

DEPARTMENT OF THEATRE BYLAWS

As amended, November 16, 2007

PREAMBLE

These Bylaws provide operating guidelines for the Department's faculty, administrative officers, and committees. As an effort both to codify past practice and to embody our aspirations for the future, they are understood to record the governance structures, supervisory responsibilities, committee arrangements, voting privileges, and procedures for forming committees, calling department meetings, and conducting formal votes, that are necessary for the orderly conduct of the Department's business. Since no such document can imagine every situation, provision is made herein for its future alteration. Ultimately, however, we agree that these Bylaws can never, and should never, substitute for our good will toward one another, and we have adopted them in a spirit of professional cooperation and mutual trust.

ARTICLE I. MEMBERSHIP AND OBJECTIVES

The Department shall consist of the Dean of the College, *ex off.*, the full-time Faculty, the non-faculty production staff, the office staff, and those duly registered students who are academically advised by members of the Faculty. The Department serves the instructional needs of students, supports the creative, scholarly, and teaching life of the faculty, sponsors the art of theatre in and for the University, and promotes artistic as well as intellectual community both within and beyond its membership.

ARTICLE II. STRUCTURE AND ADMINISTRATION

Theatre is an academic Department of the College of Arts and Architecture, comprised of instructional programs in theatre performance and the study of theatre. The operations of these programs shall reflect such policies and best practices as are recommended by the appropriate professional and accrediting bodies.

The Chair of the Department is a tenured faculty member who serves, at the discretion of the Dean, as the Department's chief administrative officer. The Chair is assisted in the administration of the Department by a Director of Undergraduate Studies. The Director shall typically serve a three-year, renewable term.

In January of the year in which the Director is to be reappointed, the Chair shall ask members of the faculty to evaluate the Director's performance, unless that individual indicates an intention to step down at the end of the term. Should the person serving in the position not wish to be

reappointed, or should the Chair not elect to reappoint, the Chair shall inform the faculty of the decision, invite recommendations for a replacement, and after good-faith consultation make a new appointment. The same procedure applies in the event of resignation before the completion of a three-year term.

ARTICLE III. DUTIES OF ADMINISTRATIVE OFFICERS

The duties of Department administrators are as follows, not listed in priority order.

Department Chair (12 month)

Sets Departmental priorities in consultation with the faculty and provides leadership in strategic planning.

Assumes final responsibility for the production season and negotiates use of performance spaces with the Dean.

Administers Departmental and College policies.

Meets regularly, and no less than twice a month, with the Advisory Committee.

Assumes final responsibility for Departmental and production budgets.

Assumes final responsibility for all planning documents, self-studies, and annual reports.

Takes an active role in, and assumes final responsibility for, hiring all faculty, as well as SPA production and administrative staff.

Reviews all full-time faculty annually and makes recommendations on reappointment, tenure, and promotion, pursuant to recommendations from the Review Committee.

Recommends faculty merit salary increments after consultation with the Workload, Salary, and Recruitment Committee.

Provides guidance for faculty in the development of their careers

Assumes ultimate responsibility for assigning faculty work loads and individual course schedules.

Oversees election of, or appointment to, standing committees as well as ad hoc committees.

Oversees operation of the Departmental office; supervises and evaluates administrative staff; recruits new office personnel.

Represents the Department to the Dean and the Vice Chancellor for Academic Affairs.

Serves as liaison to Development Office.

Serves as liaison to the arts community beyond the University.

Director of Undergraduate Studies

Oversees development of undergraduate curriculum, changes in requirements for major or minor, and revisions of catalog copy.

Assists Chair in administering policies related to admission to the Theatre major and minor, acceptance of transfer credits, program requirements, course substitutions, degree checks, and special requests.

Drafts fall, spring, and summer schedules.

Supervises the advising of Theatre majors and minors.

Supervises student recruitment and scholarship awards.

Oversees student assessment.

Serves as liaison to College and University advising centers as well as other student support services.

Significantly contributes to both departmental and SACS self-studies.

ARTICLE IV. DEPARTMENTAL COMMITTEES

Procedures for Election

All standing committees shall include elected representatives from both theatre studies and design/production. All standing committees except the Review Committee shall also include an elected lecturer representative. Each spring semester, not later than March 15, the Chair shall seek nominations for positions on standing committees, including the RPT Committee, Advisory Committee, and Workload and Annual Review Committee, for the upcoming academic year. Nominations shall be distributed across the faculty according to the proportionate representation (including academic areas and ranks) required by each committee. Faculty may be nominated for more than one standing committee, but no faculty member may be elected to serve on more than one standing committee. Service on a standing committee does not preclude additional service on ad hoc committees.

Not later than April 1, the tenure-line faculty, regardless of rank or area affiliation, shall vote by ballot for the members of the RPT Committee. The candidate with the highest vote total in the theatre studies group and the candidate with the highest vote total in the design/production group shall be elected. The candidate, regardless of area, who receives the third highest number of votes is elected to fill out the Committee, and the candidate with the fourth highest number shall be designated as an alternate member. The alternate member serves only in the case of an elected member's resignation, and, barring an elected member's resignation, is eligible to serve on another standing committee. Results shall be announced no later than April 10.

Not later than April 15, all full-time faculty, regardless of rank or area affiliation, shall vote by ballot for the members of the Advisory and Workload/Annual Review Committees. The candidates with the highest vote totals in the theatre studies group and the design/production group shall be elected. The lecturer candidate with the highest number of votes is also elected. Results shall be announced no later than May 1.

If only one candidate stands for election to a position, the candidate is elected "by acclamation." In case of a tie between candidates, a run-off ballot shall be conducted. If an elected member of the Advisory or Workload/Annual Review Committee is unable to serve, the position shall be filled by a special election in which only candidates from the vacated area of representation (theatre studies, design/production, or lecturer) shall be eligible to stand.

Advisory Committee

The Advisory Committee consists of five members, including the Department Chair, *ex off.*, the Director of Undergraduate Studies, *ex off.*, and three elected members, one representing theatre studies, one representing design and production, and one lecturer. The Chair of the Department serves as chair of the Committee.

The Committee advises the Chair on any and all administrative matters that the Chair shall bring before it, and takes to the Chair any and all matters that the members, acting on behalf of the faculty, shall deem appropriate.

The Committee works with the Chair to develop and coordinate the Department's academic programs as well as the production season, including season selection. It also works with the Chair to coordinate curriculum review, student assessment, and faculty recruitment. The Department Chair in consultation with the Committee may charge ad hoc committees to assist in carrying out the Committee's responsibilities.

The Advisory Committee meets on a regular basis, at least twice a month.

Reappointment, Promotion, and Tenure (RPT) Committee

The Committee is comprised of three tenured members, at least one of whom shall represent theatre studies and at least one of whom shall represent design and production. The Committee elects its own chair.

Faculty may not serve in the year in which they are being considered for promotion. In the event that there are insufficient tenured faculty to serve, the Chair of the Department shall request an external member from the Dean.

The RPT Committee advises the Chair on personnel cases related to reappointment, promotion, and/or tenure as well as cases related to tenured faculty performance review. It also conducts the annual review of the Chair.

After RPT Committee elections in the spring (see above), the Committee meets as soon as possible to select its chair and make preparations for upcoming reviews. The Committee meets near the beginning of each fall semester to establish its timetable for the upcoming year; thereafter, the Committee meets as often as necessary to conduct its business.

The University Code, the UNCC Reappointment, Promotion, and Tenure policies, the College of Arts and Architecture RPT policies, and the policy documents adopted by the Department of Theatre spell out the roles and practices of this reviewing body. All matters affecting personnel review are subject to due process requirements as explained in the Code and the local campus policy documents. Due process at UNC-Charlotte follows AAUP guidelines for mandatory review and notification.

Workload and Annual Review Committee

The Workload and Annual Review Committee consists of four members, including the Chair, *ex off.*, one member of the theatre studies faculty, one member of the design and production faculty, and one lecturer at large. Members are restricted to one-year terms. The Chair of the Department serves as chair of the Committee.

The Committee maintains workload policy, evaluates workload issues, and assists the Chair in yearly faculty assessment for salary increases.

ARTICLE V. DEPARTMENT MEETINGS

The Department of Theatre meets on a regular basis during the academic year. Meetings are called no less than one week in advance by the Chair, who shall circulate an agenda at least three days before the meeting.

At the request of one-third of the full-time faculty, the Chair must call a meeting of the Department.

ARTICLE VI. VOTING PRIVILEGES

All members of the tenure-line faculty shall have full voting privileges. Other full-time faculty shall have privileges except on matters related to recruitment, reappointment, promotion, and/or tenure, and such other matters as the Department's Bylaws and/or College or University policies shall identify. Part-time faculty, production and administrative staff, and students are not eligible to vote.

ARTICLE VII. QUORUM

A quorum shall consist of 51% of the full-time faculty. Before an official vote in a faculty meeting, any faculty member in attendance may question the presence of a quorum. If the Chair of the Department, or any other presiding faculty member, discovers that there is not a quorum present, no final vote will be taken on any issue. By a majority vote of those present, the group attending this meeting may declare themselves a committee of the whole. This committee may then, by a majority vote, place a proposal on a ballot to be voted on by the entire faculty. Such a motion will pass if it receives a majority of votes cast.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

An amendment to these Bylaws must be approved in two stages. A majority vote in a meeting of the Department places the amendment on a written ballot to be voted on by the full-time faculty. It is approved if it receives two-thirds of the votes cast.