

**NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC**  
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**CONSULTATIVE VISITS**

**Purposes**

1. To assist institutions planning to apply for NASM Membership by providing an analysis of their current operations and an explanation of NASM standards.
2. To assist member institutions and others who may benefit from outside counsel in conducting a self-evaluation.
3. To assist institutions in evaluating the need, resources, and curricula for new programs.
4. To assist institutions with issues, evaluations, and projects related to program development.

**Procedures**

1. The institution requests in writing from the Executive Director of NASM the names of consultants, indicating the specific purpose, nature, and scope of the consultation, and the time period it is intended to take place.
2. The Executive Director of NASM sends to the institution a list of individuals trained by NASM who can fulfill the requests and requirements of the institution.
3. The institution notifies the Executive Director of NASM of its order of preference for consultant.
4. The Executive Director of NASM contacts the institution's preferred consultant, who, if available, then contacts the institution to arrange mutually convenient dates for the visit.
5. The consultant visits the institution, usually in increments of a day. A program of work is planned to meet the needs of the institution. Normally, the consultant confers with administrators, faculty, and students; observes classes, lessons, and rehearsals; examines the library, facilities, and equipment. In general, the consultant tries to acquire an insight into the total music program as a basis for meeting the institution's expressed needs. The consultant then makes a report to the institution in writing. A copy of this report is also sent to NASM.

**Finances**

1. The cost of a consultative visit is as follows:
  - a. Consultation fee: \$550 for 1 day (\$500 for the consultant, \$50 National Office administrative fee); \$1,050 for 2 days (\$1,000 for the consultant, \$50 National Office administrative fee); and \$500 for each additional day.\*  
\* Please note: Effective September 1, 2018, the consultation fees will be: \$800 for 1 day (\$750 for the consultant, \$50 National Office administrative fee); \$1,550 for 2 days (\$1,500 for the consultant, \$50 National Office administrative fee); and \$750 for each additional day.
  - b. The consultant's expenses (travel, food, lodging, secretarial assistance, etc.).
2. The institution is billed by NASM which, in turn, reimburses the consultant.
3. Although consultants work directly with institutions, due to the fact that NASM serves as the financial intermediary and reimburses the consultant directly, NASM will file appropriate tax forms with the IRS (i.e., Form 1099). The institution should not duplicate these filings for the consultant.

**Some Important Facts about Consultative Visits**

1. The consultative visit is not a prerequisite for NASM Membership. An institution may apply for Membership and have as its first visit an official NASM evaluation.
2. The consultant is not acting as an official NASM evaluator. The recommendations of the consultant are therefore purely advisory in nature. Official action concerning Membership is taken only after the appropriate NASM Commission receives and acts upon the report of an official evaluation team and the institution's self-study materials.
3. It is NASM policy that an individual who serves as consultant to an institution will not later be assigned to an evaluation team in connection with an application for Membership.
4. Consultants work directly with institutions. NASM facilitates the process by assisting institutions to secure consultative advice and by processing expense reimbursements.
5. Upon request, the NASM Executive Director will provide a list of possible consultants who may then be invited and compensated directly by the institution. In these cases, there is no obligation for NASM to receive a copy of the consultant's report.