

Bylaws of the Department of Theatre and Dance UC San Diego

1. General Departmental Governance:

The basic governing body of the Department is a **Faculty Assembly** comprised of Academic Senate members, all of whom have the right to vote on all matters of discussion except for advancement and promotion files (see below). Emeritus faculty may attend and participate in discussion but do not have voting privileges. However, Emeritus faculty, while recalled to service in the department, regain voting rights on all departmental matters, except personnel matters. Staff representation to the Assembly consists of the MSO and the Academic Personnel Manager, who do not vote. When in conflict, university bylaws take precedence over departmental bylaws.

- 1.1. All substantive matters for consideration at a departmental meeting must appear on a written agenda distributed to all faculty members at least two (2) working days prior to the meeting. Any faculty member can suggest an agenda item for discussion.
- 1.2. A quorum shall consist of a simple majority of the Academic Senate faculty not on sabbatical, leave in lieu of sabbatical, sabbatical-in-residence, or leave of absence.
- 1.3. A motion shall be carried by a simple majority of those eligible to vote. Abstentions will not count.
- 1.4. Minutes must be taken at each meeting specifying decisions taken and distributed in a timely manner.
- 1.5. The faculty assembly shall vote on:
 - All hires, advancements and promotions (according to policy on file with Academic Senate).
 - The creation of, elimination of, or major changes to an area program.
 - Amendments to the bylaws
- 1.6. Service: Full participation in faculty affairs is essential to the growth and advancement of a faculty member. All Department of Theatre & Dance faculty are expected to serve on committees at the departmental and university level.
- 1.7. Faculty members are expected to contribute to the functioning and growth of his/her area and to the department in a variety of ways, including, but are not limited to: attendance at meetings; mentoring of students; and recruiting.
- 1.8. Because of the collaborative nature of theatre arts, those working on departmental productions must also show a firm commitment to collegial artistic collaboration and mentorship.

2. Procedures on Personnel Actions:

- 2.1. A quorum shall consist of a simple majority of those eligible to vote, not on sabbatical, leave in lieu of sabbatical, sabbatical-in-residence, or leave of absence.
- 2.2. All Academic Senate members have the right to participate in discussion of files. Faculty with tenure, including LSOE, have the right to vote on promotion to tenure and to full professor or to LSOE or Senior LSOE and on all merit advancements. Assistant Professors and LPSOEs can vote on merit advancements at their rank.
- 2.3. All those absent from a meeting concerning personnel actions have the right of a proxy vote given to the Chair, MSO or voting member in attendance before the meeting begins.
- 2.4. Emeritus faculty do not have voting privileges.

2.5. For unusual or complicated files the Dept. Chair may appoint an ad hoc review committee which shall review the file and report to the full faculty

3. Officers:

3.1. The Chair

3.1.1. Selection of the Chair:

3.1.1.1. The Senate faculty takes a vote by secret ballot; a majority of all eligible faculty selects and recommends a Chair to the Dean of Arts and Humanities. The Chair is appointed by the Executive Vice Chancellor.

3.1.1.2. The term of service shall be three (3) years, renewable for additional terms or years.

3.1.1.3. By a 2/3rds vote of the Departmental Senate faculty a recommendation for the removal of the Chair can be forwarded to the Dean for action.

3.1.1.4. Faculty interested in the position of Chair must make a presentation to the department faculty, and all candidates must be discussed by the faculty before a written ballot is taken to determine the faculty recommendation. The vote will take place no less than two weeks after the presentations. In the case of a single candidate, an up or down vote will take place.

3.1.2. *Duties of the Chair: [Italicized section is taken from the university's PPM.]
As leader of his department, the chair has the following duties:*

3.1.2.1. *S/he is in charge of planning the programs of the department in teaching, research, and other functions. S/he is expected to keep the curriculum of the department under review and to maintain a climate that is hospitable to creativity and innovation.*

3.1.2.2. *S/he is responsible for the recruitment, selection, and evaluation of both the faculty and the staff personnel of the department. In consultation with his/her colleagues, s/he recommends appointments, promotions, merit advances, and terminations. S/he is expected to make sure that faculty members are aware of the criteria prescribed for appointment and in accordance with the procedures and principles stated in the President's Instructions to Appointment and Promotion Committees.*

3.1.2.3. *S/he should be receptive to questions, complaints, and suggestions from members of the department, both faculty and staff personnel, and from students, and should take appropriate action on them.*

3.1.3. *The chair's administrative duties include the following (special assignments may be added from time to time, and the Chancellor may specify additional duties):*

3.1.3.1. *To make teaching assignments in accordance with the policy described in Regulation 750 of the Academic Senate (see appendix) and to make other assignments of duty to members of the department staff.*

3.1.3.2. *To prepare the schedule of courses and of times and places for class meetings.*

3.1.3.3. *To establish and supervise procedures for compliance with University regulations on the use of guest lecturers and Academic Senate Regulation 546 on special studies courses (see appendix).*

3.1.3.4. *To make arrangements and assignments of duty for the counseling of students and for the training and supervision of Teaching Assistants and other student teachers and teacher aides.*

- 3.1.3.5. *To prepare the budget and administer the financial affairs of the department in accord with University procedures.*
- 3.1.3.6. *To schedule and recommend to the Chancellor sabbatical leaves and other leaves of absence for members of the department. (The chairman may approve a leave of absence with pay for seven calendar days or less for attendance at a professional meeting or for the conduct of University business without submitting a leave of absence form.)*
- 3.1.3.7. *To report promptly the resignation or death of any member of the staff.*
- 3.1.3.8. *To be responsible for the custody and authorized use of University property charged to the department and for assigning departmental space and facilities to authorized activities in accordance with University policy and campus rules and regulations.*
- 3.1.3.9. *To be responsible for departmental observance of proper health and safety regulations, in coordination with the campus health and safety officer.*
- 3.1.3.10. *To maintain records and prepare reports in accord with University procedures.*
- 3.1.3.11. *To report any failure of a faculty or staff member to carry out responsibilities and recommend appropriate disciplinary action.*
- 3.1.4. *Guidelines:*
 - 3.1.4.1. *In performing his/her duties, the chair is expected to seek the advice of his/her faculty colleagues in a systematic way and to provide for the conduct of department affairs in an orderly fashion through department meetings and the appointment of appropriate committees. He/she is also expected to seek student advice on matters of concern to students enrolled in the department's programs. In large departments, the chair may be assisted in the tasks involved in carrying out his responsibilities by a vice-chair or other colleagues and, where desired, by an executive committee chosen in an appropriate manner; however, the responsibilities themselves may not be delegated.*
- 3.1.5. *Additional duties not listed in the PPM may include:*
 - 3.1.5.1. *To maintain the morale of students, staff and faculty.*
 - 3.1.5.2. *To conduct open meetings with students, staff and faculty, individually and in groups.*
 - 3.1.5.3. *To conduct a public relations and a development program with potential donors.*
 - 3.1.5.4. *To ensure application of established university procedures in the handling of grievances by faculty, staff, or students.*
 - 3.1.5.5. *To represent the interests of the Department to the Dean and Officers of the University.*
 - 3.1.5.6. *To chair meetings of the Executive Committee and the Departmental Assembly.*
 - 3.1.5.7. *To supervise student admissions, advisement, petitions, awards, waivers, discipline and dismissals.*
 - 3.1.5.8. *To supervise the appointment and counseling of Academic Apprentice Personnel (Teaching Assistants, etc.) and Research Assistants.*
 - 3.1.5.9. *To supervise the allocation of space and equipment.*
 - 3.1.5.10. *To supervise staff with the advice of appropriate faculty members.*

3.1.5.11. To communicate College policy to the Department, and for bringing before the Department for appropriate consideration and timely action all business originating from the College or University.

3.1.5.12. To maintain open communications with the La Jolla Playhouse regarding our collaborations.

3.2. The Vice-Chair:

3.2.1. The Vice-Chair is nominated by the faculty and appointed by the Chair.

3.2.2. The Vice-Chair's duties are to prepare a draft letter for the Chair for all promotion and advancement files.

3.2.3. The Chair in consultation with the faculty may decide to appoint additional vice chairs.

3.3. Graduate and Undergraduate Advisors:

3.3.1. The Graduate Advisor, appointed by the department chair, is primarily a contact for graduate students with issues, and may also attend the Graduate Committee meetings as a non-voting member.

3.3.2. The Undergraduate Advisor, appointed by the department chair, has the duty to evaluate, approve or deny petitions for course equivalencies submitted by transfer students and other institutions. S/he attends quarterly undergraduate meetings, works with the student representatives as a liaison between undergraduate majors and the faculty, and may also attend Undergraduate Committee meetings as a non-voting member.

3.4. Areas and Area Heads:

3.4.1. Area faculty shall meet to discuss items pertinent to their area, including the direction and goals of the area, course offerings and schedules, admissions, student progress and problems, permanent or temporary hiring, and visiting artists or scholars.

3.4.2. Area heads are appointed by the chair on recommendation from the area faculty.

3.4.3. Area head positions rotate, but the term of service may vary from one area to another as determined by the chair in consultation with the area faculty.

3.4.4. **Duties of the Graduate Area Heads** include:

3.4.4.1. organizing the graduate admissions process.

3.4.4.2. assigning teaching and support for graduate students.

3.4.4.3. checking in at least annually with all graduate students to make sure that they are advancing appropriately, and advising them as necessary.

3.4.4.4. planning, in consultation with area faculty, the schedule of classes for the upcoming year and ensuring that necessary coverage is offered.

3.4.4.5. keeping area faculty and students informed of all decisions or opportunities that affect them.

3.4.4.6. communicating area needs and concerns to the chair.

3.4.5. **Undergraduate Area Heads** have the responsibility to implement the area's mission, in conversation with the full faculty and with the chair. Their duties include but are not limited to:

3.4.5.1. maintaining faculty morale and communication by holding regular meetings with both full-time faculty and part-time faculty, and keeping them informed of all decisions or opportunities that affect the faculty and students in that area.

3.4.5.2. working with the Student Representatives;

- 3.4.5.3. advising majors and minors, and mentoring them or ensuring that mentoring in their area is appropriately provided, e.g. by local professionals or graduate students in the department.
- 3.4.5.4. developing curriculum in conversation with the faculty;
- 3.4.5.5. planning classes from year to year in consultation with undergraduate faculty and in coordination with graduate faculty, to ensure that introductory through advanced classes are covered and offered in a logical sequence.
- 3.4.5.6. proposing and negotiating teaching assignments;
- 3.4.5.7. attending department area head meetings, undergraduate committee meetings, and quarterly undergraduate (“town hall”) meetings; representing the needs of the undergraduates at the Undergraduate Committee and in the joint Undergraduate and Graduate Committee discussions of the teaching budget.
- 3.4.5.7 informing and promoting the department to potential majors and minors; recognizing and recruiting new students who show an interest in pursuing a particular area of theatre studies.
- 3.4.5.8. attending and participating in undergraduate graduation ceremonies, including coordinating undergraduate awards in conjunction with the full faculty.

4. Standing Committees:

4.1. Procedures for all Standing Committees:

- 4.1.1. Membership of the standing committees shall be established by the end of the Spring quarter for the following academic year.
- 4.1.2. All committees shall keep notes or minutes and report quarterly to the full faculty at a regular faculty meeting.

4.2. Duties of the Chairs of Standing Committees:

- 4.2.1. To chair the meetings of the Standing Committees.
- 4.2.2. To report to the department Chair and the faculty on activities in areas of responsibility assigned to the Standing Committee.
- 4.2.3. To monitor the application of university and departmental policies and procedures in the areas of activity assigned to the Standing Committee.
- 4.2.4. In consultation with the members of the Standing Committee, to advise the Chair on all areas that affect the implementation of responsibilities assigned to the Committee.
- 4.2.5. Within the scope of the responsibilities assigned to the Committee or as requested by the Chair, to represent the Committee or the Department at university, academic, or public meetings.

4.3. **Executive Committee:**

The Executive Committee is a standing committee of the Department which serves as advisory to the Chair when needed. The Executive Committee is chaired by the Department Chair. It is composed of Chairs of the Graduate, Undergraduate, and Productions committees, the Vice Chair, two at-large faculty members, and such other faculty or staff as the Chair may feel are required for the matter at hand.

4.4. **Graduate Committee:**

- 4.4.1. The Graduate Committee is composed of graduate area heads. The Graduate Coordinator should attend meetings as needed but not vote. The committee chair is appointed by the department chair.
- 4.4.2. Duties of the committee consist of discussing all matters pertinent to department

graduate studies, including coordinating curriculum across the various areas where there are opportunities for collaboration, student issues, teaching, and budget review. Given that production is at the core of curriculum across all areas, the Graduate Committee will have the final approval of season selection and production budgets.

4.4.3. The Graduate and Undergraduate Committees shall occasionally meet jointly to review the teaching budget and teaching needs.

4.5. Undergraduate Committee:

4.5.1. The Undergraduate Committee consists of heads of undergraduate areas where these exist plus a representative from each of the other areas appointed by the department chair. The Chair consults this committee for decisions regarding undergraduates. Faculty members are invited to self-nominate for this committee. The Undergraduate Coordinator and Undergraduate Advisor should attend undergraduate committee meetings as needed but not vote.

4.5.2. Duties and responsibilities of this committee include:

4.5.2.1. To review undergraduate curriculum and ensure departmental offerings of GE and Diversity courses.

4.5.2.2. To discuss strategy to encourage student enrollments in theatre and dance.

4.5.2.3. To figuring out departmental representation at Triton Day.

4.5.2.4. To make recommendations to the Department Chair

4.5.2.5. The Graduate and Undergraduate Committees shall occasionally meet jointly to review the teaching budget and teaching needs.

4.6. Nominations Committee:

The campus sends out calls for nominations for various awards, etc. The Nominations Committee, appointed by the Department Chair, solicits and gathers nominations for these awards, assembles and forwards the required materials, drafts the Chair's letter of nomination, and manages the process of submission. Faculty members are invited to self-nominate for this committee.

5. Ad hoc committees:

5.1. Search Committees:

5.1.1. The committee, which is an ad hoc committee appointed by the Department Chair, should include representation from the area which the search is designed to fill, plus at least one member from outside of the area. Faculty members are invited to self-nominate for a specific search.

5.1.2. Search committees are expected to proceed in accordance with university guidelines.

5.1.3. The Search Committee reports its recommendations to the full faculty for a vote.

5.2. **File Review Committees:** For unusual or complicated files the Dept. Chair may appoint an ad hoc review committee which shall review the file and report to the full faculty.

6. Appeals Process:

Faculty who wish to appeal decisions on their promotion or any other issues (such as teaching assignments, area politics, whistleblower situations, etc.) should talk to the Area Head, Department Chair, Dean, or Campus Ombudsman as appropriate. For whistleblowing, discrimination, or sexual harassment issues see campus policy for appropriate procedures.

7. Future amendment of bylaws

7.1. Proposed amendments to this document shall be considered at a full department faculty meeting and voted upon at a subsequent meeting of the faculty.

7.2. Ratification of amendments requires a simple majority vote.