

**BYLAWS  
DEPARTMENT OF ART**

**I. Functions**

The Faculty of the Department of Art shall conduct the government of the Department of Art.

**II. Membership**

Membership in the Faculty of the Department of Art consists of those faculty whose appointment confers membership in the Academic Senate.

Non-Senate faculty (Lecturers, Visiting, Adjunct or Acting Titles) may be invited to meetings and asked to consult on selected departmental issues.

**III. Officers**

The Chair of the Department shall be appointed by the Chancellor following regular University procedures. The Chair shall appoint other officers as may be needed to conduct the business of the Department.

Faculty shall meet during the Spring Quarter to discuss and vote on a candidate to be submitted to the Dean for consideration for appointment as Department Chair for the subsequent year.

**IV. Meetings**

The Faculty shall meet once each month or at the call of the Chair. Non-Senate faculty shall meet with the Faculty at least once a quarter or at the call of the Chair. Student representatives may attend all meetings that the Faculty vote as appropriate.

Minutes shall be taken at all regularly scheduled meetings. Upon approval, they shall be kept on file in the Department Office.

**V. Voting**

Voting on Personnel matters shall be as outlined in Academic Senate By Law 55.

Associate Professors shall vote on all personnel actions of full Professors, Associate Professors, Assistant Professors, Studio Series appointments, Lecturers and Senior Lecturers with Security of Employment (SOE).

Assistant Professors shall vote on the following: all actions regarding Lecturers or Senior Lecturers without Security of Employment, all actions regarding Adjunct or Visiting series professors, all actions regarding Researchers, all actions regarding Studio Series Professors.

**VI. Quorum**

Quorum shall consist of 50% plus 1 of Senate members. If a Senate Member is on sabbatical, or leave he/she will not be counted in determining the quorum.

## VII. Committees

Faculty of the various specializations of the department will fulfill their administrative responsibilities in participating in the planning and effective implementation of the educational program of the department.

The Chair shall appoint committees of the Faculty, in consultation with the faculty, to conduct various aspects of Departmental business. Committees are responsible for preparing appropriate reports to be presented to the faculty for discussion and action. Final reports of committees will be made at the last faculty meeting of the year. Committees shall hold office for a term of one year from the beginning of the Fall Quarter or until successor committees are appointed thereafter.

Committees shall consist of a Chairperson and at least one other member. Faculty may be appointed to more than one committee during the academic year. The Chairperson should be experienced in the work of the committee and the committee membership should rotate as much as possible. Student representatives may be included on appropriate committees

The regular standing committees of the Department follow. Other Committees may be established on an ad hoc basis as needed.

Fundraising  
Scholarships & Fellowships/Competitions  
TA & GA Assignments  
Course Scheduling  
Lecture Series  
Graduate Student Advising  
Graduate Admissions  
Undergraduate Admissions  
Program Promotional Materials for Student Recruitment  
Warner Building  
New Wight Gallery  
Space Resources  
Curriculum/Bylaws

In addition, members of the Faculty will be selected to serve on the Legislative Assembly of the Academic Senate and on the Faculty Executive Committee of the School of the Arts and Architecture.

## VIII. Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern provided that they are not inconsistent with these Bylaws or the Bylaws of the Academic Senate, or the Bylaws of the School of the Arts.

## IX. Amendment of Bylaws

The Bylaws may be amended by a two thirds vote either at any duly constituted meeting, or if by mail, a majority of returned ballots, provided notice shall have been sent to each member at least five days previous to the meeting, or ten days prior to the deadline for receipt of the mail ballot.

## X. Suspension of Rules

The rules of the Faculty may be suspended by a vote of the Faculty, provided not more than two voting members present object to such suspension.