

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 Maggie Allesee Department of Theatre and Dance, hereafter referred to as the Department, 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 Disciplines; Theatre and Dance. These Disciplines form the core of the collaborative governance of the Department

- 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 Chair, the Associate Chair, and all represented faculty and academic staff. The Chair, the Associate 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: One graduate student, elected by the Hilberry Company, one Theatre Peer Mentor and one Dance Peer Mentor shall be members of the assembly without vote during open sessions.
- 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 Chair 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 three times per semester-during the academic year at a time set by the 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 Chair shall call a special meeting of the Assembly.
- I. The Chair or, in his or her absence, the Associate Chair shall preside at meetings of the Faculty Assembly.
- J. The Chair will invite submissions for meeting agendas; the agenda will be distributed at least 48 hours in advance of the meeting.
- K. Minutes: the 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 Maggie Allesee Department of Theatre and Dance (Chair). The Chair serves as Executive Producer for the Department.
2. The Chair, in consultation with the Dean, appoints the Associate Chair for Academic and Faculty Affairs, Director of Theatre, and the Director of Dance. The Associate Chair and Directors will hold the position for a three-year, renewable term.
3. The Graduate Officer is appointed by the Chair in consultation with the Associate Chair.

B. Discipline Officers

1. Director of Dance assists the Chair in operations of the Discipline including consulting on course schedule, faculty assignments, production assignments, and daily operations of the Discipline including oversight of Dance Scholarship Committee, Dance Talent Awards, Dance Activity Scholarships, Dance Recruitment and Retention Committee,

Dance Guest Artist selection, Dance Concert Committee, Dance Companies, curriculum, and other items associated with the Dance Discipline.

2. Director of Theatre assists the Chair in operations of the Discipline including consulting on course schedule, faculty assignments, production assignments, and daily operations of the Discipline including oversight of Theatre Scholarship Committee, Theatre Talent Awards, Theatre Activity Scholarships, Theatre Recruitment and Retention Committee, Theatre Guest Artist selection, Theatre Season Selection Committee, Theatre Ensembles, and curriculum. The Director of Theatre will Chair the Season Selection Committee.
3. Dance Curriculum Coordinator is appointed by the Chair in consultation with the Director of Dance. The Curriculum Coordinator in consultation with the Director of Dance manages all curricular activity in the Discipline including assessment, new course development, and additional curricular concerns as charged by the faculty. The Curriculum Coordinator will hold the position for three-year renewable term.
4. Theatre Curriculum Coordinator is appointed by the Chair in consultation with the Associate Chair and the Director of Theatre. The Curriculum Coordinator in consultation with the Director of Theatre manages all curricular activity in the Discipline including assessment, new course development, and additional curricular concerns as charged by the faculty. The Curriculum Coordinator will hold the position for three-year renewable term.
5. The Production Coordinator is appointed by the Chair in consultation with the Associate Chair and Directors of Theatre and Dance. The Production Coordinator works with the Directors of Theatre and Dance to manage production concerns within the Disciplines. The Production Coordinator will hold the position for a three-year renewable term.

ARTICLE III -ADMINISTRATION

- A. The Chair is responsible for the management and oversight of the Maggie Allesee Department of Theatre and Dance. The 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 Chair will assist the Chair and may also be assigned responsibilities connected with the operation of academic programs.
 2. Curriculum
 - a. Each Discipline will have a Curriculum Coordinator as per Article II.B.3-4.
 3. Performance/Production
 - a. The Chair serves as Executive Producer. The Chair holds responsibility in matters pertaining to productions in the Department in consultation with the Directors of Theatre and Dance and the Production Coordinator.
 - b. The Production Coordinator 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 must be approved by the Production Coordinator in consultation with the Chair.

- c. The Director of Promotion and Outreach is responsible for the marketing and public relations campaign for Departmental Productions in consultation with the Chair.
- d. The Chair, in consultation with the Associate Chair and Directors of Theatre and Dance, the Production Coordinator and the Director of Promotion and Outreach will develop and implement Department policies regarding matters of performance and production, including casting, design assignments, deployment of production budgets, and use of performance spaces. These matters will then be discussed with the Faculty Assembly for approval.

B. Disciplines

- 1. The Department consists of two Disciplines, Theatre and Dance, as described in the introduction to Article I. The Disciplines communicate the concerns and requirements to the Chair.
- 2. Discipline meetings can be called by the Directors of Theatre and Dance, the Associate Chair, or the Chair.
- 3. Each Discipline will have two divisions, Curriculum and Production. These divisions will be led by a coordinator per Article II.
- 4. Each Discipline will assemble a Scholarship and Awards Committee and a Recruitment and Retention committee.
- 5. Each Discipline Faculty will serve as the Curriculum Committee.

ARTICLE IV – STANDING COMMITTEES

A. Executive Committee

- 1. The Executive Committee shall assist in the developing and implementing departmental policies as they relate to departmental academic standards, student advising, general and non-general funds and student fee budgets, and facilities. The Committee shall advise the Chair on the development of faculty search requests, departmental administration and governance, and the resolution of conflicts within the department.
- 2. The Committee shall consist of the Chair, Associate Chair, Director of Dance, Director of Theatre, Production Coordinator, and Head of the Office of Promotion and Outreach. The Chair, or, in his or her absence, the Associate Chair, will chair committee meetings.
- 3. Executive Committee meetings are open to all voting members of the department.

4. The Committee shall forward all proposals requiring departmental approval to the Department Faculty for approval.

B. Promotion and Tenure Committee

1. The Promotion and Tenure Committee shall be responsible for evaluating and making recommendations to the 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 Chair.

The Committee consists of four tenured members of the faculty elected by the represented Faculty to two-year terms and the Chair, who chairs the committee without vote. Two committee members shall be elected each academic year. No member of the committee shall participate in a recommendation to a rank higher than her/his rank.

2. Whenever possible the Committee should include two representatives of the Discipline of the faculty member being reviewed.
3. No person being considered for promotion and/or tenure may participate in Committee deliberations on his/her case.

C. Faculty Salary Committee

1. The Salary Committee reviews faculty performance and advises the 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 each Discipline is included on the Salary Committee. The Chair chairs the committee with vote.
3. The term of membership on this committee, other than the Chair, is one year. No faculty member, other than the Chair, may serve more than three successive terms unless there is an insufficient number of eligible faculty members within the Department.
4. No person who is being evaluated may participate in committee deliberations on his/her case.

D. 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. A majority of this committee must be tenured faculty, including ASOs with ESS.
2. The Budget Advisory Committee elects its own Chair.

3. The Chair serves ex officio on the Budget Advisory Committee without vote.
4. At the Committee's request, the Chair will make available, on a quarterly basis, any accounting reports needed to enable the Committee to consult with the Chair about Department budgetary priorities.
5. Each Discipline Faculty will make recommendations to the Budget Advisory Committee including annual guest artist budget, production budgets, omnibus requests and other budgetary concerns of the Discipline.

D. 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 and graduate awards. 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 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 Chair in consultation with the Associate 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.

E. Curriculum Committee

1. The faculty of each Discipline will serve as a Discipline Curriculum Committee. The Director of the Discipline or his/her designee chairs this committee.
2. The Department Curriculum Committee consists of the Curriculum Coordinator from each discipline and one representative from each Discipline elected annually. The Committee is chaired by the Associate Chair. The committee considers matters dealing with the various curricula of the Department.
3. The actions approved by this Committee, with the concurrent approval of the Chair, are forwarded to the Faculty Assembly for approval.
4. Approved actions are forwarded to the Dean's Office for review, approval, and implementation.

F. Scholarships and Awards

1. Each Discipline will develop a Scholarships and Awards Committee. The Director of the Discipline or his/her designee chairs this Committee.
2. Scholarships and awards specific to Theatre or Dance shall be recommended to the Chair.

G. Production Committees

1. Season Selection

- a. The Theatre Faculty will elect 2 members from performance and 2 members from design, technology, and management. The Director of Promotion and Outreach and the Production Coordinator will serve as permanent members of the committee. Director of Theatre will chair the committee.
- b. The Committee will develop the performance calendar.
- c. The Committee will recommend to the Theatre Faculty a season of plays and musicals with alternatives.
- d. The Theatre Faculty will approve the season.

3. Dance Concert Committee

- a. The Dance Concert Committee will be a committee of the Dance Faculty.
- b. The Committee will select Concert Director(s) for each major concert.
- c. The Concert Director will work with the Production Coordinator and the Chair to address logistics and concerns for producing the concerts.

H. Community Engagement

1. A Community Engagement Committee will be established to represent the Departmental activities and organizations dedicated to the broader community beyond the University.
2. The Committee will consist of the faculty leading outreach programs, the Production Coordinator, and Supervisor of Group Patron Service.
3. The Committee will elect a Chair from among its members.
4. The Committee will work with the Supervisor of Group Patron Services to coordinate and promote community engagement activities.

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 Chair shall convene Ad Hoc Committees as necessary. Members shall be appointed by the 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 Chair will convene Ad Hoc Search Advisory Committees and appoint Committee Chairs as necessary.
1. The Search Advisory Committee Chair will normally be drawn from the Discipline most closely identified with the position in question.
 2. Whenever possible, members of the specific Discipline or their designees will constitute a majority of the Search Committee. All members of Search Advisory Committees are appointed by the Chair in consultation with the relevant Discipline Director.
 3. Position descriptions for faculty searches will be developed by the Search Advisory Committee in consultation with the Chair and Associate Dean for Faculty Affairs of the College.
- E. Part-Time faculty may be appointed as ex-officio members of Ad Hoc Committees by the Chair when it is appropriate.

ARTICLE VI – ADMINISTRATIVE ASSIGNMENTS

- A. The 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 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.
 2. Recruiting Coordinators: As appropriate and when possible, a full-time faculty member shall be assigned by the Chair in consultation with the Director of the Discipline a recruitment coordinator. In some cases, a faculty

member may be requested to coordinate recruitment for more than one program. These programs currently include:

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, MA Arts Administration and MA Theatre and Dance Teaching Artistry.

If degree programs are reconfigured, added, or eliminated, new Degree Program Coordinators may be appointed by the 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 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 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 Chair in consultation with Faculty Assembly.
- B. Following approval by the Department, the 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.

APPENDIX

Faculty Peer Evaluation of Teaching Departmental Policy

1. Peer Evaluation of Teaching is a formative, non-punitive process; colleagues assist colleagues by evaluating teaching approaches/course content.
2. Primary goal is to enhance student success through improved teaching effectiveness; process may also enhance each faculty member's professional development.
3. Evaluations should be conducted in the second, fourth, and thereafter every fifth through seventh year of a faculty member's WSU teaching. (Faculty may also request a peer evaluation at other times).
4. The Theatre and Dance Studies Focus Group and/or peer evaluation coordinator, or other designated committee initiates/oversees the peer evaluations of teaching at the appropriate time periods.
5. 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.
6. Peer Evaluations will not be part of either the Promotion and Tenure process or the annual Selective Salary process.
7. The designated committee or coordinator will choose the specific peer evaluator, though faculty may offer suggestions of observers they would like to assess their teaching. Potential peer evaluators may be, for example, a faculty content expert or an experienced teacher.
8. 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. The evaluator will complete a paper or digital form, sign and date it, discuss it with, and give it to, the faculty member being evaluated.
9. The peer evaluator and faculty member will coordinate the times and classes to be observed.
10. Peer evaluators will be required to inform the chair or director that the peer evaluation process has been completed and the completion date. No other information will be available or required.

Classroom Observation (classroom, rehearsal area, studio, lab, or related teaching site)

Course _____ Instructor _____ Date _____

Place a check in the box corresponding to your responses to each statement then answer the questions below.

	Exemplary	Proficient	Basic	Not Applicable
1. Was well prepared for class				
2. Was knowledgeable about the subject matter				
3. Was enthusiastic about the subject matter				
4. Spoke clearly, audibly, and confidently				
5. Used a variety of relevant illustrations/examples				
6. Made effective use of board and/or visual aids, if appropriate				
7. Asked stimulating and challenging questions				
8. Effectively held class's attention				
9. Achieved active student involvement				
10. Treated students with respect				

What worked well in the class? (Continue on back, if necessary)

What could have been improved? (Continue on back if necessary)

Other comments: (Continue on back if necessary)

Peer Evaluator: _____ Date: _____

Exemplary level: The instructor is a leader who exhibits knowledge and expertise of the concepts of the curriculum and content. The instructor demonstrates a high quality approach to teaching that is shared and modeled to the students both formally and informally through implementation of best practice in instruction, and in the educational environment.

Proficient Level: The instructor clearly understands the concepts and has knowledge of the curriculum and content. Demonstrates instructional skills that are effective and consistent, including the use of various instructional strategies and activities for learning, and utilizes self-reflection for future development.

Basic Level: The instructor understands the concepts of the curriculum and content. Instructional skills are intermittent, or not always successful. Continued development of effective instructional strategies and activities for improved teaching /learning is recommended.

Course Content/Material

Course _____ Instructor _____ Date _____

Place a check in the box corresponding to your responses to each statement then answer the questions below.

	Exemplary	Proficient	Basic	Not Applicable
1. Course content includes the appropriate topics				
2. Course content reflects the current state of the field				
3. Course learning objectives are clear and appropriate				
4. Course policies and rules are clear and appropriate				
5. Lecture notes are well organized/clearly written, if involved.				
6. Supplementary handouts and web pages are well organized and clearly written, if involved.				
7. Assignments are consistent with learning objectives and appropriately challenging				
8. Tests are consistent with learning objectives				
9. Tests are clearly written and of reasonable length				
10. Students demonstrate satisfaction of learning objectives				

What are the strengths of the course materials? (Continue on the back, if necessary)

What could have been improved? (Continue on the back, if necessary)

Other comments: Continue on the back, if necessary)

Peer Evaluator: _____ Date: _____

Exemplary level: The instructor is a leader who exhibits knowledge and expertise of the concepts of the curriculum and content. The instructor demonstrates a high quality approach to teaching that is shared and modeled to the students both formally and informally through implementation of best practice in instruction, and in the educational environment.

Proficient Level: The instructor clearly understands the concepts and has knowledge of the curriculum and content. Demonstrates instructional skills that are effective and consistent, including the use of various instructional strategies and activities for learning, and utilizes self-reflection for future development.

Basic Level: The instructor understands the concepts of the curriculum and content. Instructional skills are intermittent, or not always successful. Continued development of effective instructional strategies and activities for improved teaching/learning is recommended.