C. DIVISIONS - The faculty of the Department will be organized into two Divisions: the Division of Composition and Theory, and the Division of Performance and Music Education. The Chair of each Division will be appointed by the Department Chair, in consultation with the faculty of each Division. The Divisional Chairs' terms of office shall be renewed on a year-to-year basis at the discretion of the Chair. Those eligible to serve shall, at the time of their nomination or at the time of assumption of office, be members of the Academic Senate. Each Division shall appoint a deputy to act in the event of the absence of its Chair.

The responsibilities of the Divisional Chairs shall include:

1. Serving as members of the Executive Committee of the Department and reporting to their respective faculty the business of the Executive Committee meetings in a timely fashion;
2. Implementing policy for and supervising the ongoing activities of their Division; and,
3. Convening meetings of their divisional faculty, and, as required, determining the agenda of such meetings.

Each Division shall:

1. Determine the content of its undergraduate program, subject to full voting faculty approval (“full voting faculty” shall be defined via SB 55 http://senate.universityofcalifornia.edu/manual/blpart1.html#bl55). Proposed changes that materially affect the complementary Division shall be negotiated;

2. Supervise and establish policy for its own graduate program, subject to approval of the full voting faculty, including establishing entrance, curricula, and completion requirements (including languages); formulate and administer entrance exams; determine the admission of students; recommend teaching assistantships and other aid as allocated by the Executive Committee; and

3. Recommend to the Scholarship Committee, through the Division Chair, nominees for graduate fellowships, scholarships, teaching assistantships, and applicable awards.

4. Each Division will have a Faculty Graduate Advisor, who will be appointed annually by the Department Chair after consulting with the faculty of each Division. The Faculty Graduate Advisor will work closely with the staff Graduate Advisor in advising students about courses, language, and other requirements for their degrees. In addition, the Faculty Graduate Advisor will meet periodically with students to discuss their progress, both academically and musically, and provide additional professional advice as needed.
D. AREAS – Within the divisions of Performance and Music Education, the faculty will be assigned to one (and in some cases, more than one) of the following Areas: Woodwinds, Brass, Percussion, Keyboards, Strings, Voice, Conducting, Music Education, and Performance Studies. The Department Chair will appoint an Area Head for each Area from among its ladder faculty in consultation with its faculty. If an Area does not have ladder faculty, the Department Chair will appoint an Area Head from among its non-ladder faculty.

The Area Head, in consultation with the faculty in that Area, will propose the assignment of students in studios to the Department Chair for approval each quarter. The Department Chair will have the authority to make changes in studio assignments.

E. THE EXECUTIVE COMMITTEE -- The Department Executive Committee (DEC) will comprise the Chair, the Vice-Chairs, the Chair from the Division of Performance and Music Education, the Chair from the Division of Composition and Theory, and the MSO (who will not be a voting member). The Chair may appoint an additional At-Large Faculty member from the Division of Performance and Music Education. The Executive Committee will meet at the discretion of the Chair in consultation with the Executive Committee members. The quorum for the Executive Committee will be the Chair or one of the Vice-Chairs, the Division of Performance and Music Education Chair or the At-Large Faculty member, and the Division of Composition and Theory Chair.

The responsibilities of the Executive Committee shall be to:

1. Assist the Chair in the long-range planning of the Department, including matters of curriculum, the allocation of FTE, and budget (as specified below);

2. Assist the Chair in determining the allocation of teaching assistantships and monies for graduate student aid, as well as scholarships and fellowships to the programmatic areas (which shall in turn be responsible for recommending awards within their respective areas);

3. Serve, in addition to the full voting faculty, as the unifying agency of the Department and the agency of central accountability. The Executive Committee shall be the Department’s conflict-resolving body

4. In all of the above matters, the final decision rests with the Chair.

II. STANDING COMMITTEES

A. GRADUATE COMMITTEE IN PERFORMANCE
The Graduate Committee in Performance is a subcommittee of the Division of Performance and Music Education.

1. Membership:
The Faculty Graduate Advisor for Performance will serve as the Committee Chair. The membership shall include the Faculty Graduate Advisor for Performance and at least three faculty members-at-large appointed by the Department Chair, with the Graduate Student Affairs Officer and the Department Chair serving ex officio (non-voting). The Graduate Committee may also choose to include a student’s major teacher in their discussions.

2. Meetings:
The Graduate Committee in Performance will be convened at the request of the Faculty Graduate Advisor or three committee members. The quorum for the committee will be its Chair and two committee members.

3. Duties:
   a. Makes recommendations to the faculty on program requirements,
   b. Creates, administers, and evaluates DMA Qualifying exams,
   c. Has final authority regarding the processing and granting of degrees.

B. GRADUATE COMMITTEE IN COMPOSITION
The Graduate Committee in Composition is a subcommittee of the Division of Composition.

1. Membership:
The full Composition and Theory Division will serve on the Graduate Committee in Composition. The Faculty Graduate Advisor for Composition will serve as the Committee Chair.
2. Meetings:
The Graduate Committee in Composition will be convened at the request of the Committee Chair or three Committee members. The quorum for the Committee will be the Chair and one other member.

3. Duties:
   a. Makes recommendations to the faculty on program requirements,
   b. Creates, administers, and evaluates the PhD qualifying exams,
   c. Has final authority regarding the processing and granting of degrees,
   d. Makes recommendations to the Chair regarding the distribution of available scholarship funds to incoming and continuing students.

C. SCHOLARSHIP COMMITTEE

1. Membership:
The Department Chair or one of the Vice-Chairs will serve as Chair of the Scholarship Committee which will consist of the Director of Orchestras, the Director of Bands, The Director of Opera, and other faculty designated by the Chair.

2. Meetings:
The Scholarship Committee will be convened at the request of the Department Chair. The quorum for the Committee will be the Committee Chair and two other members.

3. Duties:
   a. Makes recommendations to the Chair regarding the distribution of available scholarship funds among the various Areas and to incoming and continuing students,
   b. Consults with faculty to determine the scholarship needs in each studio,
   c. Monitors the academic standing and musical performance of continuing students with scholarships to determine whether or not their scholarship commitments should continue,
   d. Monitors students' community service activity as required by scholarships.

D. SOAA FACULTY EXECUTIVE COMMITTEE REPRESENTATIVES - Each year, two faculty representatives shall be elected by the faculty of the Department to serve on the SOAA Faculty Executive Committee.

III. FACULTY MEETINGS

A. Faculty Meetings will be held monthly during the academic year, normally the first Friday of each month.

B. Agenda items may be submitted by individual faculty, the DEC, or the Department Chair. If no agenda items are submitted 3 days prior to a scheduled meeting date the meeting may be cancelled by the Chair. Only items on the agenda are considered unless there is a unanimous consent by the faculty present at the meeting. All proposals for new programs, curriculum changes, and faculty searches must be distributed to the ladder faculty at least one week prior to the faculty meeting for which these agenda items will be voted upon.

C. The quorum for a faculty meeting will be 50% of all ladder appointments and all faculty who hold joint appointments who are in residence during a quarter in which a meeting is held.

IV. STUDENT PRIVILEGES AND RESPONSIBILITIES

Both undergraduate and graduate students shall each have the privilege of electing, from among their peers who are enrolled full-time, one non-voting representative to each of the three programmatic divisions. The elections for the forthcoming academic year shall take place during May of the preceding Spring Quarter. These student representatives may be invited to attend all regular, divisional and full faculty meetings, being excluded only from meetings (or portions thereof) that involve personnel and student personnel matters. They shall receive copies of all advance agendas and pertinent portions of the minutes of divisional and faculty meetings. Divisions shall provide adequate means for gathering student input to search committees, including, at their discretion, non-voting representation on such committees.
V. VOTING PRIVILEGES

A. MEMBERSHIP IN THE ACADEMIC SENATE

All tenured faculty in a department have the right to vote on all new departmental appointments that confer membership in the Academic Senate. Other appointments and academic personnel actions will be voted on in accordance with the “peel-off” system as outlined in SB 55 [http://senate.universityofcalifornia.edu/manual/blpart1.html#bl55].

Prior to such a vote, all the non-emeritus/i departmental members of the Academic Senate must be afforded an opportunity to make their opinions known to the voters.

B. MATTERS OF GENERAL DEPARTMENTAL CONCERN OTHER THAN PERSONNEL ACTIONS

An “Advisory Vote” (to be reported in a separate tally) is extended to Non-Senate faculty with two or more years of service.

C. VOTING GUIDELINES

Normally, voting on all matters will be confidential and immediately follow discussion of the proposed action.

Should the Chair wish for an issue to be considered for a vote outside of a regular faculty meeting, the Chair may circulate to the full voting faculty written ballots on a question, provided that in addition to “yes” and “no” the optional vote of “wish to call a meeting” is given, and in an instance of two or more “wish to call a meeting” votes the motion shall be placed before a convened quorum and considered by the assembled body.

D. ABSENTEE VOTING

The Chair may use his or her discretion may make available absentee ballots to full voting faculty.