

DANCE BYLAWS

(passed by unanimous vote, April 7, 2016)

Preamble:

These bylaws provide operating guidelines for Department of Dance faculty, administrative officers, and committees. An effort to codify past practice and embody our aspirations for the future, they are understood to record information necessary for the orderly conduct of department business, including governance structures, supervisory responsibilities, committee arrangements, voting privileges, and procedures for forming committees, calling department meetings, and conducting formal votes. Since no such document can imagine every situation, provision is made herein for its future alteration. Ultimately, we agree that these bylaws can never, and should never, substitute for our good will toward one another. We have adopted them in a spirit of professional cooperation and mutual trust.

Within this document “ex officio” means that a person is a member of a body or committee by virtue of another post he or she holds. Ex officio members may or may not actively attend committee meetings and may not vote. Their status suggests the need for ongoing communication: that the person in question has information and ideas important to a group or committee and that their work may be impacted by decisions made by that body.

ARTICLE I. MEMBERSHIP AND OBJECTIVES

The department shall consist of the Dean of the College of Arts+Architecture (CoAA) (ex officio), full-time and part-time faculty, office staff, and students duly registered as dance majors and minors. Depending on the progress of faculty through rank and the lines allotted to the department, full-time faculty might include full professors, associate professors, assistant professors, senior lecturers, and lecturers.

A number of members of the CoAA are integral to the functioning of the department and interact closely with its members, among them the Senior Associate Dean, Director of Academic Advising & Assessment, Performing Arts Academic Advisor, Education Specialist, and Associate Dean of Performing Arts Services and members of the Performing Arts Services unit.

The department serves the instructional needs of students, supports the research, teaching, and service of faculty, sponsors dance as a cultural practice, art form, and interdisciplinary subject in and for the university, and promotes community both within and beyond its membership.

ARTICLE II. STRUCTURE AND ADMINISTRATION

Dance is an academic department of the CoAA, comprised of undergraduate programs and serving liberal studies and honors programs. The operations of the department shall reflect such policies and best practices as are recommended by its professional and accrediting bodies.

The chair of the department is a tenured faculty member who serves as chief administrative officer. The chair has a twelve-month appointment and is appointed at the discretion of the dean, normally for a three-year term.

The Director of Undergraduate Study (DUS) is a tenured faculty member who advises and assists the chair, committees, and professional advisors, in developing and carrying out the undergraduate curriculum. The DUS is appointed at the discretion of the chair in consultation with the faculty, normally for a three-year term.

ARTICLE III. DUTIES OF ADMINISTRATION

Roles and Responsibilities

adopted by faculty vote 9/27/18 (4 faculty present and eligible to vote/ 2 left the meeting early for other meetings/ 1 off campus)

CHAIR / General Description

As chief administrative officer and artistic director, the Department of Dance Chairperson is ultimately responsible and accountable for the administration and management of the Department of Dance. The Chair, with faculty and staff, will work to develop a Department of Dance that addresses and supports the research, teaching, and service missions of the institution; fulfills the department's strategic plan; and plays a distinctive and prominent role in dance in North Carolina and in the nation. Further, the Chair will maintain a high level of professional integrity, decisiveness, and impartiality in order to maintain a climate conducive to the good health and positive direction of the department. The Chair will maintain professional competence in order to exhibit a high standard in teaching, scholarship/creative activity, and service and to create or maintain a position of stature on and off campus. The Chair will submit a report to faculty every 8 weeks listing work accomplished towards his/her duties.

Duties:

Academic Leadership (Priority #1)

- In consultation with the faculty, provide leadership in advancing the department and college mission and goals through strategic planning. Set department priorities and implement processes for achieving goals and objectives.
- Assure that Department of Dance diversity and mutuality goals are reflected in our day-to-day operations and in recruiting, hiring, onboarding, and retaining a qualified and diverse faculty. The Chair is the affirmative action officer for the department.
- Review all full-time faculty annually and make documented recommendations on reappointment, tenure, and promotion cases following the procedures and protocols established by the DEPARTMENT OF DANCE PROCEDURES, GUIDELINES AND CRITERIA FOR REAPPOINTMENT, PROMOTION, CONFERRAL OF PERMANENT TENURE, TENURED FACULTY PERFORMANCE REVIEW, AND ANNUAL REVIEW.
- Make recommendations regarding faculty salary adjustments as directed by the Office of Academic Affairs and in consultation with the Department Review Committee (DRC).
- Provide mentorship and guidance for faculty in the development of their research, teaching and service agendas.

- Implement the Department of Dance Workload Policy and assign teaching and administrative workloads. Develop fall, spring, and summer class schedules in accordance with Department of Dance mission, goals, and strategic plan and student progress towards degree completion.
- Ensure faculty fulfill their responsibilities as effective university citizens. • Appoint, promote, and evaluate the administrative work of faculty leadership positions: Dance Education Program Coordinator; Concerts and Events Coordinator; Director of Undergraduate Studies; and Faculty Advisor for Professional Training Certificate with Charlotte Ballet.
- Promote the effectiveness of the Director of Music for Dance and Dance Education Coordinator.
- With the exception of the DRC, appoint standing and ad hoc committees and name their chair. Charge all committees with their agendas.
- Hire, mentor, and evaluate qualified part time faculty, musicians, and staff.
- Assume final responsibility for planning documents, self-studies, annual and other reports submitted to the College of Arts + Architecture and accrediting bodies.
- Prepare the agenda for, convene, and chair departmental meetings. Use Robert's Rules of Order in department meetings.
- Work with the faculty to develop department policies; provide guidelines for all phases of department activities; and administer and enforce department, college, and university policies.
- Facilitate discussion on department business, address difficult issues, engage in conflict resolution, reaching out to appropriate campus resources (such as ombudspersons, Human Resources, ADVANCE Faculty Affairs and Diversity Office, University Attorney, and Office of Academic Affairs); and guide consensus building by creating a forum in which faculty can express ideas freely.
- Meet as needed with faculty and with standing and ad hoc committees.

Development of Instructional Programs (Priority #2)

- Work with the faculty to develop a strong curriculum and encourage and support efforts to improve instruction, including peer observation of teaching, student course evaluations, student learning outcome assessment, and preparation of teaching portfolios.
- Work with CoAA personnel to assure instructional quality: Arts Education Specialist, Assistant Dean for Advising and Assessment, Director of Communications & External Relations, and Associate Dean for Performing Arts Services.
- Work with individual faculty to ensure that course content is consistent with catalog course descriptions.
- Work with faculty and Curriculum Committee to assure that catalog course descriptions are current.
- Balance the demands of an integrated curriculum with academic freedom; educational responsibility with artistic and intellectual expression.
- Coordinate academic offerings and co-curricular programs that are pedagogically sound and present diverse perspectives in the discipline.

- Promote student learning by effectively utilizing available resources to generate high quality instructional programs.
- Encourage faculty to participate in Integrated Learning Portfolio (ILP) work across the curriculum.
- Facilitate continued academic planning in conjunction with Department of Dance committees, the campus academic plan, and department goals.
- Assure instructional clarity for students through a recommended syllabus format and presentation of syllabi on our learning management system.
- As artistic director for department concerts, assure that productions have the funds and space needed for success and that they are commensurate with departmental mission and goals.
- In consultation with faculty, assign artists to work in main stage dance performances; assure programmatic variety and quality for each production.
- With the Associate Dean of Performing Arts Services, plan use of performance spaces and allocation of budget and personnel necessary to accomplish Department of Dance artistic goals.
- Encourage interaction with other departments and foster interdisciplinary initiatives where appropriate.

Budget and Office Management (Priority #3)

- Develop the department budget and allocate funds in a manner consistent with the strategic plan, and the procedures and priorities set by the CoAA Director of Business Affairs.
- Work to the extent possible with external constituencies and funding organizations to raise funds to supplement the department budget.
- Assume final responsibility for department and production budgets.
- Oversee operation of and order in the department office; oversee maintenance and confidentiality of faculty files.
- Hire and evaluate the office administrator; advocate for additional support positions.
- Maintain year-round presence in the office except when on approved leave or vacation. Notify faculty of absences from campus, in advance when possible.

Student Affairs (Priority #4)

- Appoint and convene Student Advisory Council.
- Disseminate information of interest to students.
- Respond to student grievances and requests.

Representation of the Department (Priority #5)

- Act as administrative representative and advocate to the Dean of the College of Arts + Architecture, the university at large, and the community.
- Develop, implement, and articulate department goals to the administration.
- Provide communication between and among faculty and other levels of administration; inform faculty of information, ideas, and plans pertinent to department instructional, research, and service programs.

- Work with faculty to develop ties with external professional and community groups.
- Represent the department in a positive manner to internal and external constituencies.

ARTICLE IV. DEPARTMENT COORDINATORS, REPRESENTATIVES, AND COMMITTEES

FACULTY WITH ADMINISTRATIVE DUTIES:

- A. The Dance Education Coordinator and Director of Music for Dance are recruited and hired to perform specific roles. Their administrative work is evaluated as part of their position and accrues no additional stipend.

Dance Education Program Coordinator

The Dance Education Program Coordinator administers and advances our efforts in Dance Education.

- Develop Dance Education coursework and, with faculty and the CoAA Arts Education Specialist, maintain and improve coursework and course sequencing in the concentration. Maintaining currency with K12 licensure processes and state curricular standards is especially important.
- Develop a research agenda and public presence that productively represents and furthers the Dance Education Concentration and Department of Dance.
- Develop relationships with Charlotte/Mecklenburg Public Schools dance educators and works to improve their continual learning as well as our presence in the schools.
- Attend meetings of the College of Education's Professional Education Council and other related activities.
- Advise Chair on matters of scheduling, student experience, and assessment.
- Mentor students in this concentration.
- Consult with Chair on budget for the concentration.
- Recruit students for this concentration.
- Submit a report to the Chair and faculty every 8 weeks regarding work accomplished towards his/her duties.
- Develop Education Concerts and in school activities such as master classes that enrich Department of Dance student experience, serve educational purposes, and support Department of Dance recruitment.

Director of Music for Dance

The Director of Music for Dance administers and supports the work of accompanists as adjuncts to dance course and performance work.

- Schedule accompanists to play for technique classes.
- Consult with faculty concerning their music needs for classes, events, and performances.

- Recommend accompanists for hire, communicate their schedules to them, and mentor their work in the department.
- Recommend a budget for accompanists for classes and productions and maintain a record of distribution of funds.
- Maintain and inventory department instruments.
- Collaborate with the Chair and faculty in developing artistic and educational programming.
- When budget and calendar allow, create new music for faculty projects.
- Develop a culture of mutual respect among musicians, faculty, and students. Advocate for musicians when needed.
- Submit a report to the Chair and faculty every 8 weeks regarding work accomplished towards his/her duties.
- Develop relationships on campus and in the community consistent with the mission goals of the Department of Dance.

B. The Concerts and Events Coordinator, Director of Undergraduate Studies, and Faculty Advisor for Professional Training Certificate with Charlotte Ballet come from the general faculty and perform their duties in addition to their research, teaching, and service work as faculty members. Only the Concerts and Events Coordinator and the Director of Undergraduate Studies receive stipends. Their positions come at the invitation of the Chair; appointments are generally for three years; and their work is reviewed separately from their research, teaching, and service.

Concerts and Events Coordinator

The Concerts and Events Coordinator is the department's liaison to Performing Arts Services and plays a major role in developing concerts and programming in the department.

- As Dance's representative to Performing Arts Services, attend all meetings, and keep PAS apprised of department production needs, putting them in writing and meeting about them.
- Coordinate yearly Faculty Concert, attending planning meetings with PAS and attending rehearsals to advocate for faculty and solve problems.
- Coordinate Fall and Spring Department concerts, attending meetings with PAS, and working towards resolution of any problems.
- Coordinate auditions of Fall and Spring Department concerts. Work with Chair and faculty towards policies that impact auditions, especially regarding student inclusion and safety.
- Attend rehearsals of guest artists and new faculty members and provide mentoring or assistance if needed; coordinate rehearsal visits by costume, lighting, and sound designers; work with Chair and faculty to determine concert order.
- Schedule and coordinate warm ups for all concerts.
- Act as liaison to PAS for student organizations, MOVE and Range of Motion.
- Work with Chair to determine and coordinate events for Robinson 118.

- Where appropriate, serve as part of a team coordinating residencies; work with Dance Education Coordinator towards performances in schools and our twice-yearly Education Concerts.
- Submit a report to the Chair and faculty every 8 weeks regarding work accomplished towards his/her duties.
- Develop relationships on campus and in the community consistent with the mission and goals of the Department of Dance.

Director of Undergraduate Studies

The Director of Undergraduate Studies' purview is student recruitment and retention and the administration of scholarships.

- Schedule and oversee department recruiting activities. These might include open houses or placement and scholarship auditions. Communicate with advisors about placement and Chair about scheduling appropriate courses.
- Administer the department's scholarship program; with faculty, select scholarship recipients.
- With the Chair, CoAA Director of Communications and External Relations, and staff, develop the department's social media efforts.
- With faculty and department Administrative Assistant, and in conjunction with the Arts Education Specialist, develop and maintain a digital database of alumni and area dance institutions: K-12 schools, dance studios, and community organizations. With the Chair and various committees, assure that these constituencies are invited to department events.
- When funds allow, travel to recruit students and award scholarships. Events include National and Regional High School Dance Festival; Charlotte Ballet Middle and High School Dance Festival; and regional festivals for performing arts high schools.
- Design and oversee recruiting events such as master classes and student performances in and for area high schools.
- Investigate possible relationships with campus dance groups.
- Organize assigned faculty and train and oversee student volunteers for EXPLORE and Majors Day events.
- Work with the Performing Arts Advisor and Arts Education Specialist to determine transfer equivalencies.
- Keep up to date on applications and admissions to the university and advocate for potential students with university admissions.
- Maintain a working knowledge of advising and admissions processes.
- Serve as liaison to Scholarships Office, Admissions Office, and advising centers as well as other student support services.
- Respond to inquiries regarding the undergraduate program and work with the Office Administrator to set up and direct department tours. Work to pair potential students with faculty in their areas of interest.
- Work to retain students through mentoring; oversee student extension program.
- Submit a report to the Chair and faculty every 8 weeks regarding work accomplished towards his/her duties.

- Develop relationships on campus and in the community consistent with the mission and goals of the Department of Dance.

Faculty Advisor for Professional Training Certificate with Charlotte Ballet

The Faculty Advisor for the Professional Training Certificate in dance administers and advances the certificate program with Charlotte Ballet.

- Serve as the liaison to Charlotte Ballet on matters of scheduling and student experience, and assessment.
- Mentor students in this program.
- Consult with Chair on budget for the program.
- In cooperation with Charlotte Ballet, recruit students for this program.
- When funds allow, travel to recruit students for this program.
- Submit a report to the Chair and faculty at the end of each semester regarding work accomplished towards his/her duties.
- Develop relationships with Charlotte Ballet and the ballet community that productively represent and further the Department of Dance.

REPRESENTATIVES

On an annual basis, Department of Dance faculty are nominated by the chair to stand for election as member or alternate to open university committees. Descriptions of these committees are included on the UNC Charlotte Faculty Governance website:

www.facultygovernance.uncc.edu .

These include:

- University Faculty Council Representative/Alternate.
- Faculty Executive Committee (FEC) [one-year and two-year terms] (Ex-officio voting members of the Faculty Council).
- Bank of America Award for Teaching Excellence Committee.
- Faculty Academic Planning and Budget Committee (FAPBC).
- Faculty Academic Policy and Standards Committee (FAPSC) [two-year term].
- Faculty Advisory Library Committee (FALC) [two-year term].
- Faculty Advisory Summer Sessions Committee (FASSC) [two-year term].
- Faculty Assembly Delegates [three-year term].
- Faculty Competitive Grants Committee (FCGC) [two-year term].
- Faculty Employment Status Committee (FESC) [two-year term].
- Faculty Grievance Committee [four-year term].
- Faculty Hearing Committee (FHC) [four-year term].
- Faculty Honorary Degree Advisory Committee (FHDAC) [two-year term].
- Faculty Information and Technology Services Advisory Committee (FITSAC) [two-year term].
- Faculty Legacy Scholarship Committee (FLSC) [two-year term].
- Faculty Research Grants Committee [two-year term].

- Faculty Scholarship of Teaching and Learning (SOTL) Grants Committee [two-year term].
- Faculty Welfare Committee [two-year term].
- Graduate Council [two-year term].
- Part-time Faculty Committee [two-year term].
- Undergraduate Course and Curriculum Committee (UCCC) [two-year term].
- University College Faculty Committee (UCFC) [two-year term].
- University Honors Council [two-year term].

On an annual basis, the chair creates a slate and faculty vote for members and alternates to open CoAA Committees. Descriptions of these committees are available in the CoAA Bylaws.

These include:

- CoAA Faculty Council (2 representatives) [two-year term].
- CoAA Reassignment of Duties Committee [two-year term].
- CoAA Curriculum Committee [two-year term].
- CoAA College Review Committee [two-year term].

The following representatives are appointed by the chair or serve as part of their work as coordinator:

- CoAA Diversity Council
- Dance Library Representative. The Library Representative builds the library collection, soliciting ideas from faculty about what books and DVDs to purchase. The representative is appointed by the chair after a call for faculty interested in the position.
- Arts and Education Committee. The Dance Education Coordinator will work with representatives from Art, Theatre, and Music and colleagues in the College of Education to ensure proper articulation of the arts education programs and to develop new initiatives.
- Prospect for Success; Assessment; CxC; Integrative Learning Portfolios; Honors Coordinator(s), serve as the department liaison to relevant committees in the college and university and as an advocate for these programs within the department.

DEPARTMENT OF DANCE COMMITTEES

Curriculum Committee

Composition: Curriculum Committee (CC) consists of a minimum of three members of the faculty. The department chair appoints its chair. The Director of Undergraduate Study and department chair are ex officio members of the committee. The coordinators of Prospect for Success; Assessment; CxC; ePortfolio; and Honors programs should be represented on the committee or advisory to it.

Responsibilities: The CC keeps track of college and university deadlines for submitting curriculum changes and notifies faculty of these deadlines in a timely manner. In conjunction

with the faculty, they devise and propose major curriculum changes for faculty vote and submit approved proposals through the online curriculum system. CC members assist faculty in entering individual course changes and work to approve those changes.

Procedures: CC meets on a regular basis, at least twice a month. Its planning and decisions are reported to the full faculty for review and advisory to the chair.

Dance Department Review Committee

(from University of North Carolina at Charlotte, Department of Dance, Procedures, Guidelines and Criteria for Reappointment, Promotion, Conferral of Permanent Tenure, Tenured Faculty Performance Review, and Annual Review, Approved December 11, 2014)

Composition: The Department Review Committee (DRC) is composed of three tenured faculty elected from a slate of at least four candidates. Election takes place in the spring semester, usually at the last faculty meeting of each academic year, via secret ballot. Only tenured and tenure track faculty are eligible to vote for three candidates from the selected slate. The three with the highest number of votes will comprise the Department Review Committee, which will elect the committee chair. In the event that the department has a lack of eligible faculty to conduct elections: 1) the department chair may appoint the Department Review Committee members and, when required, 2) the Dean of the CoAA will, in consultation with the department chair, appoint a DRC committee member from another unit within the college. Dance faculty will typically not be asked to serve more than two consecutive terms. However, in the case outlined above, it may be necessary to ask faculty to serve more than two consecutive terms. Non-dance faculty may serve only one term. Faculty members being considered for promotion are ineligible to serve on the DRC. Non-department faculty members on DRC will not participate in the annual review.

The Tenured Faculty Performance Review Policy states “The department review committee or a special committee elected by the tenured members of the department, shall conduct the review of the faculty member’s performance. The committee shall be elected according to the department, college and university procedures” (see tenure policies and procedures at www.provost.uncc.edu). Faculty under review must be excused from the DRC, and not be appointed to any TFPR special committee.

Responsibilities: The DRC shall make written recommendations on cases for reappointment, promotion, conferral of permanent tenure, tenured faculty performance review, and annual chair review. The DRC shall also advise the department chair on the reappointment of lecturers and senior lecturers and annual review for all full time faculty. In addition, DRC may draft documents or make recommendations pertaining to personnel issues as charged by the dean and/or department chair. DRC may also be charged with vetting a new chair candidate for tenure and rank.

Procedures: Deliberations by the DRC concerning reappointment, promotion, conferral of permanent tenure, tenured faculty performance review, and annual review for a particular faculty member and/or chair shall be held in closed session. Documents submitted or created in

connection with these processes and the information contained therein shall be treated as confidential personnel information. Confidential records and information shall not be disclosed to or discussed with any person except those persons: 1) participating in the review as provided in these policies; 2) required or permitted to be consulted in accord with the requirements of department, college, or university policies; or 3) permitted access to such documents by law. After DRC elections in the spring, the committee meets as soon as possible to select its chair and make preparations for upcoming reviews. The committee meets near the beginning of each fall semester to establish its timetable for the upcoming year; in accordance with CoAA and departmental calendars, thereafter, the committee meets as often as necessary to conduct its business. The University Code, the UNCC Reappointment, Promotion, and Tenure policies, the CoAA RPT policies, and the policy documents adopted by the Department of Dance spell out the roles and practices of this reviewing body. All matters affecting personnel review are subject to due process requirements as explained in the Code and the local campus policy documents. Due process at UNCC follows AAUP guidelines for mandatory review and notification.

Scholarship, Recruitment, and Retention Committee

Composition: Scholarship, Recruitment, and Retention Committee (SRCC) consists of a minimum of three members of the faculty. The department chair appoints its chair. The DUS is an ex officio member of the committee.

Responsibilities: SRCC members plan and present department scholarship and placement or entry auditions and work with faculty and the office manager to disseminate those decisions. SRCC members oversee scholarship students and their participation in dance events: ushering for concerts, working for EXPLORE and auditions, and the like. They may also initiate plans for alumni outreach and for events that might draw new students and develop convocation programs.

Procedures: SRCC meets on a regular basis, at least twice a month. Its planning and decisions are reported to the full faculty for review and advisory to the chair.

Ad hoc Committees

Ad hoc Committees are created to solve particular problems or fill administrative needs within the department. The chair may create them and faculty members may recommend them. Examples include self-study committees created for accreditation purposes, search committees, and Concert, Events, and Teaching Committee, which serves as the chair's advisory body on matters pertaining to productions, department sponsored events, and teaching. Faculty may also be asked to sit on ad hoc CoAA and university committees. The processes for search committees are carefully prescribed by the university and available on the Office of Legal Affairs website. See "Search Committee Fundamentals for Faculty Members" at www.legal.uncc.edu.

ARTICLE V. DEPARTMENT MEETINGS

The Department of Dance meets on a regular basis during the academic year. The chair calls meetings no less than one week in advance and circulates and posts an agenda at least three days in advance. The department may also hold half or full day faculty retreats, often at the start of the academic year, and a culminating meeting at the end of the academic year. A calendar of meetings should be circulated at the opening of each academic year along with plans for conducting major business. Meetings are traditionally on Thursdays from 12:40-1:50 pm.

At the request of one-third of the full-time faculty, the chair must call a meeting of the department.

ARTICLE VI. VOTING PRIVILEGES

(October 2020 version)

All members of the tenure-line faculty shall have full voting privileges on changes to department policy. Lecturers with multiple year appointments shall have privileges except on matters related to reappointment, promotion, and/or tenure, and such other matters as the department's bylaws and/or college or university policies shall identify. Part-time faculty, staff and students are not eligible to vote. The chair does not vote during faculty meetings except to break a tie; the chair may vote during ballot votes.

ARTICLE VII. QUORUM

Full-time faculty members are expected to attend faculty meetings regularly and to arrange their elected service and academic travel schedules to not conflict with scheduled meetings. Therefore, a quorum shall consist of 51% of the full-time faculty, including tenure-line faculty, senior lecturers, and lecturers with multiple year appointments available for any given meeting (i.e. not on research leave, not attending a meeting for a college or university committee to which they have been appointed). Before an official vote in a faculty meeting, any faculty member in attendance may question the presence of a quorum. If the department chair, 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 full-time 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 to be voted on by full-time, tenure-line faculty and senior lecturers. It is approved if it receives a majority of the votes cast.