Please note that salary information is released by HEADS only in the form of composite data. Salary figures provided by individual institutions are held strictly confidential. Institutions are asked to furnish complete information to ensure that all participating institutions receive true averages in the published results of this survey.

	Highest Degree Earned					Length of Service at Institution					LOWEST Individual Salary	HIGHEST Individual Salary	TOTAL Salary Expenditure	Number with Tenure
	Total Number	Doct.	Mast.	Bacc.	Assoc.	Cert. or Dipl.	No Deg.	1-4 yrs.	5-9 yrs.	10+ yrs.				
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Full Professors											\$	\$	\$	
Associate Professors											\$	\$	\$	
Assistant Professors	1		1						1		\$ 72888	\$ 72888	\$ 72888	
Instructors											\$	\$	\$	
Lecturers											\$	\$	\$	
Unranked											\$	\$	\$	
Visiting											\$	\$	\$	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Total	1	0	1						1	0			\$ 72888	

If a tenure system does not exist, check here: ☒

2. Female (2016-2017 Data Only)

CONFIDENTIALITY: Please note that salary information is released by HEADS only in the form of composite data. Salary figures provided by individual institutions are held strictly confidential. Institutions are asked to furnish complete information to ensure that all participating institutions receive true averages in the published results of this survey.

	Highest Degree Earned					Length of Service at Institution					LOWEST Individual Salary	HIGHEST Individual Salary	TOTAL Salary Expenditure	Number with Tenure
	Total Number	Doct.	Mast.	Bacc.	Assoc.	Cert. or Dipl.	No Deg.	1-4 yrs.	5-9 yrs.	10+ yrs.				
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Full Professors	4	3	1						1	3	\$ 99809	\$ 135949	\$ 468369	
Associate Professors											\$	\$	\$	
Assistant											\$	\$	\$	

Professors	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	_____
Instructors	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	_____
Lecturers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	_____
Unranked	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	_____
Visiting	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____	_____
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Total	4	3	1						1	3			\$ 468369	

3. Ethnic Breakdown of Music Faculty Teaching a Full-Time Load

	Black/ African-American		American Indian/ Alaska Native		Asian		Hispanic (of any race)		Native Hawaiian/ Pacific Islander		White		Other/ Ethnicity Unknown	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Full Professors	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	4	_____	_____
Associate Professors	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Assistant Professors	_____	_____	_____	_____	1	_____	_____	_____	_____	_____	_____	_____	_____	_____
Instructors	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Lecturers	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Unranked	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Visiting	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total	0	_____	_____	_____	1	_____	_____	_____	_____	_____	_____	4	_____	_____

Section IV: MUSIC FACULTY AND INSTRUCTIONAL STAFF

B. MUSIC FACULTY/INSTRUCTORS TEACHING LESS THAN A FULL-TIME LOAD

For more information about completing this section, please [click here](#).

1. Male (2016-2017 Data Only)

Check here, if appropriate: ☐ We are unable to provide faculty data by gender and are providing combined faculty data.
This is recorded in the "Part-Time Faculty: Male" chart only.

	(a) Actual Number of Individuals	(b) Full-Time Faculty Equivalence	(c) Total Salaries
i. With Faculty Status	2		\$ 111986
ii. Adjunct Faculty and Teaching Associates			\$
iii. Graduate Teaching Assistants/Associates			\$

2. Female (2016-2017 Data Only)

	(a) Actual Number of Individuals	(b) Full-Time Faculty Equivalence	(c) Total Salaries
i. With Faculty Status	4		\$ 110077
ii. Adjunct Faculty and Teaching Associates			\$
iii. Graduate Teaching Assistants/Associates			\$

Section IV: MUSIC FACULTY AND INSTRUCTIONAL STAFF

C. MUSIC PERFORMANCE FACULTY/INSTRUCTORS TEACHING LESS THAN A FULL-TIME LOAD

For more information about completing this section, please [click here](#).

Section IV.C. seeks additional, more specific information on music performance faculty/instructors teaching less than a full-time load. Please note that Section IV.C. is an extension of Section IV.B. and, therefore, may necessarily duplicate information reported in that section.

NOTE: For the purposes of this survey, “hourly” refers to clock hours. Please report music performance faculty/instructors' wages per clock hour. Though the majority of institutions use a semester/quarter credit hour basis for the purpose of calculating part-time performance staff compensation, each institution uses a slightly different formula. By reporting hourly wages using clock hours, data may be compared on a consistent basis among institutions.

	Highest Degree Earned					Length of Service at Institution					LOWEST Individual Hourly Wage	HIGHEST Individual Hourly Wage	AVERAGE Hourly Wage
	Total Number	Doct.	Mast.	Bacc.	Assoc.	Cert. or Dipl.	No Deg.	1-4 yrs.	5-9 yrs.	10+ yrs.			
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Total	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____

Section V: MUSIC ADMINISTRATIVE PERSONNEL AND PROCEDURES

A. MUSIC EXECUTIVES

For more information about completing this section, please [click here](#).

Information provided in Section V.A. must not be duplicated in Section IV.A.1. or IV.A.2. of "Music Faculty and Instructional Staff."

1. Is the music executive appointed by the administration/Board of Trustees?	(a)	(b)	(c)	(d)	(e)	(f)
No	☐	☐	☐	☐	☐	☐
Yes	☒	☐	☐	☐	☐	☐
2. Is the music executive elected by faculty?	(a)	(b)	(c)	(d)	(e)	(f)
No	☒	☐	☐	☐	☐	☐
Yes	☐	☐	☐	☐	☐	☐
3. Is the music executive subject to formal review by faculty?	(a)	(b)	(c)	(d)	(e)	(f)
No	☒	☐	☐	☐	☐	☐
Yes	☐	☐	☐	☐	☐	☐
4. How often is the music executive subject to formal review by faculty?	(a)	(b)	(c)	(d)	(e)	(f)
Every _____ 0 Years	Every _____ Years	Every _____ Years	Every _____ Years	Every _____ Years	Every _____ Years	Every _____ Years
5. What percentage (estimate) of the music executive's time is assigned to the following duties? (Percentages must total 100%. The figure is not assigned F.T.E., but actual time spent.)	(a)	(b)	(c)	(d)	(e)	(f)
a. Teaching	25 %	_____ %	_____ %	_____ %	_____ %	_____ %
b. Research/Creative Activities	25 %	_____ %	_____ %	_____ %	_____ %	_____ %
c. Administrative Matters	35 %	_____ %	_____ %	_____ %	_____ %	_____ %
d. Service (to professional organizations and community)	15 %	_____ %	_____ %	_____ %	_____ %	_____ %
e. Fundraising	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
TOTAL (Must Equal 100%)	100 %	_____ %	_____ %	_____ %	_____ %	_____ %
6. What is the music executive's title?	(a)	(b)	(c)	(d)	(e)	(f)
chair	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
7. What is the music executive's salary for 2016-2017? (exclusive of benefits)	(a)	(b)	(c)	(d)	(e)	(f)
(a) \$ 142881	(b) \$ _____	(c) \$ _____	(d) \$ _____	(e) \$ _____	(f) \$ _____	(g) \$ _____
(d) \$ _____	(e) \$ _____	(f) \$ _____	(g) \$ _____	(h) \$ _____	(i) \$ _____	(j) \$ _____
8. Upon how many months is the music executive's salary based?	(a)	(b)	(c)	(d)	(e)	(f)
9 or 10	☐	☐	☐	☐	☐	☐
11 or 12	☒	☐	☐	☐	☐	☐
9. What is the gender of the music executive?	(a)	(b)	(c)	(d)	(e)	(f)

Male

☐☐☐☐☐☐

Female

☒☐☐☐☐☐

10. Please enter the music executive's teaching load in full-time equivalence:

(a)

_____ 0.25 F.T.E.

(b)

_____ F.T.E.

(c)

_____ F.T.E.

(d)

_____ F.T.E.

(e)

_____ F.T.E.

(f)

_____ F.T.E.

Section V: MUSIC ADMINISTRATIVE PERSONNEL AND PROCEDURES

B. ASSISTANT OR ASSOCIATE MUSIC EXECUTIVES

For more information about completing this section, please [click here](#).

Information provided in Section V.B. must not be duplicated in Section IV.A.1. or IV.A.2. of "Music Faculty and Instructional Staff." Please ensure that all individuals are counted only once.

1. Does your institution have an assistant or associate music executive? ☒ No ☐ Yes

If no, proceed to Section C. If yes, answer questions 2 through 7.

2. What is the title of the assistant or associate music executive?

(a) _____ (b) _____ (c) _____

(d) _____ (e) _____ (f) _____

3. What percentage (estimate) of the assistant or associate music executive's time is assigned to the following duties? (Percentages must total 100%. The figure is not assigned F.T.E., but actual time spent.)

	(a)	(b)	(c)	(d)	(e)	(f)
a. Teaching	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
b. Research/Creative Activities	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
c. Administrative Matters	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
d. Service (to professional organizations and community)	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
e. Fundraising	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
TOTAL (Must Equal 100%)	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %

4. What is the assistant or associate music executive's salary for 2016-2017 (exclusive of benefits)?

(a) \$ _____ (b) \$ _____ (c) \$ _____

(d) \$ _____ (e) \$ _____ (f) \$ _____

5. Upon how many months is the assistant or associate executive's salary based?

	(a)	(b)	(c)	(d)	(e)	(f)
9 or 10	☐	☐	☐	☐	☐	☐
11 or 12	☐	☐	☐	☐	☐	☐

6. What is the gender of the assistant or associate music executive?

	(a)	(b)	(c)	(d)	(e)	(f)
Male	☐	☐	☐	☐	☐	☐
Female	☐	☐	☐	☐	☐	☐

7. Please enter the assistant or associate music executive's teaching load in full-time equivalence:

(a)	(b)	(c)
_____ F.T.E.	_____ F.T.E.	_____ F.T.E.
(d)	(e)	(f)
_____ F.T.E.	_____ F.T.E.	_____ F.T.E.

Section V: MUSIC ADMINISTRATIVE PERSONNEL AND PROCEDURES

C. OTHER PERSONNEL ASSIGNMENTS (including student help)

For more information about completing this section, please [click here](#).

1. Secretarial/Clerical Assistance

- a. How much staff time in the music unit is allotted for secretarial and clerical assistance?

_____1 F.T.E.
- b. What are the total salary expenditures (exclusive of benefits) for secretarial and clerical assistance?

\$ _____48467

2. Library Staff

- a. How much staff time is allotted for library personnel dealing with music holdings, regardless of budget source?
- Branch Music Library

_____F.T.E.

Main Library

_____F.T.E.

Other Library

_____F.T.E.
- b. What are the total salary expenditures (exclusive of benefits) for music library staff?

\$ _____

3. Technical Staff

- a. How much staff time in the music unit is allotted for technical/production staff?

_____0.29 F.T.E.
- b. What are the total salary expenditures (exclusive of benefits) for technical/production staff?

\$ _____17782

4. Professional and Miscellaneous Staff

- a. How much staff time in the music unit is allotted for professional/miscellaneous staff? This section should include admissions staff, and all other staff not accounted for.

_____0.57 F.T.E.
- b. What are the total salary expenditures (exclusive of benefits) for professional/miscellaneous staff?

\$ _____31139

Section VI.A: SPECIFIC INSTRUCTIONAL, OPERATIONAL AND PERFORMANCE BUDGET FOR 2016-2017

For more information about completing this section, please [click here](#).

Instructional, Operational, and Performance Budget Figures Administered by the Music Unit (for the entire fiscal year related to the 2016-2017 academic year)

	BUDGET 2016-2017	N/I
a. Faculty and Professional Travel (to meetings, etc.)	\$ 8000	☐
b. Graduate Scholarships (administered by music unit) including fellowships/assistantships/tuition remission/discounts not already reported in a previous section	\$ 0	☐
c. Guest Artists	\$ 2800	☐
d. Instructional Supplies	\$ 21256	☐
e. Library (collection development other than performance materials)	\$ 0	☐
f. Library (performance scores and parts only)	\$ 0	☐
g. Office Supplies	\$ 3120	☐
h. Operating Services	\$ 0	☐
i. Postage	\$ 250	☐
j. Printing/Duplication	\$ 649	☐
k. Public Relations and Fundraising	\$ 0	☐
l. Short-Term Visiting Artists/Lecturers, etc. (less than one semester)	\$ 21010	☐
m. Student Recruitment	\$ 4850	☐
n. Student Travel (i.e., ensemble tours -- includes funds raised and administered by the music unit.)	\$ 3000	☐
o. Student Wages	\$ 20000	☐
p. Technical Services (instrument maintenance, office equipment, repair, piano tuning, etc.)	\$ 0	☐
q. Technology Services (electronic media, software, fees, etc.)	\$ 6871	☐
r. Telephone/Fax/Electronic Communications	\$ 1560	☐
s. Undergraduate Scholarships (administered by music unit) including tuition remission/discounts	\$ 0	☐
t. All Other Expenses	\$ 88448	☐
TOTAL INSTRUCTIONAL, OPERATIONAL AND PERFORMANCE BUDGET FOR 2016-2017	\$ 181814	

Section VI.B: BENEFITS

For more information about completing this section, please [click here](#).

Please provide a total figure for benefits to all individuals recorded in Sections IV (faculty), and V (administration) of this survey form regardless of budget source. (If you do not know this figure, please estimate based on the benefits package at your institutions.) Benefits include, but are not limited to, FICA, Health Insurance, Disability Insurance, Life Insurance, Retirement Plans, etc., paid for by the institution. \$ 290439

Section VI.C: GRAND TOTAL ANNUAL BUDGET OF THE MUSIC UNIT IN 2016-2017

For more information about completing this section, please [click here](#).

This figure will include monies that are directly controlled by the music unit. It will include faculty and staff salaries (including benefits), and operational budgets (sum of expenses from Sections IV, V, and VI). \$ 1475842

Section VI.D: EQUIPMENT AND BUILDING BUDGET

For more information about completing this section, please [click here](#).

		2016-2017 Academic Year	N/I
1.	Equipment		
	a. Purchases	\$ 0	☐
	b. Leases and Rentals	\$ 0	☐
	c. Repairs	\$ 0	☐
2.	Building		
	a. Renovation and Repair	\$ 0	☐
	b. Leases and Rentals	\$ 0	☐
	c. New Construction (Please describe below)	\$ 0	☐

Both this section and section VI.E. have been left blank intentionally, as equipment/building, and income/endowment items are not managed at the departmental level. As we did for last year, we will send Berklee's audited financials.

TOTAL EQUIPMENT AND BUILDING BUDGET
(Total of VI.D.1. a.-c. and VI.D.2. a.-c. above only)

\$ 0

Section VI.E: SPECIFIC SOURCES OF INCOME/ENDOWMENT FOR THE MUSIC UNIT IN 2015-2016

For more information about completing this section, please [click here](#).

		Income	Endowment
1. Public Grants (special grants to the music unit from national, state, or local governmental arts funding sources)	\$ 0	☒	☐
2. Foundation/Corporation Support (special grants to the music unit from private foundations or corporations)	\$ 0	☒	☐
3. Private Gifts (gifts from individuals given directly to the music unit)	\$ 0	☒	☐
4. Ticket Sales, Commissions, Rentals, Etc. (earned income of the music unit related to performance)	\$ 0	☒	☐
5. Fund Raising (controlled by and allocated to the music unit)	\$ 0	☒	☐
6. Tuition (controlled by and allocated to the music unit)	\$ 0	☒	☐
7. Student Fees (controlled by and allocated to the music unit)	\$ 0	☒	☐
8. Income from Endowment (controlled by and allocated to the music unit)	\$ 0	☒	☐
TOTAL SPECIFIC SOURCES OF INCOME/ENDOWMENT FOR THE MUSIC UNIT IN 2015-2016 <i>(Total of VI.E. 1. through 8. above)</i>	\$ 0		

Section VI.F: TOTAL ENDOWMENT

For more information about completing this section, please [click here](#).

Provide the total endowment of the music unit restricted for use by the music unit. Include endowment principal for items such as music professorships, music scholarships, music library, music operating funds, concert series, and musical activities. \$ 331484894

A. DOCTORAL DEGREE STUDENTS WHO GRADUATED IN 2015-2016

[illegible]

Saxophone _____

Other (please specify) _____

Total _____

B. DOCTORAL DEGREE STUDENTS WHO DID NOT GRADUATE IN 2015-2016

[illegible]

Saxophone _____

Other (please specify) _____

Total _____

Addendum: ACTUAL INSTRUCTIONAL, OPERATIONAL AND PERFORMANCE EXPENSES FOR 2015-2016

For more information about completing this section, please [click here](#).

	EXPENSES 2015-2016	N/I
1. Faculty and Professional Travel (to meetings, etc.)	\$ 4200	☐
2. Graduate Scholarships (administered by music unit) including fellowships/assistantships/tuition remission/discounts not already reported in a previous section	\$ 0	☐
3. Guest Artists	\$ 2800	☐
4. Instructional Supplies	\$ 2000.54	☐
5. Library (collection development other than performance materials)	\$ 0	☐
6. Library (performance scores and parts only)	\$ 0	☐
7. Office Supplies	\$ 5506.01	☐
8. Operating Services	\$ 0	☐
9. Postage	\$ 27.18	☐
10. Printing/Duplication	\$ 306	☐
11. Public Relations and Fundraising	\$ 0	☐
12. Short-Term Visiting Artists/Lecturers, etc. (less than one semester)	\$ 14923.35	☐
13. Student Recruitment	\$ 267	☐
14. Student Travel (i.e., ensemble tours -- includes funds raised and administered by the music unit.)	\$ 2684.56	☐
15. Student Wages	\$ 17460.25	☐
16. Technical Services (instrument maintenance, office equipment, repair, piano tuning, etc.)	\$ 0	☐
17. Technology Services (electronic media, software, fees, etc.)	\$ 3540	☐
18. Telephone/Fax/Electronic Communications	\$ 0	☐
19. Undergraduate Scholarships (administered by music unit) including tuition remission/discounts	\$ 0	☐
20. All Other Expenses	\$ 107820.66	☐
TOTAL INSTRUCTIONAL, OPERATIONAL AND PERFORMANCE EXPENSES FOR 2015-2016	\$ 161535.55	