

SCHOOL OF PERFORMING ARTS BYLAWS

PREAMBLE

The School of Performing Arts shall consist of the subunits -- Music and the Theatre. These bylaws are consistent the bylaws of the College of the Arts and Humanities and will be revised to remain in accord with that document, should one or both be amended.

The enactment of these bylaws shall be by the approval of the School faculty, following the procedure for the adoption of amendments.

1. DEFINITION OF FACULTY

- a. Each person appointed to a University academic position in the School of Performing Arts equivalent to at least half- time (.5) during the entire academic year shall be considered a member of the faculty, shall hold voting privileges and be eligible for membership on regularly constituted and ad hoc committees for the duration of the appointment. For purposes of these bylaws, faculty shall include the titles Professor, Associate Professor, Assistant Professor, Assistant in Theatre, Lecturer, Instructor, A & P staff members with academic and teaching responsibilities wherein they are noted as teachers of record, and all full-time faculty members on academic or professional leave. Faculty and faculty members, wherever mentioned in these bylaws, shall refer to those persons so defined. Administrative staff may serve on ad hoc committees. Subunits may determine their own voting rules for internal matters as long as they do not conflict with campus policies, bylaws of the School, the College or the University policies.

2. GOVERNANCE

- a. The Director
 - i. The Director shall be the chief executive officer of the School. The Director is typically asked to serve a five-year term. The Director serves at the pleasure of the Dean of the college, the Provost, and the President. The Director shall be evaluated by faculty survey annually.
 - ii. The Director shall have a 100% faculty appointment, typically at the rank of Professor in one of the subunits of the school. Teaching load will be at the discretion of the Director.
- b. Associate Directors
 - i. Two Associate Directors shall be appointed from the faculty by the Director.
 - ii. They shall both be tenured.
 - iii. Associate Director (Budget): Responsibilities include the ongoing maintenance of the budget, approval of spending requests, and working with accountants to oversee budget day to day.
 - iv. Associate Director (Personnel): Responsibilities include managing personnel matters as they arise; working with the student advisory council; assisting the

Director with personnel matters as requested; assisting with annual evaluations; and processing grade appeals and student grievances.

- c. Executive Committee
 - i. The Executive Committee shall be the primary advisory body to the Director of the School.
 - ii. The Executive Committee shall consist of: the SPA Director, the music and theatre undergraduate and graduate coordinators, the Theatre Artistic Director, the theatre Director of Production, SPA Associate Directors and three (3 for one year renewable terms) elected members-at-large, including one from theatre, one from music and one selected from among the non-tenure track faculty of lecturers and instructors. Each group shall vote for their own representative. Additionally, one director selected from the Directors of Bands, Jazz, Orchestras and Choruses will be selected each year to serve on a rotating basis with terms of one year. If there is an imbalance among the director and associate directors resulting in an inequity (more theatre reps than music reps or vice versa), then two music directors will serve in any given year to rectify the inequity. Executive Committee members shall be eligible to succeed themselves.
 - iii. Responsibilities and Duties: The Executive Committee shall advise the Director on all aspects of the School, including curricular, budgetary, and personnel actions.
 - iv. The Executive Committee shall meet at least once a month and as needed. A meeting of the Executive Committee may be called by the Director or by a majority of its members. The Director shall not have a vote in the recorded votes of the Executive Committee.

- d. Standing Committees
 - i. Undergraduate Curriculum/Assessment
 - ii. Graduate Curriculum/Assessment
 - iii. Recruiting, Scholarship and Awards
 - iv. Public Relations, Performances and Special Events
 - v. IT
 - vi. Guest Artist
 - vii. Theatre Area Coordinators
 - viii. Theatre Areas

- e. Ad-hoc committees may be created by the Director or Executive Committee.

1. DEPARTMENT GOVERNANCE

- a. The units of Music and Theatre shall be administered with the following positions:
 - i. Theatre
 - 1. Director of Production
 - 2. Artistic Director
 - 3. Graduate Program Director
 - 4. Undergraduate Program Director
 - 5. Coordinators
 - a. BFA in Musical Theatre
 - b. BFA in Acting
 - c. BA Theatre Studies
 - d. BFA in Design and Technology
 - e. BFA in Stage Management
 - f. Minor in Dance
 - g. MFA in Theater for Young Audiences
 - h. MFA in Acting
 - i. MFA/MS in Themed Experience
 - ii. Music
 - 1. Graduate Program Director
 - 2. Undergraduate Program Director
 - 3. Director of Jazz Studies
 - 4. Director of Bands
 - 5. Director of Choruses
 - 6. Director of Orchestras
 - 7. Area coordinators as assigned

2. SCHOOL FACULTY MEETINGS

- a. The School faculty shall meet at least once per semester, excluding the summer session, and at such other times as may be designated by the Director or requested by any two members of the Executive Committee. With the consent of the Executive Committee, persons who are not members of the School faculty may be invited by the Director to attend meetings of the School faculty, but such persons shall have no vote.
- b. If a member of the faculty believes it necessary to hold a special meeting of the faculty, they may petition the Director to call such a meeting. If the request is not granted, they may make a written request to any two members of the Executive Committee to convene a special meeting of the faculty, or with the support by petition of twenty percent of the faculty present and voting request the Director to convene a meeting. This meeting shall be convened for a time no later than ten calendar days from the receipt of the written request unless the request specifies a later time.
- c. For all faculty meetings
 - i. The Director shall issue an agenda by e-mail at least five days prior to the meeting to all those teaching in the School (i.e., irrespective of percentage of

- appointment, but not including teaching assistants). Urgent meetings may be called with less than five days notice if the Director considers it necessary.
- ii. The Director shall attempt to schedule meetings at a time when the maximum number of faculty members are free to attend.
 - iii. The Director shall chair the meetings. An appointed staff member shall serve as secretary and take minutes at meetings, which shall within seven days of the meeting be distributed by e-mail to all those teaching in the School, other than teaching assistants, include a listing of all topics discussed and actions taken. The quorum for a meeting of the faculty shall be 50% overall of the full- and part-time faculty and both the Theatre and Music Departments must be represented. If the necessary quorum is not obtained, the meeting shall be announced and occur again within the next two weeks. A quorum being in effect, all decisions shall be made by a simple majority of those present and eligible to vote, and by secret ballot should it be called for by any faculty member present.
 - iv. Agendas and approved minutes will be posted and stored electronically in a manner accessible and easily navigable by all unit faculty. A shared drive or unit intranet is the preferred means for information sharing with notice of location and posting via email.
 - v. Area meetings: Area meetings in music and theatre will be held at least once per semester, with meeting dates set before the start of each academic year. Additional meetings will be held as needed.

3. PERSONNEL MATTERS: PROMOTION AND TENURE

- a. Personnel matters and promotion and tenure recommendations will originate at the School level.
- b. Searches
 - i. All search committees (faculty, academic professional, support staff positions) shall include at least one voting member from each department (music, theatre). The Director shall appoint the chair and the committee. The committee will then conduct the search according to stipulated university policy.

4. RECORDS

- a. Unit policies and bylaws; unit budgets; formal plans; unit meeting agendas, minutes, and exhibits; unit committee records (including membership, agendas, minutes, and exhibits); as determined by a majority of the faculty, must be posted online in a manner accessible and easily navigable by all unit faculty. These documents can be found on the SPA share-drive.
- b. Upon the request of any faculty member, other public data relevant to unit members should be posted electronically in a manner accessible and easily navigable by all unit faculty.

5. AMENDMENTS

- a. Amendments to the School bylaws may be submitted to the Director in writing by any member of the faculty.
- b. The Director shall call a faculty meeting for consideration of proposed amendments within four weeks of their submission, provided that only weeks during which teaching takes place shall count toward this time limit. The Director shall distribute a copy of the proposed amendment(s) to each faculty member at least one week prior to the meeting.
- c. Ballots shall be distributed by the Director to faculty via email or other electronic means such as a qualtrics vote within one week of the meeting at which the amendment was discussed. Each ballot shall include a copy of the proposed amendment and a date by which the ballot must be returned. This date shall be not less than one week or more than two weeks from the date on which the ballots were distributed.
- d. The approval will be announced within 24 hours of the final vote tally.
- e. An amendment shall be approved if it receives a two-thirds affirmative vote of those returning ballots by the due date.