

Academic Governance
of
The Department of Theater

DRAFT: 9/9/1999

BY-LAWS: STATUS

All provisions of the BY-LAWS of The Department of Theater must be consistent With The Call: Summary Of Policy and the provisions of the Academic Personnel Manual as well as with other established University policies and procedures. If a conflict should arise between the BY-LAWS and official University policy, the latter takes precedence.

Acceptance of these BY-LAWS requires approval by a majority vote of the Department Senate. This document shall be reviewed every three (3) years. Changes can be made at any time by majority vote of the Department Senate.

A. BY-LAWS - Departmental Governance

1. The basic governing body of the Department is comprised of Academic Senate members. This body may extend the vote on certain matters to other members of the faculty.
2. The Assembly of the Department shall consist of members of the Academic Senate plus any faculty to whom the voting privilege has been extended.
3. Emeritus faculty do not have voting privileges.
4. All meetings will be conducted in accordance with Robert's Rules of Order.
5. All substantive matters for consideration at a Departmental meeting must appear on a written agenda distributed to all faculty members at least five (5) working days prior to the meeting. Exceptions to this rule may be made by a vote of the Assembly or when required by emergency.
6. Approval is granted to continue the Departmental policy of defining a "quorum" as one more than half of those Senate members eligible to vote, minus those on leave, excused illness, or other unforeseen excused emergency. Those eligible to vote who cannot attend the meeting may vote prior to the meeting; no one will be polled after the meeting. The vote announced and carried forward will be the total of the above two situations.

7. A motion shall be carried by a simple majority (one more than half) of those eligible to vote. Abstain votes will not count.
8. The Assembly may recommend the establishment of new programs or divisions within the Department.
9. Minutes must be taken at each meeting and distributed in a timely manner.
10. The Assembly must approve all changes in or additions to the curriculum, both core and specialization, all new courses, changes in course descriptions, deletions of courses and the requirements for matriculation and degrees.
11. Student representation to the Assembly consists of one (1) graduate student and one (1) undergraduate student elected by the student assembly.
12. The students will have voting privileges. Their votes will be recorded separately.

B. By-Laws Covering Personnel Actions

1. A quorum shall consist of a simple majority of those eligible to vote, not on sabbatical, sabbatical-in-residence, or leave of absence.
2. Those absent from a meeting concerning personnel will not have access to the discussion and will not have an opportunity to vote.
3. On the matter of personnel actions, during the summer, the right to vote is delegated to an Executive Committee composed of Senate Faculty members available during the summer. The Executive Committee may vote on the completion of temporary faculty appointments and to advise the Chair on course assignments and other administrative obligations not yet fulfilled, but required to complete the teaching program for the following year. The Chair shall notify all Senate faculty available to meet and vote.
4. Faculty are required to sign off having read dossiers in order to participate in voting.
5. Emeritus faculty do not have voting privileges.

C. Summary of Voting Constituency For Personnel Actions

1. Full Professors May Vote on the Following Actions:

Appointments to:	All Ranks, All Series
Appraisals:	All Ranks, All Series
Promotions to:	All Ranks, All Series
Renewals:	All Ranks, All Series
Non Renewal/Terminal Appointments	All Ranks, All Series
Merit Increases:	All Ranks, All Series

2. Associate Professors May Vote on the Following Actions:

Appointments to:	All Ranks, All Series
Appraisals:	All Ranks, All Series
Promotions to:	Associate Professor (All Series) and below Lecturer SOE
Renewals:	All Ranks, All Series
Non Renewal/Terminal Appointments	All Ranks, All Series
Merit Increases:	All Ranks, All Series

3. Assistant Professors May Vote on the Following Actions:

Appointments to:	Assistant Professor (All Series), Lecturer SOE
Appraisals:	All Ranks, All Series

Promotions:	None
Renewals:	Assistant Professor (All Series)
Non Renewal/Terminal Appointments:	Assistant Professor (All Series)
Merit Increases:	Assistant Professor (All Series)

D. Ad Hoc Review Committees

1. Prior to meeting for review of a candidate's dossier by the eligible faculty, the Department Chair will appoint a ad hoc Committee comprised of at least two members for all actions requiring CAP review. These Committees shall be comprised of faculty eligible to vote and should include representation from the candidate's specialization, whenever feasible. The appointed Search committee will serve as the Ad Hoc committee.
2. The option to submit a confidential "negative" list of names to the Department Chair in relation to the Departmental ad hoc Committee is open to any candidate. In all cases where the candidate does submit such a list, the discretion of the Department Chair shall prevail.
3. Although the names of the ad hoc Committee will remain anonymous throughout the process, they will be affixed to the final official Report when it is forwarded to the Dean. The Report is prepared by the Committee and is submitted, through the Department Chair, to the candidate for review. Although no reply is required if she/he so chooses, the Candidate's Response must be in writing and submitted within seven (7) calendar days of receipt of the ad hoc Report. The Committee Report and the Candidate's reaction to the Report are then made available to all faculty qualified to vote on the proposed personnel action and summarized by the Department Chair at the Senate meeting considering the personnel action.
4. The Department Chair will modify and reconstitute the ad hoc Committee as required by sabbaticals, leaves or illnesses.
5. The Department Chair will fill vacancies on the ad hoc Committee as need occurs.

E. Procedures For The Committee

1. Following notification by the Department Chair (indicating that the individual dossier is complete and available), the ad hoc Committee will meet promptly and submit within four weeks its report. The Report will be an in-depth analysis, balanced (negative and positive), with inclusion of all four evaluative areas: scholarly and creative activity; teaching competence; departmental service and University service.

Descriptions of the areas of evaluation as contained in the Senate CALL will be available to the Committee.

2. The candidate's dossier (i.e., all relevant materials including solicited letters of evaluation) will be accessible to the Committee. Further requests for information should be directed to the Department Chair, who will also aid in other procedural concerns.
3. Within the time designated, a comprehensive report will be submitted to the Department Chair. If the report is inadequate in any way, the Department Chair may return it to be amended. After the review and vote, the ad hoc Committee members will sign the ad hoc Report before it is forwarded to the Dean. This report is not a substitute for the Departmental Recommendation written by the Chair

F. By-Laws For Selection Of The Chair

1. The Dean of the School of Theater, Film and Television following consultation with the Departmental Senate, appoints the Chair.
2. The term of service shall be three (3) years, renewable for additional terms.
3. By a 2/3rds vote of the Departmental Senate a recommendation for the removal of the Chair can be forward to the Dean for action.

G. Duties of the Department Chair

The Chair serves as the chief administrative officer of the Department. Duties and responsibilities of department Chairs are specified in the Academic Personnel Manual.

H. By-Laws for the Executive Committee

The Executive Committee is a standing committee of the Department that serves as an advisory body for the Chair and a coordinating body for Department Administration, Faculty, Staff and Students.

The Department Chair chairs the Executive Committee. It is composed of Chairs of the standing committees, Vice Chairs, and student representatives and such other faculty and staff that the Chair may feel is required for the effective operations of the Department.

Faculty and student representatives may vote with the student vote being recorded separately.

Standing Committees of the Department include:

1. Acting Committee
2. Critical Studies Committee
3. Design Committee
4. Directing Committee
5. Executive Committee
6. Playwriting Committee
7. Production Planning
8. Undergraduate Committee

Functions of the Executive Committee include:

1. Hold regularly scheduled meetings (at least two per quarter) with minutes of proceedings issued in a timely fashion.
2. Advise the Chair and submit proposals to the faculty on matters of Department policy, curriculum, operations, facilities planning, budget, and research.
3. Discuss matters that affect the Department as whole or cross-disciplinary boundaries.

I. By-Laws For Standing And Other Committees

1. The Department Chair appoints chairs and members of committees. All committees must have student representation. They must meet regularly (at least once each quarter) and keep minutes for submission to the Chair, the Executive Committee, and the Departmental Assembly.
2. Membership of the standing committees shall be established by the end of the Spring quarter for the following academic year. Replacement of members or chairs caused by sabbaticals, leaves of absence or illness shall be made by the Department Chair.
3. The Chairs of Standing Committees (including the Vice Chairs) shall have the following responsibilities:
 - a. To chair the meetings of the Standing Committees.
 - b. To report to the Chair and the faculty on activities in areas of responsibility assigned to the Standing Committee.
 - c. To monitor the application of university and departmental policies and procedures in the areas of activity assigned to the Standing Committee.
 - d. In consultation with the members of the Standing Committee to advise the Chair on such issues as: curriculum, financial aid and scholarships, petitions, assignment of teaching assistants, student leaves of absence, admissions, and, in general, all areas that affect the implementation of responsibilities assigned to the Committee.
 - e. To represent the Standing Committee on the Departmental Executive Committee.
 - f. Within the scope of the responsibilities assigned to the Committee or as requested by the Chair to represent the Committee or the Department at university, academic, or public meetings.
 - g. All committees shall report to the Assembly on a regular basis.
 - h. All committee meetings shall be open to all members of the faculty; however, the vote of the committee shall be limited only to the members of the committee.

4. Responsibilities for the standing committees include the following:
 - a. Review applications for admission and make recommendations for acceptance.
 - b. Recommend student probation and dismissal.
 - c. Advise the Department Chair on teaching assignments including the equitable distribution of teaching of graduate and undergraduate courses.
 - d. Advise the Chair on the scheduling of courses.
 - e. Make recommendations regarding the curriculum and the granting of degrees.
 - f. Advise and approve student's course of study.
 - g. Monitor and implement degree requirements including theses, examinations, advancement to candidacy, etc.
 - h. Make recommendations for the appointment of Academic Apprentice Personnel.
 - i. Make recommendations concerning the offering of financial support to students including tuition waivers, unrestricted aid, awards, etc.
 - j. Propose curricular revision, and other reports as requested by Chair or Faculty Assembly.
 - k. Meet regularly (at least once each quarter) and submit written minutes to the Chair and the Executive Committee. Report to the Departmental Assembly as required.
 - l. Monitor adherence to University and Department policies and procedures in the assigned areas of responsibility.

5. Ad Hoc Committees for the Department for 1998-1999 are as follows:
 - a. Strategic Planning Committee

6. **The Chair may establish or eliminate ad hoc committees as needed.**