

**Mason Gross School of the Arts  
Department of Dance - By Laws**

BY-LAWS OF THE DEPARTMENT OF DANCE  
MASON GROSS SCHOOL OF THE ARTS  
(Revised 1/22/03)

I. Preamble

These by-laws adopted by the faculty members of the Department of Dance are intended to govern the affairs of the department in accordance with the provisions listed in the articles below. These provisions shall not be suspended except by way of the amending process specified in Article VIII. The by-laws and any amendments to them shall be consistent with all applicable sections of University Policy Regulations. In the event of any conflict or inconsistency, the University Policy Regulations shall prevail.

II. Membership

- A. The Department of Dance Mason Gross School of the Arts (hereinafter referred to as the department) shall consist of all faculty lines assigned to dance.
- B. Voting members of the department will be faculty members holding the ranks of professor, associate professor, assistant professor, and instructor, that occupy 50% or more of a position on the current school budget.

III. Meetings

- A. Department meetings will be called by the chairperson:
  - 1. As deemed necessary
  - 2. Upon request of at least two faculty members
- B. A minimum of two department meetings will be held each semester.

IV. Chairperson

- A. The department will have one chairperson elected by the department and approved by the Dean of Mason Gross School of the Arts in accordance with the procedures in the school by-laws.
- B. Duties of the chairperson
  - 1. To have general administrative responsibility of the department.
  - 2. To work with department members in developing programs that further short- and long-term goals of the department.
  - 3. To evaluate instructional research and administrative processes of the department and make recommendations to the Dean of Mason Gross School of the Arts.
  - 4. To periodically evaluate members of the department and report the evaluations as required.

5. To consult with members of the department on appointments, reappointments, promotions and non-reappointments in accordance with the University Policy Regulations.
  6. To see that adequate supervision, advice and training are afforded new members of the department and other members who might profit thereby.
  7. To promote the effectiveness of the department, school and university in accordance with University Policy Regulation 2.52.
- C. Selection of Chairperson – The selection of the chairperson shall be in accordance with University Policy Regulation 2.51:

”Whenever any department shall include three or more members of the rank of associate professor or professor, the members above the rank of instructor who are in their second or subsequent semester of service in the department shall by ballot nominate to the dean one of the professors or associate professors for reappointment as department chairperson when a vacancy shall occur through expiration of term or otherwise.”

- D. Term of office for chairperson – the term of a chairperson shall normally be three years. The Dean of Mason Gross School of the Arts may be petitioned by members of the department to consider recall of a chairperson according to the recall procedure in Roberts Rules of Order.

V. Curriculum

- A. The faculty of the department will be responsible to the Mason Gross School of the Arts on curriculum matters.
- B. The dance curricula will include courses available to students of all colleges of the university.

VI. Budget

A budget request will be prepared by the chairperson of the department for approval by the Dean of Mason Gross School of the Arts.

VII. Standing Committee

- A. Appointments & Promotions Committee

This committee will be composed of all tenured members of the department and will initiate appointments and promotions to be processed through the Mason Gross School of the Arts and university channels in accordance with University Policy Regulations. If there are less than six tenured dance faculty, the sufficient number of tenured faculty from other school departments will be added to reach the six-member minimal committee membership required by University Policy Regulations.

**B. Curriculum Committee**

**This committee will periodically review, evaluate, and recommend changes in department curricula. Committee appointed by department chair.**

**C. Admissions Committee**

**This committee is responsible for the audition and evaluation of potential students and for revising these processes when necessary. Committee appointed by department chair.**

**D. Special Committee**

**The department chair may establish ad hoc committees at any time for furthering the work of the department.**

**VIII. Revision of by-laws**

**A. These by-laws may be revised within the limitations of the University Policy Regulations by a majority vote of the department.**

**B. Any member or members of the department may initiate such revision by submitting a proposal, in writing, to the chairperson.**

**C. The proposal for revision must be distributed to department members at least 10 days prior to the department meeting at which time action will be taken.**