

**Department of Music  
Bylaws**

**Approved by the Faculty of the Department of Music  
9/21/2009**

**Preamble**

The Department of Music (“Department”) at the University of North Carolina at Charlotte consists of the Chair of the Department; the Faculty of the Department; all persons who are appointed in academic, administrative or staff positions; and students (both graduate and undergraduate) who are enrolled in educational offerings of the Department and who are academically advised by members of the Faculty of the Department or by Department-approved professional advisors.

The *Department of Music Bylaws* provide operating guidelines for Department administrative officers, Faculty of the Department, and Department Faculty Governance, including standing committees of the College and provisions for such organizational arrangements and procedures as are necessary for the orderly conduct of the Department’s business.

The provisions of the *Department of Music Bylaws* are subject to the approval of the Chancellor, the Provost, and the Dean, and are themselves governed by the policies of the Code of the Board of Governors of the University of North Carolina.

**Article I. Faculty**

1. The Faculty of the Department of Music (“Faculty”) shall consist of all persons holding full-time academic positions in the Department including tenured, tenure track, and non-tenure track faculty, except as specified below:

1.1. A full-time faculty member with a joint appointment in the Department whose position is less than .5 FTE shall not be considered Faculty for voting purposes unless they are extended voting privileges by the Chair of the Department.

1.2. Full-time faculty on visiting appointments shall not be considered Faculty for voting purposes.

2. The Faculty shall be responsible for the planning and conduct of the academic programs of instruction and research.

3. Each member of the Faculty shall have the privilege of one vote in meetings of the Department as well as in Departmental elections, except that only Professorial Rank Faculty shall be eligible to vote to elect members of the Departmental Review Committee.

4. The Faculty may, at a regular or special meeting, vote to change any action of the Department and its Committees, except that it may not overturn actions of the Departmental Review Committee.

## 5. Meetings.

5.1. The Faculty shall meet once a week during the fall and spring semesters of each academic year, and at other times upon call of the Chancellor, the Provost, the Dean, the Chair of the Department, or by petition containing signatures of at least 25% of the Faculty.

5.2. The Chair of the Department may cancel a regularly scheduled meeting of the Faculty within no less than two (2) working days prior to the date of the meeting.

5.3. The Presiding Officer shall be the Chair of the Department or, in his or her absence, his or her designee.

5.4. Items may be placed on the agenda by the Chancellor, the Provost, the Dean of the College, the Chair of the Department, or by petition of 25% of the Faculty.

5.5. A simple majority of the Faculty shall constitute a quorum for voting purposes.

5.6. Unless otherwise specified, all meetings of the Faculty shall be conducted according to *Robert's Rules of Order, Newly Revised*.

## Article II. Faculty Governance

1. The faculty governance of the Department is vested in the Faculty.

2. The Faculty shall represent the interests of the Department on matters pertaining to academic programs, research programs, faculty development and support, and student services.

3. Responsibilities.

3.1. The Faculty represents, and acts on behalf of, the Department regarding all matters of concern and interest to the Department except those that come under the purview of the Department Review Committee. The Faculty also advises the Chair of the Department on those matters of Department policy and practice that the Chair of the Department shall see fit to bring before it. The Faculty may also bring to the Chair of the Department such matters of policy and practice as its members shall deem appropriate.

3.2. The Faculty will advise the Chair of the Department on operations and strategic planning, including long-range Department goals and objectives, academic programs, instructional services, the evaluation of instruction, research programs, technology needs, faculty development, student advising and related student services, appropriate budgetary issues, and any other matters that are appropriate for the Faculty's attention.

3.3. The Faculty will review and recommend appropriate action on all proposals involving Department degree requirements, new degree or certificate programs, and changes in existing programs.

### **Article III. Committees.**

1. Committees shall include *Standing Committees of the Department*, which report directly to the Chair of the Department or the Chair's designee; *Standing Committees of the Faculty*, which report directly to the Faculty; and such *ad hoc committees of the Department* or the *Faculty* as the conduct of business may require.

2. In addition to the Standing Committees of the Department described in Article IV of the *Department of Music Bylaws*, the Chair of the Department shall appoint other standing or ad hoc committees as the conduct of business may require.

3. In addition to Standing Committees of the Faculty described in Article V of the *Department of Music Bylaws*, the Faculty shall have discretion, in consultation with the Chair of the Department, to appoint such other standing or ad hoc committees as the conduct of business may require.

### **Article IV. Standing Committees of the Department.**

1. The Departmental Review Committee (DRC) constitutes the only standing committee of the Department.

#### 1.1 Composition.

1.1.1 Only tenured Faculty are eligible to serve on the DRC.

1.1.2 The Chair of the Department may not serve on the DRC.

1.1.3 A Faculty member may not participate in the same case as a member of both the DRC and the College Review Committee.

#### 1.2 Elections.

1.2.1 Only Professorial Rank Faculty are eligible to vote to elect members of the DRC.

#### 1.3 Term of Office.

1.3.1 The term of office of each Faculty member elected to the DRC shall be one academic year.

1.3.2. In the event that a member of the DRC vacates his or her office prior to the end of his or her term, the Department shall elect a member who will complete the term of the vacating member.

#### 1.4 Responsibilities.

1.4.1 The DRC shall undertake the annual review of the Chair of the Department and the Faculty.

1.4.2 The DRC shall advise the Chair of the Department on all recommendations for reappointment, promotion, and conferral of permanent tenure that are duly brought before it.

1.4.3 The DRC shall advise the Chair of the Department on any initial appointments that carry permanent tenure.

1.4.4 The Department Review Committee shall advise the Chair of the Department on all Tenured Faculty Performance Reviews.

#### 1.5 Procedures.

1.5.1 The Chair of the Department or the Chair's designee shall call the first meeting of the DRC, at which meeting the members shall elect a Committee Chair.

1.5.2 The DRC shall conduct its reviews of cases for reappointment, promotion, and conferral of permanent tenure according to the provisions of the *Code of the Board of Governors of the University of North Carolina*; the *Tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte*; and the *College of Arts and Architecture Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure*.

1.5.3 DRC members and administrators required to participate in reappointment, promotion, and tenure reviews shall treat as confidential all documents submitted or created in connection with the process of review for reappointment, promotion, or the conferral of permanent tenure, and the information contained therein, as well as information derived from any discussions that are part of the formal review process.

1.5.4 Confidential records and information shall not be disclosed to or discussed with any person except DRC members or those persons whose access to such documents is permitted or required by law.

1.5.5 All meetings of the DRC are closed except to those persons whom the DRC deems necessary to its deliberations.

1.5.6 The DRC is considered to be assembled and may conduct business only when a simple majority of its members are present at a meeting.

## Article V. Standing Committees of the Faculty.

1. The Course and Curriculum Committee constitutes the only standing committee of the Faculty.

### 1.1. Composition.

1.1.1. The Coordinator of Undergraduate Studies in Music will serve *ex officio* as the voting Chair of the Committee.

1.1.2. The Coordinator of Music Education will serve *ex officio* as the Music Education Representative to the Committee. The Coordinator of Music Education shall also serve as the Chair of the Music Education Committee, should the Faculty vote to appoint such a committee.

1.1.3. The Faculty will elect a B.A. in Music Representative, a Music Performance Representative, and an At-Large Representative to the Undergraduate Curriculum Committee. The B.A. in Music Representative and the Music Performance Representative shall also serve as the Chairs of the B.A. in Music Committee and the Music Performance Committee, respectively, should the Faculty vote to appoint such committees.

1.1.4. The B.A. in Music Representative, Music Performance Representative, and At-Large Representative to the Undergraduate Curriculum Committee shall each serve one-year renewable terms.

### 1.2. Responsibilities.

1.2.1. The Committee shall act on behalf of the Faculty to review and recommend appropriate action on all proposals involving Departmental degree requirements, new degree or certificate programs, new courses, and changes in existing programs.

### 1.3. Procedures.

1.3.1. The Committee shall take one of three courses of action on any course and curriculum proposal: recommend its approval to the Faculty; return it to the originator for revisions; or recommend its rejection and transmit an explanation in writing to the originator and to the Chair of the Department.

1.3.2. Ordinarily, the Committee will take action as specified above within four weeks of the receipt of a proposal.

1.3.3. A simple majority of Committee members shall constitute a quorum for voting purposes; however a successful motion will require the affirmative vote of the entire simple majority present.<sup>1</sup>

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<sup>1</sup> Example: If at least three (3) members are present, the Committee may conduct business and vote on matters before the Committee; however, a successful vote would require that all three (3) members voted for the motion.

## **Article VI. Departmental Procedure and Policy Documents**

1. The Chair of the Department, the Faculty, the Standing Committees of the Department, and the Standing Committees of the Faculty shall maintain and promulgate such procedures and policy documents as are required by University statute, or as are otherwise deemed necessary, for the orderly conduct of business.
2. Policy and procedure documents shall include, but are not limited to, the *Department of Music Bylaws, Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure, Mission Statement, Strategic Plan, and Workload Policy*.
3. Policy and procedure documents shall be archived in hard copy in the Department of Music Office and will be electronically archived on the Departmental network drive.
4. Amendments to the *Department of Music Bylaws*.
  - 4.1. An amendment to the *Department of Music Bylaws* may be proposed by the Chair of the Department or by majority vote of the Faculty.
  - 4.2. An amendment duly proposed for consideration by the Faculty will be eligible for Faculty vote no earlier than one week following its proposal.
  - 4.3 An amendment must receive the vote of at least two-thirds of the Faculty to be ratified.
5. Review and revision of all other Department policies may be undertaken at the direction of the Chair of the Department or by majority vote of the Faculty.