

**DEPARTMENT OF THEATRE BYLAWS**  
(Approved August 22, 2019)

**ARTICLE I. MEMBERSHIP AND OBJECTIVES**

The Department shall consist of the Dean of the College (*ex off.*), the full-time faculty, the office staff and all theatre students (majors and minors). The Department serves the instructional needs of students, supports the creative, scholarly, and teaching life of the faculty, sponsors the art of theatre in and for the University, and promotes artistic as well as intellectual community both within and beyond its membership.

**ARTICLE II. STRUCTURE AND ADMINISTRATION**

The Department of Theatre is an academic department in the College of Arts and Architecture and its operations shall reflect such policies and best practices as are recommended by the appropriate professional and accrediting bodies.

The Chair of the Department is a tenured faculty member who serves, at the discretion of the Dean, as the Department's chief administrative officer.

**ARTICLE III. DUTIES OF ADMINISTRATIVE OFFICERS**

**1.) Department Chair**

- a.) Sets Departmental priorities in consultation with the faculty and provides leadership in strategic planning.
- b.) Assumes final responsibility for the production season and negotiates use of performance spaces with the Associate Dean for Performing Arts.
- c.) Administers Departmental and College policies.
- d.) Assumes final responsibility for Departmental and production budgets.
- e.) Assumes final responsibility for all planning documents, self-studies, and annual reports.
- f.) Takes an active role in, and assumes final responsibility for hiring all faculty and administrative staff.
- g.) Reviews all full-time faculty annually and makes recommendations on reappointment, tenure, and promotion, pursuant to recommendations from the Department Review Committee (DRC).
- h.) Recommends faculty merit salary increments.

- i.) Provides guidance for faculty in the development of their careers.
- j.) Assumes ultimate responsibility for assigning faculty workloads and individual course schedules.
- k.) Oversees election of, or appointment to, standing committees as well as ad hoc committees.
- l.) Oversees the operation of the Departmental office, supervises and evaluates administrative staff and recruits new office personnel.
- m.) Represents the Department to the Dean, the Senior Associate Dean, the Associate Dean for Performing Arts and the Provost & Vice Chancellor for Academic Affairs.
- n.) Serves as the Primary Institutional Representative to the National Association of Schools of Theatre and conducts the following annual activities:
  - Maintain compliance with NAST standards
  - Submits applications for comprehensive reviews
  - Seeks approval for new curricular programs that fall under the purview of NAST
  - Receives Commission Action Reports and addresses any noted requests
  - Submits Annual Reports
  - Keeps the Association abreast of substantive changes that may affect the institution's accreditation status
  - Votes on behalf of the institution on Association business
  - Facilitates payment of institutional membership dues and fees
- o.) Serves as liaison to the arts community beyond the University.

## **ARTICLE IV. DEPARTMENTAL COMMITTEES**

### **1.) Departmental Review Committee (DRC)**

The DRC is comprised of three tenured faculty members. Members normally serve a maximum of two years in succession. The Committee elects its own chair.

Faculty may not serve in the year in which they are being considered for promotion. In the event that there are insufficient tenured faculty to serve on the DRC, the Chair of the Department shall request an external member from the Dean.

The DRC advises the Chair on personnel cases related to reappointment, promotion, and/or tenure as well as cases related to tenured faculty performance review. The DRC also provides advice to the Chair regarding annual faculty reviews of untenured tenure-track faculty and conducts the annual review of the Chair.

Elections for DRC members occur in the spring semester (no later than May 15 or the end of the 9-month faculty contract, whichever is sooner). All tenure-line faculty shall vote by ballot for the members of the DRC. After the election the committee meets as soon as possible to select its chair and make preparations for upcoming reviews. The DRC meets

with the Chair the first week of class in the fall semester to establish its timetable for the upcoming year; thereafter, the Committee meets as often as necessary to conduct its business.

*University Policy 102.13: Tenure Policies, Regulations, and Procedures of the University of North Carolina at Charlotte, the UNC Charlotte Academic Procedure: Tenured Faculty Performance Review, the UNC Charlotte Academic Personnel Procedures Handbook and the CoAA Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure* define the roles, practices and operating procedures of the DRC.

## **2.) Curriculum And Assessment Committee**

The Curriculum and Assessment Committee works with the Faculty and Chair to develop and coordinate the Department's academic programs and works with the Chair, the Undergraduate Studies Coordinator, and the Assistant Dean of Advising and Assessment to monitor, report on and otherwise facilitate the Department's Student Learning Outcomes Assessment Plan. The Department Chair, in consultation with the Committee, may establish ad hoc committees to assist in carrying out the Committee's responsibilities.

The Curriculum and Assessment Committee consists of five faculty members representing the five Concentrations, assigned by the Chair, who normally serve a maximum of two years in succession.

Curriculum proposals may be developed by individual faculty members, the Curriculum and Assessment Committee, the Undergraduate Studies Coordinator, or the Chair. In each case the review/approval process is as follows: 1.) Review by the Curriculum and Assessment Committee in consultation with the Chair. An affirmative vote is required to send the proposal to the Theatre faculty (in the case of a ~~2-2~~ tie, the proposal is sent forward). 2.) The Theatre faculty review the proposal and vote on its implementation; if approved the proposal is sent to the CoAA Curriculum Committee.

## **ARTICLE V. DEPARTMENT MEETINGS**

The Chair of the Department of Theatre shall provide the faculty with a list of scheduled faculty meetings prior to the start of each semester (Note: the first meeting of the academic year occurs in the week prior to the start of classes). The Chair may also call additional meetings (if needed) to conduct department business. Faculty members should reserve the weekly meeting slot (Thursdays from 10 to 11:15am).

All full-time faculty are expected to attend all scheduled departmental meetings. While absences from faculty or other departmental meetings may occur due to occasional professional or personal conflicts, faculty are expected to work to keep these absences to a minimum and/or arrange for alternative means of participation (Skype, etc.).

Minutes of Department meetings shall be recorded and distributed to the faculty. At the

request of one-third of the full-time faculty, the Chair must call a meeting of the Department.

#### **ARTICLE VI. VOTING PRIVILEGES**

All tenure-line faculty shall have full voting privileges. Other full-time faculty shall have voting privileges except on matters related to reappointment, promotion, and tenure, or such other matters as College or University policies shall identify. Part-time faculty, administrative staff, and students are not eligible to vote.

#### **ARTICLE VII. QUORUM**

A quorum shall consist of 51% of the full-time faculty. Before an official vote in a faculty meeting, any faculty member in attendance may question the presence of a quorum. If the Chair of the Department, or any other presiding faculty member, discovers that there is not a quorum present, no final vote will be taken on any issue. By a majority vote of those present, the group attending this meeting may declare themselves a committee of the whole. This committee may then, by a majority vote, place a proposal on a ballot to be voted on by the entire faculty. Such a motion will pass if it receives a majority of votes cast.

#### **ARTICLE VIII. AMENDMENTS TO THE BYLAWS**

An amendment to these Bylaws must be approved in two stages. A majority vote in a meeting of the Department places the amendment on a written ballot. Subsequently, the ballot is voted on by the full-time faculty. It is approved if it receives two-thirds of the votes cast.