

BYLAWS  
OF THE  
COLLEGE OF FINE, PERFORMING AND COMMUNICATION ARTS  
WAYNE STATE UNIVERSITY

Preamble

Where there may be an inconsistency between these Bylaws and present or future Board of Governors Statutes, Executive Orders, other University policies or regulations that have been duly issued, or any applicable collective bargaining agreement, the latter shall prevail.

ARTICLE I  
Faculty Assembly

- A. The Faculty Assembly shall consist of the Deans, Department Chairs, and Associate Department Chairs of the College who hold faculty rank and all represented faculty and academic staff in the College.
- B. The Faculty Assembly shall be convened at least twice during the academic year at a time set by the Dean with at least two weeks advance notice to members. The Dean shall preside.
- C. No person shall have the right to vote by proxy or by mail upon any question before the Faculty Assembly.

ARTICLE II  
Dean of the College

- A. The Dean is the administrative head of the College, the intermediary between the College and the University organization, the presiding officer of the Faculty Assembly, and the chair of the Faculty Council, the Promotion and Tenure Committee, and the Administrative Council.
- B. Ad hoc committees to advise on educational policy may be appointed by the Dean with the advice and counsel of the Department Chairs and the Faculty Council. Such committees shall be responsible to the Dean.

ARTICLE III  
Departments

- A. A Department is an administrative unit of the College to which individual members are assigned because of congruent interests and/or for administrative reasons.
- B. The Department Chair is the administrative officer of the Department. He or she shall inform the Dean concerning Departmental matters and the members of the Department concerning College and University matters of interest to the Department.
- C. The Department shall meet at least once each Fall and Winter term and shall keep records. Upon request of no fewer than one-third of the members of a Department, the Chair shall call a special meeting of the Department Faculty.

D. Departmental policies and procedures shall be decided by a majority vote. All tenured members of the Department shall possess full franchise in all Department Faculty meetings. Tenured members of the Department may, at their discretion, extend partial or full franchise to any or all non-tenured members of the Department.

E. Tenured members of a Department may extend to full-time undergraduate and/or graduate student departmental majors, subject to annual review, the privilege of committee membership with vote, except in matters dealing with promotion and tenure or recommendations for compensation.

F. Departmental bylaws shall be consistent with those of the College.

#### ARTICLE IV Standing Committees

##### A. Faculty Council

1. The Faculty Council shall review and assist in formulating educational policies, curricula, programs, and other matters not subject to collective bargaining that are within the responsibilities of the faculty.
2. The Faculty Council shall consist of the Deans of the College, all of whom serve ex officio, and eight (8) voting members representing the four departments. One voting member from each department must hold tenure and one voting member from each department may be tenured, tenure-track, or any represented full-time faculty. All eight voting members are chosen from faculty who are members of the Faculty Assembly. Department Chairs shall be invited to address issues before the Council at the Council's discretion.
3. Election of the voting members will be conducted by secret ballot at the beginning of the academic year in each Department in which there are vacancies. The Council delegates the responsibility of selecting a replacement voting member to the Department in which a vacancy may occur.
4. Voting members shall hold office for two years, the terms to be staggered so that half of the voting members are chosen each year. Voting members may serve no more than two consecutive two-year terms. (*See note 1, below*)
5. The quorum necessary for the Council to conduct business shall be six voting members. In all matters coming before the Council for vote, a simple majority of the voting members shall be required.
6. The Faculty Council shall function as the College's designated Budget Advisory Committee.
7. At any time that the Faculty Council is at odds with an action taken by the Dean and/or the Department Chairs, the Dean shall appoint a committee consisting of three Council members who shall attempt to resolve the differences. The committee shall submit a written report of its conclusions to the Dean. The Dean shall refer the committee report for review and discussion to the Council and then to the Faculty Assembly, if the latter seems necessary.
8. The Faculty Council may request any College committee to appear before it and may make necessary recommendations to the Dean and the Chairs concerning the work of such a committee.
9. The Council shall serve as the body through which departmental, interdepartmental, and individual differences affecting the welfare of the College shall be mediated. Any department or faculty members may present matters to the Council for mediation and the Council may then

make such recommendations to the Dean as it deems proper.

10. During Spring/Summer Term, the Faculty Council delegates authority to act in its behalf on emergency business to the Administrative Council. All such actions are to be reported to, and affirmed by, the Faculty Council at its first meeting of the succeeding Fall Term.

11. The meetings of the Council shall be open to the faculty.

*Note 1*

For the 2014–15 academic year, the College and its Departments would constitute the membership of Faculty Council with voting members from A&AH and THR/DNC serving the second year of their two-year terms and two voting members from COM and MUS elected to two- year terms and two voting members elected to one-year terms.

For the 2015-16 academic year, two voting members of COM and MUS would serve the second year of their two-year term and two voting members would be elected to two-year terms; two voting members from A&AH and THR/DNC would be elected to two- year terms and two voting members would be elected to one-year terms.

Beginning with 2016-17, one voting member from each Department would be replaced each academic year.

## B. Promotion and Tenure Committee

1. The Promotion and Tenure Committee shall be responsible, under the terms of the current Collective Bargaining Agreement, for evaluating and making recommendations to the Dean concerning all applicants for promotion or promotion and tenure forwarded by the College Departments.

2. The Promotion and Tenure Committee shall consist of six tenured faculty members of the College of Fine, Performing and Communication Arts elected for two-year terms. Terms shall be staggered so that half the members are chosen each year. No elected member of the committee may serve more than two consecutive two-year terms.

3. Each Department of the College shall be represented by one tenured faculty member. Two members of the Committee shall serve as at-large members and shall be elected in rotation from the four College Departments. No more than two members from any Department may serve on the committee at any time.

4. At the beginning of each academic year, each Department in which a position is open shall nominate two eligible tenured faculty members to be listed on a collegewide election ballot.

5. Those holding or acting in the positions of Dean, Associate Dean, Assistant Dean, Department Chair, or Associate Chair shall not be eligible for election to the Committee.

6. Tenured members of the faculty scheduled for sabbatical leave during the academic year shall not be eligible for election to the Committee. If any committee member has a sabbatical or other leave of absence during their two-year term, their alternate shall serve the entire year of the member's leave. In case the alternate has a leave of absence in the same year as the member, the member's Department will elect a representative to serve that term or year.

7. No person, while serving as a member of the Committee, shall be considered for promotion by

that body.

8. A vacancy occurring on the Committee shall be filled by an elected representative from the department in which the vacancy occurs.
9. One student representative shall be elected to serve on the Committee.
10. The Dean or his or her designee shall Chair the Committee without vote.

#### C. Faculty Salary Committee

1. The Salary Committee shall, under the terms of the current Collective Bargaining Agreement, advise the Dean on matters of selective salary adjustment for represented members of the Faculty.
2. The Committee shall consist of one eligible represented member of the Faculty elected to represent each Department in the College.
3. Departments shall nominate two eligible members of the represented faculty to be listed on a ballot distributed to all represented members of the College faculty.
4. Committee members shall serve one-year terms and may serve no more than two consecutive terms.

#### D. Administrative Council

1. The Administrative Council shall meet at least once a month to deal with issues related to current and future business of the College of Fine, Performing and Communication Arts.
2. The Administrative Council consists of the Dean, who serves as its Chair, the Associate Dean(s), the Assistant Dean(s), and the Chairs of each of the Departments of Art and Art History, Communication, Music, and Theatre and Dance or the designee of the respective Department Chair.
3. The Administrative Council, whenever appropriate, will confer with the Faculty Council prior to decisions on matters related to the educational policies of the College.

#### E. Academic Staff Promotion and Employment Security Status Committee

1. The Academic Staff Promotion and Employment Security Status Committee shall, under the terms of the current Collective Bargaining Agreement, be responsible for evaluating represented academic staff candidates and making employment security status or promotion recommendations to the Dean.
2. The Committee shall consist of three members of the represented academic staff who hold tenure or employment security status, and shall be elected by the members of the represented academic staff.
3. Members of the Committee shall serve one-year terms.
4. No person, while serving as a member of the Committee, shall be considered for promotion by that body.
5. The Dean or his or her designee shall chair the Academic Staff Promotion and Employment Security Status Committee without vote.

#### F. Academic Staff Salary Committee

1. The Academic Staff Salary Committee shall, under the terms of the current Collective Bargaining Agreement, advise the Dean on matters of selective salary adjustment for represented members of the academic staff.
2. The Committee shall consist of four members of the represented academic staff. At least three members must hold tenure or employment security status, and the fourth member may be any other eligible member of the academic staff. Committee members shall be elected by the members of the represented academic staff.
3. Members of the Committee shall serve one-year terms.
4. The Dean or his or her designee shall chair the Academic Staff Salary Committee with vote.

#### ARTICLE V Ad Hoc Committees

Any additional committee will be first established as an Ad Hoc committee, and, if the work of the committee seems to require a standing committee, action will be taken by the Faculty Council by recommending an amendment to the bylaws establishing such a standing committee.

#### ARTICLE VI Elections

- A. The Associate Dean of the College shall act as the election clerk for all College elections. He or she shall assemble, distribute, and receive ballots and shall report the election results to the College.
- B. The holders of all elective College offices, including College representatives to the Academic Senate and Graduate Council, shall be chosen by secret ballot.
- C. Nominees for elective offices, including College representatives to the Academic Senate and Graduate Council, shall be determined by the College departments.
- D. All members of the Faculty Assembly shall be eligible to vote for College representatives to the Academic Senate; all members of the Faculty Assembly holding faculty rank shall be eligible to vote for College representatives to Graduate Council.
- E. Vacancies occurring in College representation to the Academic Senate or Graduate Council shall be filled for the remainder of the term of office by the runner-up in the previous election.

#### ARTICLE VII Conduct of Meetings

All meetings of the Faculty Assembly, Faculty Council, and Administrative Council shall be conducted consistent with *Robert's Rules of Order*.

#### ARTICLE VIII Amendments

Proposed amendments to these bylaws shall be submitted in writing with signatures of at least ten

(10) members of the Faculty Assembly representing at least two different Departments and must be submitted to the Faculty Council. The Faculty Council shall discuss the proposed amendment and then shall transmit the amendment in writing with statements, pro and con, to the members of the Administrative Committee. The Chairs, prior to discussion by the Administrative Committee, will discuss the proposed amendment with their respective Department faculties. The Administrative Committee will then meet and determine the status of the amendment. The time lapse, from the time the amendment is proposed, to the time the Dean reports back to the Faculty Assembly shall not be more than ninety (90) days. A majority vote of those present at the Faculty Assembly meeting shall be necessary for adoption.

## ARTICLE IX

### Review

A. These bylaws shall be reviewed no later than five years after the date of their approval and adoption to ensure they conform to administrative policy, contractual agreements, and College procedures and practices. The review should be initiated by the Office of the Dean in consultation with the Department Chairs and referred to an Ad Hoc Bylaws Committee drawn from the Faculty Council.

B. The Ad Hoc Bylaws Committee shall report its proposed revisions to the Faculty Council for further consideration and approval.

C. The Dean of the College shall review and approve such periodic bylaws revisions under the terms of this article.

D. Final authority for the approval of College bylaws is delegated by the Board of Governors to the President or his or her designee.