

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 Wayne Academic Union 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 their 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, and coordination with graduate program advisors for each area of concentration.

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
 7. Music 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 Wayne Academic Union agreement.
 2. The Promotion and Tenure Committee shall consist of four represented Faculty members and one non-tenure track (NTT) member of the faculty, elected for two-year terms, and the Department Chair, who chairs the committee without vote. Two committee members shall be elected each academic year. In the event of NTT faculty review for promotion, if there is no NTT faculty at or above the rank of promotion available to serve on the departmental Promotion and Tenure Committee, any NTT faculty may serve on the committee without vote. The NTT committee member should be in attendance only for discussion of NTT reviews and renewals. The faculty will vote for another NTT faculty member as a substitute in the event the NTT committee member is up for review or renewal.
 3. No person, while serving as a member of the Promotion and Tenure Committee, shall be considered for promotion by that body. In the event a Promotion and Tenure committee member is considered for review by that body, the members of the department shall elect a temporary replacement for that member. The temporary replacement shall serve as a member of the Promotion and Tenure Committee solely for the promotion case of the originally elected committee member. After the case is concluded, the originally elected member of the Promotion and Tenure Committee shall be reinstated and the temporary replacement's membership shall end.
 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 Wayne Academic Union agreement.

2. The Faculty Advisory 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 their absence, the Associate Chair, will chair committee meetings.
 3. Faculty Advisory Committee membership shall represent the different disciplinary areas within the department. To ensure balance, membership will be drawn from the following areas, with at least one member from each area: (1) composition/theory, music education, and music history, (2) ensembles, performance, and jazz studies, and (3) 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 Faculty Advisory 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 Scholarship and Awards Committee shall seek input from appropriate faculty members in the area or concentration of each scholarship and award.
 3. The Scholarship and Awards Committee shall consist of four members of the full-time faculty and shall be chaired by either the Chair of the Department or their designee.
 4. The Scholarship and Awards Committee membership shall represent the different disciplinary areas within the Department. To ensure balance, 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 Wayne Academic Union 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 their 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 or their designee 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 and any proposed changes 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: