

## **BY-LAWS**

### **DEPARTMENT OF WORLD ARTS AND CULTURES**

#### **Part I. Functions**

The Senate Faculty of the Department of World Arts and Cultures shall conduct the business of the department subject to such rules and coordinating powers of the Board of Regents and the Academic Senate as may be applicable.

#### **Part II. Membership and Voting Rights**

The membership and voting rights of the Senate Faculty of the Department of World Arts and Cultures is defined by Standing Order 105.1(a), which specifies voting members of the Academic Senate, and Divisional Bylaw 55, which designates the voting rights of these faculty, who will henceforth be referred to as "faculty."

#### **Part III. Officers**

The officers of the Department shall be the Chair and the Vice Chair. The Chair serves at the discretion of the Chancellor and is appointed after consultation with the faculty and Dean. The faculty will meet to discuss the selection of the Chair. The faculty will forward in writing the name of the candidate it wishes to recommend to the Dean. The duties of the Chair shall be assigned by the Dean according to university practice and agreed upon by the senate members of the department. The Vice Chair is appointed by the Chancellor after consultation with the Dean, Chair and faculty. The duties of the Vice Chair shall be assigned by the Chair and agreed upon by the senate members of the department.

#### **Part IV. Meetings of the Faculty**

- a. The Faculty shall meet at the beginning and end of each quarter, that is at least twice a quarter, and periodically during the quarter, at the discretion of the Chair. Notice of the meeting shall be given at least five days prior to the meeting.
- b. The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair will preside at Faculty meetings. Should the Vice Chair also be absent, the Chair will designate a substitute.
- c. The agenda of the regular meetings will include consideration of academic searches, appointments, advancements, and all other pertinent matters that the Chair deems necessary to discuss with the Faculty.
- d. All members of the senate faculty shall vote on all issues of personnel, irrespective of rank, and shall consult at the Chair's request on budgetary issues. The chair shall make every attempt to contact absent faculty for their votes.
- e. Extension of the vote on academic personnel appointments and advancement will be considered and voted on annually in accordance with By-law 55.
- f. Senate members of the department shall vote upon other matters that the Chair requests of them.

#### **Part V. Quorum**

Half the voting members of the Faculty shall constitute a quorum.

## **Part VI. Committees**

a. The Chair or his/her designate is ex officio member of all committees without vote except as herein designated.

b. The Chair shall appoint committees of the Faculty for which no other provision has been made or he/she may delegate that responsibility to other faculty committees as appropriate.

### **c. Faculty Committee**

(1) **Membership:** The voting members of the Academic Senate constitute this body.

(2) **Duties:** the duties are to oversee department activities and determine issues of concern to the department in consultation with the Chair.

### **d. Standing Committees**

(1) **Academic Personnel:** All senate faculty members constitute this body.

(2) **Programs and Curriculum:** Decisions regarding curricular issues in general are the concern of the Faculty committee as a whole, however, working groups for particular projects will be constituted to represent affected areas of the department as needed.

(3) **Production:** This committee shall be constituted to facilitate planning and execution of production activities in the department.

(4) **Awards and Grants:** The membership of this committee will be drawn so that information regarding students from all programs in the department can be easily acquired and represented.

(5) **Admissions:** The membership of this committee will be constituted to facilitate planning and implementation of such admissions processes as application and transcript evaluation and audition planning.

(6) **Advising:** The graduate and undergraduate area faculty advisors constitute this committee.

(7) **Comprehensive Exams:** This committee will be constituted to develop guidelines for the exam and oversee its administration.

e. **Other Committees:** Other working groups within the department may be constituted on an ad hoc basis to address particular concerns.

## **Part VII. Suspension of Rules**

The rules of the Faculty may be suspended by vote of the Faculty, provided that not more than two voting members object to such suspension, and the suspension remains consistent with the legislation of the Academic Senate as noted in Standing Order 105 and By-Law 55.

## **Part VIII. Amendment of Bylaws**

The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting of the faculty by a two-thirds vote of all voting members, provided that written notice of amendment shall have been sent to each member of the Faculty prior to the meeting at which the amendment is to be moved. No amendment shall be made that is inconsistent with legislation of the Academic Senate.