

Wayne State University
Department of Music
Bylaws

Preamble

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

I. Membership

- A. Voting members of the Department of Music shall include all represented faculty and academic staff, the Department Chair, and the Associate Chair. In addition, Staff Association members of the Department Staff shall be recognized as nonvoting members of the Department.
- B. Departmental policies and procedures shall be decided by a simple majority of the voting members.
- C. The quorum necessary for the Department 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.
- D. There shall be at least one regular meeting of the Department during Fall and Winter terms. Other meetings may be called by the Chair or at the request of the members.
- E. Meetings shall be conducted consistent with Robert's Rules of Order.

II. Officers

- A. The chief administrative officer of the department shall be the Department Chair, who shall be selected and reviewed by the Dean of the College under all applicable terms of the WSU-AAUP-AFT agreement. Duties of the Chair shall be determined by the Dean of the College.
- B. The Department Chair may appoint an Assistant and/or Associate Chair from the full-time faculty, in consultation with the Dean of the College and the Faculty Advisory Committee. The duties of the Assistant or Associate Chair include performing the

duties of the Chair in his or her absence and such other duties as designated by the Chair.

- C. The Department Chair shall appoint a Graduate Officer from the full-time Faculty, in consultation with the Faculty Advisory Committee. Duties of the Graduate Officer include the general administration of the Department's policies regarding admission, periodic review, and approval for graduation of all graduate students in the Department.

III. Administration

- A. For efficient administration, the Department Chair, in consultation with the Faculty Advisory Committee, shall name area coordinators or program directors, as appropriate, for the following disciplinary or curricular areas:

1. Instrumental
2. Vocal and Choral
3. Jazz Studies
4. Composition/Theory/History
5. Music Education
6. Music Business and Technology

- B. Area coordinators or program directors will serve as the primary contact for their assigned disciplinary or curricular area, overseeing general inquiries, advising by faculty, and other related issues. The Department Chair, in consultation with the Faculty Advisory Committee, may assign other responsibilities, as needed.

IV. Standing Committees

- A. Promotion and Tenure Committee

1. The Promotion and Tenure Committee shall be responsible for evaluating and making recommendations to the Chair concerning all applicants for promotion or promotion and tenure, and will operate in accordance with the provisions of the current WSU-AAUP-AFT agreement.
2. The Committee shall consist of four represented Faculty members, elected for two-year terms, and the Department Chair, who chairs the committee without vote. Two committee members shall be elected each academic year.
3. No person, while serving as a member of the committee, shall be considered for promotion by that body.

4. Tenured members of the faculty scheduled for sabbatical leave during the academic year shall not be eligible for election to the committee.
- B. Faculty Advisory Committee
1. The Faculty Advisory Committee shall assist in developing and implementing departmental policies as they relate to departmental academic standards, student advising, general fund and student-fee related budgets, and facilities. The Committee shall advise the Department Chair on the development of faculty search requests, departmental administration and governance, and the resolution of conflicts within the department. The Faculty Advisory Committee shall function as the Budget Advisory Committee as described in the WSU-AAUP-AFT agreement.
 2. The Committee shall consist of four represented Faculty members, the Associate Chair and the Department Chair. Voting privileges are limited to the Faculty members of the Committee, except in tie votes where the Department Chair or Associate Chair may cast a vote to break a deadlock. The Department Chair, or, in his or her absence, the Associate Chair, will chair committee meetings.
 3. Committee membership shall represent the different disciplinary areas within the department. To ensure balance, membership will be drawn from the following areas, with two members from each area: (1) composition/theory, music education, and music history, (2) ensembles, performance, jazz studies, music technology, and music business. When a member leaves the faculty and/or a new member is added to the faculty, the Faculty Advisory Committee shall adjust group membership to ensure balance in numbers and disciplines. Members shall serve two-year terms and may not serve more than one consecutive term. Two members shall be elected each academic year.
 4. The Committee shall forward all proposals to the Department Faculty for final approval.
- C. Scholarships and Awards Committee
1. The Scholarship and Awards Committee shall determine the allocation of the Department's scholarship funds, in accordance with the provisions governing the distribution of such funds and as established by Departmental, College, and University guidelines. The Committee shall also determine the recipients of special Departmental awards, in accordance with the provisions established by the donors and/or Departmental and College guidelines.

2. The Committee shall seek input from appropriate faculty members in the area or concentration of each scholarship and award.
 3. The Committee shall consist of four members of the full-time faculty and shall be chaired by either the Chair of the Department or his or her designee.
 4. Committee membership shall represent the different disciplinary areas within the Department. To ensure balance, two members will be elected from each area of the Department (as outlined in article IV. B. 3). When a member leaves the faculty and/or a new member is added to the faculty, the Scholarships and Awards Committee shall adjust group membership to ensure balance in numbers and disciplines. Members shall serve two-year terms and may not serve more than one consecutive term. Two members shall be elected each academic year.
- D. Faculty Salary Committee
1. The Faculty Salary Committee shall, under the terms of the current WSU-AAUP-AFT contract, advise the Chair on matters of selective salary adjustment for represented members of the Faculty.
 2. The Committee shall consist of three members of the Promotion and Tenure Committee and one additional member from the Faculty at large; the Department Chair shall chair the Committee with vote. All members shall be elected to one-year terms on an annual basis. Whenever practicable, members of the Committee shall not succeed themselves in consecutive years.
- E. Curriculum Committee
1. The Curriculum Committee shall review the curricula of both undergraduate and graduate programs and shall be responsible for decisions and policies that affect those curricula. If the Graduate Officer is not an elected member of the committee, the Graduate Officer will attend as an ex officio member of the Committee when graduate issues or curricula are discussed.
 2. The Committee shall consist of a minimum of four elected members of the full-time faculty and shall be chaired by either the Chair of the Department or his or her designee. Committee members shall be elected by the faculty and shall serve two-year terms, with two members elected each academic year.
 3. The actions proposed by this Committee will be forwarded to the Faculty for final departmental action.

V. Ad Hoc Committees

Any additional committee will be first established as an Ad Hoc Committee, and, if the work of the committee requires a standing committee, action will be taken by the Faculty to amend these bylaws to establish such a standing committee.

VI. Elections

A. Elections for departmental committees shall be by secret paper ballot or electronic ballot, listing all eligible nominees.

B. The Department Chair shall serve as the election clerk and shall assemble, distribute, and receive ballots and shall report all election results.

C. All voting members of the Department shall be eligible to vote in departmental elections.

VII. Amendments

These bylaws may be amended at any time by the approval of at least two-thirds of the represented faculty and academic staff of the Department.

VIII. 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 Faculty Advisory Committee.

B. The Faculty Advisory Committee shall report its proposed revisions to the Department for approval as provided in article VII.

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.

Approved: February 21, 2014

PEER EVALUATION OF TEACHING

Peer Evaluation of Teaching is a formative, non-punitive process by which colleagues assist colleagues by evaluating teaching. Its primary goal is to enhance student success through improved teaching effectiveness. In addition, the process may also enhance each faculty member's professional development.

Evaluations should be conducted in the second, fourth, and tenth year of a faculty member's WSU teaching. Faculty, however, may also request a peer evaluation at other times. The Promotion and Tenure Committee of the Department of Music both initiates and oversees the peer evaluations of teaching at the appropriate time periods.

The **peer evaluation is confidential**, between the evaluator and the faculty member being evaluated. Peer Evaluation reports will not be provided to Chairs, Deans or other administrators. They will not be part of either the Promotion and Tenure process or the annual Selective Salary process.

At the beginning of the Fall Term, the department chair informs the faculty member(s) that he/she is due for a peer evaluation. At that time, faculty not required to undergo peer evaluation may also request a non-mandatory review. Faculty members will choose their peer evaluator based on their perception of who will best assist them to enhance student success. Potential peer evaluators may be, for example, a faculty content expert or an experienced teacher.

The peer evaluation of teaching takes place in a physical or online setting: classroom, rehearsal area, studio, lab, or related teaching site, that is appropriate to the style of teaching practiced by the faculty member being evaluated. In general, the class session selected for observation should be one that illustrates the range of teaching skills used in that class.

PEER REVIEW OF TEACHING SUGGESTIONS FOR REVIEWEES

Before the Pre-observation Meeting

1. Contact your choice of observer and schedule a time and date for the face-to-face pre-observation meeting.
2. If you haven't already, think of some learning outcomes for your course, and write them down.
3. Record any areas where you think you can improve your teaching, and prepare to discuss these with the observer.
4. Compile some teaching materials that you think reflect your teaching style, and the overall direction of the course. Examples may include:
 - An exam or course project
 - A sample homework set
 - Sample lecture notes or visual aids (PowerPoint, etc...)

During the Pre-observation Meeting

1. Discuss any areas you think your teaching could improve: ask the reviewer to focus on these areas.
2. Discuss any other teaching issues with the observer, and your goals for how the observer can help you.

3. State any specific instruction methods you use (active learning, flipped classroom, etc...), and explain how you work the method into your lesson.
4. Discuss your learning outcomes with the observer.
5. Give the observer some background information regarding your students' prior experiences, such as previous courses and school standing (freshmen, sophomore, etc...).
6. Alert the observer to any concerns you have about the peer review of teaching process.

During the Classroom Observation

1. Introduce the observer to your students, and explain his/her role in your class. Be sure that your students understand that the observer is here to observe your teaching, and not the students.
2. Teach your class.

PEER REVIEW OF TEACHING SUGGESTIONS FOR OBSERVERS

Before the Pre-observation Meeting

Agree on a mutual time and location.

During the Pre-observation Meeting

1. During the pre-observation meeting, your goal is to develop a rapport with the faculty member, learn about his/her teaching philosophy and goals for the interview. To accomplish this, you may want to ask the following questions:
2. What are your goals for the teaching observation? What areas of your teaching do you want me to focus on?
3. What are your learning objectives for the class?
4. What strategies or methods will you use to help your students achieve the learning objectives?
5. How will you assess what your students have learned during this class period?
6. Is there any other information that would be helpful for me to have prior to reviewing the class, such as relevant student background, relevant course history, previous experience with peer review, etc...
7. Do you have any concerns about the process?
8. What would you like to know about me?

During the Classroom Observation

1. Review notes from the pre-observation meeting.
2. Arrive to class early, and sit in an area agreed upon by you and the instructor being reviewed.
3. When observing the instructor, pay close attention to the aspects of teaching that the instructor noted as areas for improvement.
4. Use the **Peer Review of Teaching Classroom Observation Guide** to focus on what to look for when observing another faculty member's teaching.

After the Classroom Observation

It is beneficial to the faculty member being reviewed if any notes taken during the observation are typed and distributed to the faculty member. Complete and sign the **Classroom Observation Report Form**.

During the Post-observation Meeting

1. Invite the instructor being reviewed to discuss how things went.
2. Communicate your observations and reflections with respect to the goals/issues you and the faculty member discussed in the pre-observation meeting. Start with anything positive you noted during the observation.
3. Be sure to provide constructive and supportive feedback.
4. Give the **Classroom Observation Report Form** to the faculty member being evaluated.
5. Inform the Chair of the Department that the evaluation has been completed and the completion date. No other information will be available or required.

Approved: October 25, 2015