

PARTMENT OF DANCE

As amended, November 7, 2007

PREAMBLE

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

ARTICLE I. MEMBERSHIP AND OBJECTIVES

The Department shall consist of the Dean of the College, *ex off.*, the full-time Faculty, the non-faculty production staff, the office staff, and those duly registered students who are academically advised by members of the Faculty. The Department serves the instructional needs of students, supports the creative, scholarly, and teaching life of the faculty, sponsors the art of dance in and for the University, and promotes artistic as well as intellectual community both within and beyond its membership.

ARTICLE II. STRUCTURE AND ADMINISTRATION

Dance is an academic Department of the College of Arts and Architecture, comprised of undergraduate and graduate academic programs related to dance performance and the study of dance. 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.

ARTICLE III. DUTIES OF THE CHAIR

The duties of the Chair are as follows, not listed in priority order.

Sets Departmental priorities in consultation with the faculty and provides leadership in strategic planning.

Assumes final responsibility for the dance production season and negotiates use of performance spaces with the Dean.

Administers Departmental and College policies.

Develops fall, spring, and summer class schedules.

Oversees student advising.

Meets regularly, and no less than twice a month, with the Advisory Committee.

Assumes final responsibility for Departmental and production budgets.

Assumes final responsibility for all planning documents, self-studies, and annual reports.

Takes an active role in, and assumes final responsibility for, hiring all faculty, as well as SPA production and administrative staff.

Reviews all full-time faculty annually and makes recommendations on reappointment, tenure, and promotion, pursuant to recommendations from the Review Committee.

Recommends faculty merit salary increments after consultation with the Workload, Salary, and Recruitment Committee.

Provides guidance for faculty in the development of their careers

Assumes ultimate responsibility for assigning faculty work loads and individual course schedules.

Oversees election of, or appointment to, standing committees as well as ad hoc committees.

Oversees operation of the Departmental office; supervises and evaluates administrative staff; recruits new office personnel.

Represents the Department to the Dean and the Vice Chancellor for Academic Affairs.

Serves as liaison to Development Office.

Serves as liaison to the arts community beyond the University

ARTICLE IV. DEPARTMENTAL COMMITTEES

Procedures for Election

Each spring semester, not later than April 1, the Chair shall seek nominations for positions on the Department's three elected committees, including the Advisory Committee, the Review Committee, and the Workload, Salary, and Recruitment Committee, for the upcoming academic year. Not later than April 15, the faculty shall vote by ballot for their representatives on these committees. If only one candidate stands for election to a position, the candidate is elected "by acclamation." In case of a tie between candidates, a run-off ballot shall be conducted. Results should be announced no later than May 1. If an elected member becomes unable to serve, the position shall be filled according to the procedure above.

Advisory Committee

The Advisory Committee consists of a minimum of three members of the faculty, including the Department Chair, *ex off.*, who serves as chair. At their discretion, the faculty may elect to constitute a committee of the whole.

The Committee serves as the Chair's advisory body on matters pertaining to the academic program, academic planning, student advisement, student recruitment and retention, student assessment, student scholarships, faculty mentoring, faculty peer evaluation, and all other matters of policy that the Chair shall bring before it.

The Committee assists the Chair in the development and supervision of the Dance production season.

The Advisory Committee meets on a regular basis, at least twice a month.

Review Committee

The Committee consists of three tenured members and 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, the Chair of the Department shall request an external member from the Dean.

The Review Committee advises the Chair on personnel cases related to reappointment, promotion, and/or tenure as well as cases related to tenured faculty performance review. It also conducts the annual review of the Chair.

After Review Committee elections in the spring (see above), 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; thereafter, the committee meets as often as necessary to conduct its business.

The University Code, the UNCC Reappointment, Promotion, and Tenure policies, the College of Arts and Architecture 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 UNC-Charlotte follows AAUP guidelines for mandatory review and notification.

Workload, Salary Review, and Recruitment Committee

The Workload, Salary, and Recruitment Committee consists of at least four members, including the Chair, *ex off*. At their discretion, the faculty may elect to constitute a committee of the whole. If the Committee has a minimum membership, one member shall be untenured and one shall be a lecturer. The Chair of the Department serves as chair of the Committee.

The Committee maintains Department workload policy, evaluates workload issues, assists the Chair in yearly faculty assessment for salary increases, and undertakes searches for new positions.

During recruitment years, the Committee, excluding the lecturer appointee, who is not eligible to serve, shall expand its membership by one additional faculty member, appointed by the Chair.

ARTICLE V. DEPARTMENT MEETINGS

The Department of Dance meets on a regular basis during the academic year. Meetings are called no less than one week in advance by the Chair, who shall circulate an agenda at least three days before the meeting.

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 members of the tenure-line faculty shall have full voting privileges. Other full-time faculty shall have privileges except on matters related to recruitment, 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, production and 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 to be voted on by the full-time faculty. It is approved if it receives two-thirds of the votes cast.