

WAYNE STATE UNIVERSITY
College of Fine, Performing, and Communication Arts
Department of Theatre and Dance

BYLAWS

PREAMBLE

These bylaws exist under the authority and within the limits of the Statutes of Wayne State University (hereafter WSU), the bylaws of the College of Fine, Performing and Communications Arts (hereafter CFPCA), and the current agreement between the American Association of University Professors/American Federation of Teachers and Wayne State University (hereafter AAUP/AFT-WSU). In the event these bylaws come into conflict with the WSU statutes or policies, CFPCA bylaws, or the AAUP/AFT-WSU agreement, the latter shall govern.

Article I -Membership and Assembly

The Department of Theatre and Dance encompasses a wide range of scholars and artists. In an effort to give each discipline a unique identity and representation within the Department, the bylaws recognize the following Focus Areas—Dance, Theatre Performance, Theatre and Dance Studies, Design and Technology, and Arts Management. These Focus Areas form the core of the collaborative governance of the Department of Theatre and Dance. Any member of the Faculty Assembly may affiliate with multiple focus areas to encourage collaboration and communication between areas.

A. Faculty Assembly: the authority of the Department of Theatre and Dance shall reside in its voting membership, hereafter referred to as the Faculty Assembly.

B. Membership: The Faculty Assembly shall consist of the Department Chair, the Associate/Assistant Chair, and all represented faculty and academic staff. The Department Chair, the Associate/Assistant Chair, and all represented faculty and academic staff shall have voting rights in the Faculty Assembly. Represented members of the Assembly may, by majority ballot, extend voting rights to any or all full-time staff and part-time faculty members on a particular matter under consideration.

C. Student Representation: Student representatives may be invited to participate in faculty meetings. Representatives of the Hilberry Company, Bonstelle Company, or Dance Student Representatives may request to speak at these meetings. No student shall have a vote on any matter before the Faculty Assembly.

D. Outside consultants: Outside consultants may be invited to participate in meetings of the Faculty Assembly, but will have no voting rights.

E. Department policies and procedures shall be decided by majority vote. In matters where the Dance and Theatre components of the Faculty Assembly take divergent opinions on a significant issue, the

matter will be referred to the Executive Committee for resolution. No person shall have the right to vote by proxy, but must be physically present or present by real-time electronic means to deliberate and vote on matters before the Assembly.

F. The quorum necessary for the Assembly to conduct business shall be 50 percent of the eligible voting members who are not on sabbatical and/or out of residence for the term in which the meeting occurs. Members who are on sabbatical leave may actively participate in meetings during the leave.

G. The Faculty Assembly shall meet at least once monthly during the academic year at a time set by the Department Chair in consultation with the Assembly. After standard meeting times have been established, members of the Assembly must attend meetings.

H. Upon request of no less than one-third of the members of the Faculty Assembly, the Department Chair shall call a special meeting of the Assembly.

I. The Department Chair or, in his or her absence, the Associate/Assistant Chair shall preside at meetings of the Faculty Assembly.

J. The Department Chair will invite submissions for meeting agendas; the agenda will be distributed at least 24 hours in advance of the meeting.

K. Minutes: the Department Chair will assign a secretary from the faculty or staff who will record and distribute the minutes of meetings of the Faculty Assembly.

L. All meetings shall be conducted consistent with Robert's Rules of Order.

Article II – Department Officers

A. Academic Officers

1. The Dean, in consultation with the Faculty Assembly, appoints the Chair of the Department of Theatre and Dance.
2. The Department Chair, in consultation with the Dean and the Executive Committee, appoints the Associate/Assistant Chair. The Associate/Assistant Chair will hold the position for a three-year, renewable term.
3. The Graduate Officer is appointed by the Department Chair in consultation with the Executive Committee.

B. Artistic/Production Officers

1. The Artistic Director is appointed by, and serves under, the Department Chair. This appointment is made in consultation with the Dean and the Executive Committee. The Artistic Director will hold the position for a three-year renewable term.
2. The Production Manager is appointed by, and serves under, the Department Chair. This appointment is made in consultation with the Artistic Director and the Executive

Committee. The Production Manager will hold the position for a three-year renewable term.

Article III -Administration

A. For organizational purposes, the Department shall consist of both Academic and Performance/Production cores. These cores are overlapping and complementary while also operating independently.

B. The Department Chair is responsible for the management and oversight of the Department of Theatre and Dance. The Department Chair is responsible for the allocation of budgets in consultation with the Department officers above and the Budget Advisory Committee.

1. Academic

- a. The Associate/Assistant Chair will assist the Department Chair and may also be assigned responsibilities connected with the operation of academic programs.
- b. The Department Chair is assisted and advised on academic matters by the Executive Committee.

2. Performance/Production

- a. The Artistic Director is appointed by and serves under the Department Chair.
- b. The Artistic Director holds supervisory responsibility in matters pertaining to productions in the Department in consultation with the Production Manager, the Performance/Production Committee, and Department Chair. Specific duties include season selection as well as choice of choreographers and directors for productions in the Hilberry and Bonstelle Theatres and the Maggie Allesee Studio Theatre.
- c. The Artistic Director is assisted and advised on matters of production and performance by the Production Manager and members of the Performance/Production Committee .
- d. The Artistic Director chairs the Performance/Production Committee.
- e. The Production Manager is responsible for the creation of the Production Calendar and will confer with all production areas regarding changes to the approved production season and schedule. Any changes made to the Faculty Assembly–approved production calendar will need to be approved by the Production Manager.

C. Focus Areas

1. The Department consists of five Focus Areas as described in the introduction to article I. The Focus Areas facilitate the concerns and requirements of each Focus Area to be communicated to the Department Chair, Artistic Director, Executive, and Performance/Production Committees.
2. In consultation with the Department Chair, each Focus Area will elect an Area Head, who will serve a three-year, renewable term.

3. Focus Area meetings can be called by the Department Chair, Assistant/Associate Chair, Artistic Director, or the Head of the Focus Area.

Article IV – Standing Committees

A. Executive Committee

1. The Executive Committee shall assist in developing and implementing Department policies regarding academic standards, advising, and facilities. The Committee shall also advise the Department Chair on faculty search requests, operational policies, administration and governance, and the resolution of academic conflicts within the Department.
2. The Executive Committee consists of the Department Chair, the Associate/Assistant Chair, the Artistic Director, plus the Heads of the respective Focus Areas. If this composition does not include an untenured faculty member, the Faculty Assembly will elect an untenured faculty member as an addition to the Executive Committee.
3. The Executive Committee will meet as called by the Department Chair.
4. The Committee shall forward all departmental policy and curricular proposals to the Faculty Assembly for final review and approval.

B. Performance/Production Committee

1. The Performance/Production Committee shall assist in developing and implementing Department policies regarding matters of performance and production, including casting, design assignments, deployment of production budgets, use of performance spaces, and the resolution of artistic differences related to Department productions.
2. The Performance/Production Committee consists of the Artistic Director, the Production Manager plus five additional members elected by the respective Focus Areas to two-year terms. Determined by term rotation, two or three committee members shall be elected each academic year. If this composition does not include an untenured faculty member, the Faculty Assembly will elect an untenured faculty member as an additional member of the Performance/Production Committee.

C. Promotion and Tenure Committee

1. The Promotion and Tenure Committee shall be responsible for evaluating and making recommendations to the Department Chair concerning applicants for promotion and/or tenure, and will operate in accordance within the provisions of the current AAUP/AFT-WSU agreement and established CFPCA guidelines. In addition, the Promotion and Tenure Committee shall carry out annual reviews of all tenure-track faculty holding term appointments and transmit the results of the reviews to the Department Chair.
2. The Committee consists of four tenured members of the faculty elected by the represented Faculty to two-year terms and the Department Chair, who chairs the committee without vote. Two committee members shall be elected each academic year. All Committee members must be of a rank minimally equal to the highest rank sought by the applicants. Whenever possible, at least one member of the Committee shall be drawn from the Focus Area of the applicant(s).

3. No person being considered for promotion and/or tenure may participate in Committee deliberations on his/her case.

E. Faculty Salary Committee

1. The Salary Committee reviews faculty performance and advises the Department Chair on selective salary adjustments.
2. The Committee will consist of four members. Three members of this committee will be elected by the represented Faculty from the membership of the Promotion and Tenure Committee. One untenured faculty member shall also be elected to serve. This composition should provide that a faculty member from the Dance Focus Area is included on the Salary Committee. The Department Chair chairs the committee with vote.
3. The term of membership on this committee, other than the Department Chair, is one year. No faculty member, other than the Department Chair, may serve more than three successive terms unless there is an insufficient number of faculty members within the Department.
4. No person who is being evaluated may participate in committee deliberations on his/her case.

F. Budget Advisory Committee

1. The Budget Advisory Committee consults with the Department Chair concerning budgetary priorities, policies, and procedures. The Committee will consist of five members elected from the Faculty Assembly to two-year terms. Determined by term rotation, two or three committee members shall be elected each academic year. A majority of this committee must be tenured or hold employment security status.
2. The Budget Advisory Committee elects its own Chair.
3. The Department Chair serves ex officio on the Budget Advisory Committee without vote.
4. At the Committee's request, the Department Chair will make available, on a quarterly basis, any accounting reports needed to enable the Committee to consult with the Department Chair about Department budgetary priorities.

G. Graduate Committee

1. The Graduate Committee is responsible for oversight of graduate programs, determining policies, making decisions on such matters as admission, graduate teaching/research assistantships and fellowships, graduate awards, and the annual reviews of doctoral students. The Chair of this Committee is the Graduate Officer. Where required by WSU policies, the actions approved by this Committee will be forwarded to the College and Graduate School.
2. The Graduate Committee consists of at least four members of the graduate faculty, two members to be elected by a majority vote of the represented Faculty to two-year terms and two members to be appointed to two-year terms by the Department Chair in consultation with the Associate/Assistant Chair and Graduate Officer. One committee member shall be elected and one committee member shall be appointed each academic

year.

3. A Graduate Student Liaison, elected by the Graduate Students, may be asked to represent, without vote, the graduate students at meetings of this Committee.
4. Graduate Committee meetings are open to all represented Faculty teaching graduate-level courses.

H. Curriculum Committee

1. The Faculty Assembly sits as the Curriculum Committee on matters dealing with the various curricula of the Department. The Department Chair or his/her designee chairs this standing committee.
2. The actions approved by this Committee, with the concurrent approval of the Department Chair, are forwarded to the Dean's Office for review, approval, and implementation.
3. The Dance Focus Area will be consulted in all matters where the Dance Curriculum may be involved. If the Dance Focus Area does not concur with any changes, the matter under consideration will be referred to the Department Chair and Associate/Assistant Chair and Head of the Dance Focus Area for resolution.

I. Scholarships and Awards

1. Scholarships and Awards shall be awarded by the Department Chair upon the recommendation of the Faculty Assembly.
2. Scholarships and awards specific to Theatre or Dance shall be recommended by faculty members of each respective curriculum.

Article V – Ad Hoc Committees

A. Non-standing committees will be designated as Ad Hoc Committees with a specific charge and limited to the completion of that charge. If the work of the Ad Hoc Committee proves to require establishment of a standing committee, action will be taken by the Faculty Assembly to amend these bylaws to establish such a standing committee.

B. The Department Chair shall convene Ad Hoc Committees as necessary. Members shall be appointed by the Department Chair, unless the majority of the Faculty Assembly determines that an election for the Ad Hoc Committee is necessary.

C. All members of Ad Hoc Committees shall be appointed or elected from members of the Faculty Assembly or from elsewhere as deemed appropriate by the Assembly.

D. The Department Chair will convene Ad Hoc Search Advisory Committees and appoint Committee Chairs as necessary.

1. The Search Committee Chair will normally be drawn from the Focus Area most closely

identified with the position in question.

2. Whenever possible, members of the specific Focus Area or their designees will constitute a majority of the Search Committee. All members of the Search Committee are appointed by the Department Chair in consultation with the relevant Focus Area Head.
3. Position descriptions for faculty searches will be developed by the faculty members of the relevant Focus Area in consultation with the Department Chair and Senior Associate Dean of the College.

E. Part-Time faculty may be appointed as ex-officio members of Ad Hoc Committees by the Department Chair when it is appropriate.

Article VI – Administrative Assignments

A. The Department Chair will make administrative assignments to facilitate the academic needs of the Department. These assignments will include.

1. Recruiting, retention, and student advisors: full-time faculty members may be assigned as recruiting, retention, and faculty degree advisors.
 - a. Recruiting advisors will participate in recruitment activities and maintain contact with potential incoming students.
 - b. Retention advisors will participate in group activities such as Learning Communities intended to ensure timely graduation of Theatre and Dance students.
 - c. Faculty degree advisors shall meet at least once each semester with their advisees prior to scheduled registration periods. Other advising meetings shall occur at the request of either the faculty advisor or the student.
2. Degree Program Coordinators: As appropriate and when possible, a full-time faculty member shall be assigned by the Department chair as a Coordinator for each degree program. In some cases, a faculty member may be requested to coordinate more than one program. These programs currently include:

BFA Acting, MFA Acting, BFA Dance, MFA Costume Design, BFA/BS Dance Education, MFA Scenic Design, BFA Design/Technology, MFA Lighting Design, BS Dance, MFA Stage Management, BA Theatre, MFA Theatre Management, MA Theatre, and PhD Theatre.

BS Dance, BFA Dance, BA Theatre, BFA Acting, BFA Design/Technology, MFA Acting, MFA Costume Design, MFA Lighting Design, MFA Scenic Design, MFA Stage Management, MFA Theatre Management, and MA Theatre.

If degree programs are reconfigured, added, or eliminated, new Degree Program Coordinators may be appointed by the Department Chair and former assignments may be terminated in consultation with the appropriate faculty constituencies.

Article VII – Elections

A. Elections required for standing committees shall be conducted annually during the first or second faculty meeting of the academic year. Written ballots shall be used. At least two nominees shall be named for each position. Committee members shall assume office immediately upon election.

B. The Department Chair shall appoint an election clerk who shall receive ballots and report election results.

C. Any vacancy in a standing committee that occurs during the academic year shall be filled promptly by a special election at the next faculty meeting, or by appointing 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.

Article VIII – Amendments

A. Proposals for amendments to the bylaws shall be presented to the Faculty Assembly for discussion and vote.

B. Amendments must receive an affirmative vote by two thirds of the voting members of the Faculty Assembly.

Article IX – Review

A. These bylaws shall be reviewed no later than five years after the date of their adoption to ensure that they conform to administrative policy, contractual agreements, and departmental procedures and practices. The review will be initiated by the Department Chair in consultation with the Executive Committee.

B. The Executive Committee shall report its proposed revisions to the Faculty Assembly for approval as provided in article VIII.

C. Following approval by the Department, the Department Chair shall forward the revised bylaws to the Dean of the College and, if approved by the College, to the Provost for final University approval.