



Faculty of the Department of Art and Art History

BY-LAWS

PREAMBLE

These By-Laws exist under the authority and within the limits of the Statutes of Wayne State University (hereafter WSU), the By-Laws of the College of Fine, Performing and Communications Arts, and current agreement between the University and American Association of University Professors (hereafter AAUP), Wayne State University Chapter. In the event these By-Laws come into conflict with the University Statutes, College By-Laws or WSU-AAUP agreement, the latter shall govern.

ARTICLE I. MEMBERSHIP

Membership shall include all tenured and non-tenured full-time and fractional-time (as defined by the WSU-AAUP agreement) faculty in the ranks of Lecturer, Assistant Professor, Associate Professor, and Professor (hereafter referred to as Faculty), as well as all Academic Services Officers assigned to the Department. All members of the Faculty (as defined herein) and all Academic Services Officers shall be qualified to vote in Department elections and electoral issues, except where noted in the committee descriptions.

ARTICLE II. OFFICERS

A. The chief administrative officer of the department Faculty shall be called the Department Chair. Selection, length of service, and periodic reviews of the Chair shall be in accordance with the current WSU-AAUP agreement. Duties and responsibilities of the Chair shall be in accordance with College and Department policies.

B. The Department Chair may recommend the appointment of an Assistant and/or Associate Chair from the full-time Faculty, in consultation with the Executive Committee. Duties of the Assistant or Associate Chair include performing the duties of the Chair in his/her absence, and such other duties as designated by the chair.

C. The Department Chair may recommend the appointment of a Graduate Officer from the full-time Faculty, in consultation with the Executive Committee. Duties of the Graduate Officer include administration of the Department's policies regarding admission, periodic review, and approval for graduation of graduate-level students in the Department.

ARTICLE III. ADMINISTRATION

A. For the purposes of administration and communication, the Department faculty shall be divided into two bodies based on departmental concentrations: Art and Art History. Art History is a single group. Art consists of two groups: Fine Art and Design. Fine Art includes the following concentrations: Ceramics, Drawing, Interdisciplinary Electronic Art, Metalsmithing, Painting, Photography, Printmaking, and Sculpture. Design includes the following: Fashion and Fiber Arts, Graphic Design, Industrial Design, and Interior Design. The Executive Committee will include at least one representative from each of the three groups: Art History, Fine Art, and Design. Faculty will be assigned to a group based on the concentration taught. Group members will select a group representative. The group will forward the name of their representative to the Department Chair prior to the first scheduled Executive Committee meeting.

B. The Department Chair may appoint Area Coordinators for each of the Concentrations in the Department from the full-time Faculty in the appropriate Concentration. Duties of the Area Coordinators include scheduling and coordination of all teaching personnel in the Concentration; recommendations for course and/or curriculum changes; recommendations for equipment and supply purchases; recommendations for physical plant maintenance and improvements; and such other duties as may be assigned by the Department Chair.

C. The Department Chair, on the recommendation of the appropriately constituted faculty search committees, shall appoint the Art Exhibitions Director and Visual Resource Coordinator. The appointments shall be made in accordance with University personnel policies and procedures.

D. The Department Chair may appoint the Chairs of each of the Department's standing committees (as defined by Article V) from the full-time Faculty, in consultation with the Executive Committee, as well as the Chairs of any ad hoc committees constituted by the Chair of the Department. As per the WSU-AAUP agreement, the Department Chair, ex officio, chairs the Promotion and Tenure and Salary Committees.

E. The Department Chair, in consultation with the Executive Committee when appropriate, shall appoint and supervise the full-time and part-time support staff allocated for the Department of Art and Art History Office.

ARTICLE IV. MEETINGS

- A. There shall be a minimum of one regular meeting held per term, within ten days prior to or ten days following the first day of class, excepting Spring/Summer term, for which no regular meeting is required. Regular meetings shall be open to all members.
- B. A quorum shall consist of a simple majority of those members who are not on sabbatical and/or out of residence for the term in which the meeting occurs. However, members of the Department who are on sabbatical or other leave may actively participate in all regular and special meetings.
- C. Special meetings may be called by the Department Chair, as departmental business requires. Upon presentation of a written petition calling for a special meeting for a specified purpose, which has been signed by a minimum of seven full-time Faculty members, the Chair shall call a special meeting to be held within ten working days for the sole purpose of discussion and action on the matter or matters cited in the petition.
- D. Written notice of all meetings shall be placed in departmental faculty mailboxes and/or mailed to members on leave, as appropriate, not less than three full working days (seventy-two hours) prior to the time of such meetings. All full-time Faculty members are expected to be in attendance at all departmental meetings unless prior notice of absence is given to the Department Chair.
- E. Part-time faculty (i.e., non-voting faculty as defined under Article I), students and others may be invited to attend Department meetings at the discretion of the Department Chair, or by a majority vote of the membership.
- F. The Department Chair, or his/her designate, shall conduct faculty meetings.
- G. A motion shall be passed when a majority of those qualified to vote and in attendance shall approve it.
- H. The rules contained in *Roberts Rules of Order* shall govern faculty meetings in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws, University Statutes, College By-Laws, or the current WSU-AAUP agreement.

ARTICLE V. COMMITTEES

- A. Standing committees of the Department are: Executive Committee, Promotion and Tenure Committee, Salary Review Committee, Graduate Committee in Art History, Graduate Committee in Art, Exhibitions Committee, Scholarships and Awards Committee, and Alumni Relations and Development Committee. Members of all standing committees must be full-time Faculty members except where otherwise noted, and may succeed themselves if so elected except where otherwise noted. Committee

membership terms shall be limited to two years' duration in the case of the Executive Committee and one year in the case of the Salary Committee. The remaining committee memberships shall be staggered and limited to two years' duration. Committees serve for the duration of the academic year with the exception of the Salary Committee (as indicated under Article V.A.3 below).

1. EXECUTIVE COMMITTEE

The Committee shall consist of five full-time Faculty members: one from each of the three departmental groups (see Article III, Section A) serve a two-year term on an alternating basis; two at-large members, one of which shall be from the fine art group, elected in a departmental faculty meeting serve a one-year term; the Graduate Officer as an ex officio, non-voting member; and the Department Chair as an ex officio non-voting member except in tie votes whereupon he/she may cast a vote to break deadlocks. Should the Chair appoint one, the Assistant/Associate Chair shall also serve on the Committee as an ex officio, non-voting member. The Department Chair shall conduct the Committee's meetings. The Committee shall help formulate and implement policies regarding departmental academic standards, curriculum development, student advising, academic and non-academic personnel (outside the purview of the Promotion and Tenure Committee), general fund and student-fee related budgets, and facilities. The Committee shall provide advice to the Department Chair in matters of faculty searches, departmental administration, and governance. The Executive Committee shall function as the Budget Advisory Committee as described in the WSU-AAUP/AFT Agreement.

2. PROMOTION AND TENURE COMMITTEE

The Committee shall consist of five tenured members of the Faculty elected for two-year terms on an alternating basis, and the Department Chair who, ex officio, chairs the Committee without a vote. Two alternates at Professor Rank shall be elected annually, one of whom shall be an art historian, to serve in place of Committee members of lower rank where cases of promotion to rank higher than that of a Committee member are under consideration and/or art historian cases are to be considered. The Committee operates in accordance with the provisions of the current WSU-AAUP/AFT Agreement. ASOs shall not vote in the election of this committee.

3. SALARY COMMITTEE

The Committee shall consist of seven full-time members of the Faculty (as defined under Article I.A): three members of the current Promotion and Tenure Committee and three members elected annually at large, and the Department Chair chairs the Committee with a vote. Whenever possible, members of the Committee shall not succeed themselves in consecutive years. The Committee's term of service shall begin in or about the month of March and continue through the end of the following February. The Committee operates in accordance with the pertinent provisions of the current WSU-AAUP agreement. ASOs shall not vote in the election of this committee.

4. GRADUATE COMMITTEE IN ART HISTORY

The Committee shall consist of the full-time members of the graduate Faculty in Art History (defined under Article I.A). The Area Coordinator for Art History shall chair the Committee. The Committee shall oversee all aspects of the graduate degree programs in Art History, including the awarding of graduate teaching/research assistantships and graduate teaching fellowships.

5. GRADUATE COMMITTEE IN ART

The Committee shall consist of seven full-time members of the graduate Faculty (as defined under Article I.A) in Art: six elected at-large from the Fine Art and Design faculty (as defined under Article III.A); and the Graduate Officer who shall serve ex officio, casting a vote only to break a deadlock in the event of a tie vote. The Committee shall elect or appoint one of its elected members as the Chair of the Committee. The Committee shall oversee all aspects of the graduate degree programs in the Art, including the awarding of graduate teaching/research assistantships and graduate teaching fellowships.

6. SCHOLARSHIPS AND AWARDS COMMITTEE

The Committee shall consist of five full-time, elected, members of the Faculty (as defined under Article I. A). A member from each of the three groups (as defined under Article III. A) shall serve on the Committee. The Committee shall determine the allocation of the Department's scholarship and award funds in accordance with the provisions governing the distribution of such funds as established by the donors and/or pertinent University guidelines. Appropriate faculty members shall determine special area or Concentration scholarships and awards as designated by endowment guidelines. Such special scholarship committees should include a faculty representative from another discipline within the Department.

7. EXHIBITIONS COMMITTEE

The Committee shall consist of a minimum of four full-time members of the Faculty (as defined under Article I.A), a student member and the Art Exhibitions Director, who shall serve as committee chair ex officio. The Department Chair, in consultation with the Committee shall appoint a student member from the Department's graduate program. Terms of service shall be two years and staggered to assure program continuity. The Committee and Director shall establish policy guidelines for the effective administration of the Community Arts Gallery and the Elaine L. Jacob Gallery; schedules of exhibitions; and policy guidelines for the administration of visiting artists/scholars and special events related to gallery programming.

8. ALUMNI RELATIONS AND DEVELOPMENT COMMITTEE

The Committee shall consist of up to five full-time members of the Faculty (as defined under article I.A), who volunteer their service. The Committee shall represent a range of concentrations within the Department. In addition, the committee can include two alumni representatives appointed by the Chair in consultation with the Committee Chair and membership. Terms of service shall be two years and staggered to assure program continuity. The Committee shall oversee all aspects of the

department's alumni relation efforts (including alumni events and departmental mailings to alumni) and shall provide leadership for fundraising efforts among alumni, including annual fund solicitations and special fundraising campaigns.

B. Elections for committees to which members are elected shall be conducted annually during the first or second faculty meeting. Written ballots shall be used to assure anonymity of the individual votes. At least two nominees shall be named for each vacancy. Committee members shall assume office immediately upon election.

C. Any vacancy in an elected committee that occurs during an academic year shall be filled promptly by a special election at the next faculty meeting, or by naming the person receiving the next highest vote total in the last election for that committee, if applicable. The Department Chair shall fill vacancies to appointed committees promptly. New committee members shall assume office upon election or appointment.

D. Each committee, standing or special, shall select one of its members to act as secretary, and written records of all committee proceedings shall be distributed to all committee members prior to the following meeting, and a copy shall be kept on file for a minimum of three years for future reference by succeeding committees.

E. Special committees may be appointed by the Department Chair as the needs of the department shall require, or elected in accordance with the pertinent terms of the current WSU-AAUP agreement.

ARTICLE VI. BY-LAWS AMENDMENTS

A. Proposed amendments to these By-Laws shall be submitted in writing and signed by at least three members of the full-time Faculty (as defined under Article I.A) to a full meeting of the Faculty (as defined under Article IV).

B. Copies of the Proposed amendment(s) shall then be distributed to all members of the Faculty for consideration at its next regular or special meeting, and voting (as defined under the relevant provisions Article V.B) shall be held not less than fourteen days after this meeting.

C. A two-thirds vote of those voting, as long as those voting constitute a quorum of the departmental Faculty entitled to vote, shall be required for the adoption of proposed amendment(s).

*Revisions adopted in the dept. faculty meeting of February 3, 2012
Approved by Office of the Provost on August 15, 2012*