

MASON GROSS SCHOOL OF THE ARTS
FACULTY BY-LAWS

Revised 1988

BY-LAWS OF THE FACULTY OF THE
MASON GROSS SCHOOL OF THE ARTS

I. PREAMBLE

These By-Laws, prepared and adopted by the Faculty of the Mason Gross School of the Arts, are intended to govern the affairs of the College in accordance with the provisions set out in the several articles that follow. The By-Laws, and any amendments thereto, shall be consistent with all applicable sections of University Regulations. In the event of any conflict or inconsistency, the University Regulations shall prevail. The Mason Gross School of the Arts shall consist of the Units listed in Article VI.

II. MEMBERSHIP IN THE FACULTY

The Faculty of the Mason Gross School shall consist of voting members and ex officio members.

A. The voting members of the Faculty shall consist of the following:

1. The President, the Executive Vice President, the New Brunswick Provost, and the Dean of the School;
2. Professors, associate professors, assistant professors, and instructors who occupy fifty percent or more of a position in the current budget of the School;
3. Officers of the University and faculty members from other colleges or schools who are designated by the Faculty by majority vote.

B. The ex officio members of the Faculty shall consist of the following:

1. The Associate and Assistant Deans and the Business Manager of the School;
2. Visiting faculty members who hold appointments in the School;
3. Faculty members who occupy less than fifty percent of a position in the current budget of the School;
4. Faculty members on leave;
5. Officers of the University and faculty members from other colleges or schools who are designated by the Faculty by majority vote.

C. Duties and Powers of the Faculty. Under the President the Faculty shall have jurisdiction over academic matters of student life which relate to the educational process subject to review by the University Senate, as described in University Regulation 4.31:

- a. Determining such additional requirements for admission as are deemed necessary for entrance into its several curricula.
- b. Setting up the requisite curricula for its academic work and providing for the schedule of

courses.

- c. Encouraging the research work of the Faculty members and of advanced students.
- d. Adopting additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course, and other appropriate matters.
- e. Fixing specific requirements for degrees.
- f. Recommending for degrees in course, through the President to the Board of Governors, those candidates who have fulfilled the requirements for the appropriate degrees as follows: University Regulations 15. Mason Gross School of the Arts: Bachelor of Fine Arts, Bachelor of Music, Master of Fine Arts, Master of Music, Master of Theater Arts, Artist Diploma in Music, and Doctor of Musical Arts.

III. OFFICERS OF THE SCHOOL

- A. Dean. As provided in University Regulations 2.81: "The Dean...of each College...shall be responsible for its effective academic and educational administration and shall promote its efficiency by every approved means." The responsibilities of the Dean include the appointment of Chairpersons of Departments and appointed members of committees, the recommendations of the budget, except as limited by these By-Laws.
- B. Associate and Assistant Deans. The appointment of Associate Deans of the School and Assistant Deans may be recommended to the President by the Dean, with such responsibilities as assigned by the Dean.
- C. Secretary of the Faculty. The Secretary of the Faculty shall be a faculty member elected by the Faculty for term of two years. The Secretary shall keep a record of all actions taken by the Faculty; notify the Faculty of the time and place of all regular meetings at the beginning of each term; send to each member of the Faculty not later than two weeks following any meeting a copy of the minutes of that meeting; distribute the agenda and supporting materials for each regular Faculty meeting to the Faculty at least one week prior to the meeting; maintain and hold available for reference an up-to-date compilation of the By-Laws; and serve as a member of the committee on Rules of Procedure. In cases where the By-Laws do not provide specific guidance, the Secretary, in consultation with the Committee on Rules of Procedure, shall have the authority to decide who may vote in School elections, and in the election of department chairs.

IV. MEETING OF THE FACULTY

A. Meetings

- 1. Regular Meetings. A regular meeting of the Faculty shall be held at least once a semester, at the call of the Dean.
- 2. Special Meetings. Special meetings of the Faculty may be held at the call of the President or of the Dean, or upon written request to the Dean of at least ten voting members of the Faculty for the current academic year. Unless the Dean proclaims the existence of an emergency, such special meetings shall not be convened until a period of at least seventy-two hours has elapsed from the time that the call was issued. Resolutions and supporting data for consideration shall be transmitted to the Faculty as expeditiously as possible in advance of the meeting date. The agenda of the meeting shall be limited to such resolutions.

3. Quorum. A quorum shall consist of one-third of the voting members of the Faculty for the current academic year.

B. Conduct of Meeting

1. Presiding Officer. The Dean shall normally preside at regular or special meetings of the Faculty unless the President, Executive Vice President, or Provost is present and presides.
2. Order of Business. The Executive Council shall determine an agenda for all meetings. The order of business shall ordinarily be: approval of minutes; report of the Dean; reports of standing committees; reports of special committees; old business; new business.
3. Rules of Order
 - a. The Dean shall appoint a Parliamentarian to advise on procedure and shall consult him or her before ruling except on routine procedures.
 - b. Robert's Rules of Order, in the edition specified by the Parliamentarian, shall govern.
 - c. Normally new motions or resolutions that will commit the Faculty to any policy position shall be referred for consideration to a standing or special committee. Other resolutions, reports and motions of a policy nature must be received by the Secretary of the Faculty at least two weeks before the meeting at which action is contemplated, unless such items are coming from a committee empowered to report to the Faculty. Such committees must submit these items to the Secretary in time for them to be placed on the agenda.
 - d. Motions or resolutions which have not been circulated in written form at least seven days prior to the meeting may be put on the floor and debated, by vote of two-thirds of the voting members present, and will require a two-thirds vote for adoption.
 - e. A mail ballot, to be submitted to all voting members of the Faculty, shall be ordered on any question, before the final vote shall have taken, at the request of one-third of the voting members present. A motion requesting a mail ballot shall take precedence over a call for the question. The motion to reconsider shall not be applicable to votes taken by mail ballot.
4. Open and Closed Meetings
 - a. The presiding Office shall be responsible for the decorum of the meeting.
 - b. Meetings of the Faculty shall normally be open to up to ten observers with Mason Gross of the Arts students having first priority.
 - c. The Faculty may at any time by majority vote move to close a meeting to all except members of the Faculty.

C. Student Representatives

One graduate and one undergraduate student from each discipline shall be elected by means established through the By-Laws of each discipline. In addition, the President of MGSASGA and Student Senator to the University Senate shall also serve as Student Representatives to the faculty. Student representatives shall have discussion privileges and one-half vote each at Regular and Special Faculty Meetings on all matters permitted by University Regulations.

V. COMMITTEES OF THE FACULTY

A. Structure

1. Standing Committee. There shall be standing committees of the Faculty as specified in Section B. below.
2. Special Committees. To further the work of the School, the Faculty or the Dean may at any time establish committees ad hoc. After a special committee has been appointed for two consecutive years, it shall either be established by the Faculty as a standing committee or be disbanded.
3. Membership
 - a. The appointed Faculty members of all committees shall be voting members of the Faculty and shall be appointed or reappointed annually by the Dean except as specified otherwise by these By-Laws.
 - b. Candidates for elected membership shall be voting members of the Faculty. Such candidates shall be nominated by the Committee on Nominations or by written petition of ten voting members of the Faculty. The Secretary of the Faculty will conduct the elections. The terms of service shall be one year unless specified otherwise by these By-Laws.
 - c. All student committee members shall belong to one of the Departments or Programs of the Mason Gross School of the Arts. Student committee members shall have voting rights as indicated under V., B. Standing Committees of the School.
 - d. At least fifty percent of the membership of each committee shall consist of voting members of the Faculty.
4. Ex-Officio Membership
 - a. All members of committees serving ex-officio shall be non-voting members.
 - b. The Dean shall be an ex-officio member of all committees with the exception of the Committee on Nominations, the Committee on Review, and the Advisory Committee on Appointments and Promotions. The Dean may designate an Associate Dean or Assistant Dean to serve in his or her stead.
5. Officers. Each standing committee shall elect, from among its voting membership, a Chairperson and a Secretary who shall keep minutes of the committee's action.
6. Quorum. A quorum shall consist of a majority of the members eligible to vote on a committee.
7. Records. The records of each committee shall be filed in the Office of the Dean at the end of each academic year and shall be retained for not less than three years. Records of the Committee on Appointments and Promotions, the Committee on Nominations, and the Committee of Review shall be confidential and shall be retained only for the use of the Dean and the respective committee, and none shall remain in the hands of committee members. Records of all other committees shall be available to members of the Faculty.
8. Reporting. The Executive Council and the Committee on Appointments and Promotions are advisory

to the Dean and may, at their discretion report to the Faculty. All other committees shall report at least annually to the Faculty through the Executive Council and to the Dean.

B. Standing Committees of the School

1. Executive Council

Membership: Chairs of Departments; Directors of Graduate Programs; the Dean; the Associate and Assistant Deans, ex-officio.

Responsibilities:

a. To advise the Dean and to serve as the executive committee of the Faculty during recess or during such times as the Faculty cannot meet. All actions taken by the Council while acting as an executive committee of the Faculty shall be reported to the Faculty.

b. To serve as the Planning and Budget Committee of the School with the duties described in University Regulations 4.24A:

There shall be a Planning Committee in each Faculty, which shall consist of no fewer than five members with an option for student members if that Faculty so chooses. The continuing duties of this Committee will be to advise the Dean (1) on program priorities in the area of Faculty line assignments, teaching, research, and service in relation to resources to be allocated to the college or school and (2) on long range planning (three to five years) in the areas listed in (1) above. Each Faculty will promulgate specific criteria and procedures by which the character and number of members of the Planning Committee will be determined to best service the educational unit. Nothing in this resolution shall abrogate the rights and responsibilities of the Faculties as stated in the University statutes under statements on academic freedom.

c. To prepare and distribute an agenda for each faculty meeting.

2. Admissions and Recruitment

Membership: One elected Faculty member from each department offering an undergraduate degree program.

Term of Office: Two years, overlapping terms.

Responsibilities:

a. To scrutinize the requirements, standards, and policies of admissions to the various curricula.

b. To review and to recommend changes in student recruitment policies and practices.

c. To act for the Faculty in approving all admissions.

3. Appointments and Promotions

Membership: A pool of 3 elected and 3 appointed Faculty members. The elected members shall consist of 2 professors and 1 associate professor, all of whom shall be on indefinite tenure; the

appointed members shall consist of 2 professors and 1 associate professor, all of whom shall be on indefinite tenure. At least one member shall be from the Departments of Dance, Music, Theater Arts, and Visual Arts. From this pool of 6 members, two overlapping committees shall be formed: the first considering promotions involving the granting of tenure; the second considering reappointments. No member shall simultaneously serve as department chairperson or as a member of the Committee of Review.

Conflict of Interest: When a matter arises concerning a person in a committee member's department, that member shall neither participate nor vote.

Term of Office: Two years, overlapping terms.

Responsibilities: The duties and powers of this Committee are as defined in University Regulation 4.24:

There shall also be an Advisory Committee on Appointments and Promotions in each Faculty, subject to the same provisions as to membership and powers as the Committee of Review, as set forth in paragraph 4.23. The duties of this Committee shall be to advise the Dean of the College or School as to appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the Committee shall also be forwarded to the Provost. The Committee may also on its own initiative make suggestions as to personnel matters to administrative officers. A Faculty may by vote designate the Committee of Review to serve also as Advisory Committee on Appointments and Promotions.

4. Committee for Inter- and Intra-Media Studies

Membership: 5 elected faculty members representing each of the disciplines in the School; the Dean.

Term of Office: Three years, overlapping terms.

Responsibilities:

- a. Consultation and interchange with faculty and students from MGSAs and from other areas of the University.
- b. To encourage experimentation and innovation; to receive and to initiate new educational programs, including those for individual students, for which there is currently no departmental framework; to bring individual programs to the Faculty for review.
- c. To administer new programs and to recommend the granting of degrees to the students therein, until the programs are transferred to the regular curriculum; to advise the Faculty about the desirability of so transferring the programs it administers.
- d. To prepare a budget for the carrying out of its duties; to seek funds from outside sources and/or through the same channels as the departments of the Mason Gross School of the Arts.

5. Curriculum Committee

Membership: One appointed Faculty member from each Department of the School; two student representatives selected by the MGSASGA.

Responsibilities: To review and to make appropriate recommendations to the Faculty concerning course and curricular proposals.

6. Elections and Nominations

Membership: One elected Faculty member from each Department of the School.

Term of Office: Two years, with two members being elected each year.

Responsibilities:

- a. To nominate candidates for each elective office. So far as possible slates of candidates should reflect the diversity of opinion within the School.
- b. To prepare ballots for election to the University Senate, to the Secretary of the Faculty and to all committee positions.
- c. To certify the results of all elections to the Faculty and to the Dean.
- d. To advise the Dean on appointing Faculty members to Committees.

7. Affirmative Action and Personnel Procedures

Membership: Four elected Faculty members; three appointed staff members.

Term of Office: Two years, overlapping terms.

Responsibilities:

- a. To advise the Dean on the preparation and periodic revision of the School's Affirmative Action Plan for Employees.
- b. To establish and to review on a continuing basis guidelines for personnel relations.
- c. To review and to recommend improvements in the mechanisms provided by the School and the University to assure the maintenance of "due process" in relation to the redress of faculty and staff grievances.

8. Review

Membership: 2 elected and 2 appointed faculty members, all of whom shall be on indefinite tenure. At least 1 member shall be an associate professor. No more than 1 member shall be from any single department or program of the School. No member shall simultaneously serve as department chairperson or as a member of the Committee on Appointments or Promotions.

Term of Office: Two years, overlapping terms.

Responsibilities: The duties and powers of this committee are as defined in University Regulation 4.23:

There shall also be a Committee of Review in each faculty, not to exceed four members, except that in Cook College

the number of members shall not exceed six. Membership on this committee shall be open only to persons on indefinite tenure. The faculty shall annually elect one or more members as may be determined by the Faculty, and the Dean of the College or School shall appoint an equal number. This Committee shall have advisory powers only. It may report to the Dean of the College or School, or the Provost, or the President, or the Governors, and may in its discretion make reports also for the information of the Faculty. The duties of the committee shall be to counsel and advise any member of the Faculty who seeks such advice with respect to any problem affecting his or her status as a member of the University. The committee may also on its own initiative make suggestions as to personal matters to the administrative officers.

9. Rules of Procedure

Membership: One elected Faculty member from each Department of the School; the Secretary of the Faculty.

Term of Office: Two years, overlapping terms.

Responsibilities:

- a. To review and to recommend changes in the By-Laws.
- b. To supervise the preparation of a current edition of the By-Laws for periodic distribution to the Faculty.
- c. To interpret the By-Laws in cases where they may be found ambiguous.

10. Scholastic Standing and Honors

Membership: One elected Faculty member from each Department of the School.

Responsibilities:

- a. To review individual cases, applying the rules and regulations of the Faculty concerning scholastic standing.
- b. To review and to recommend changes in the rules and procedures concerning academic regulations, including the awarding of honors.

VI. DEPARTMENTS, DIVISIONS, PROGRAMS

A. The departments, divisions, and programs of the School shall be:

1. Academic:

- a. Department of Dance
- b. Department of Music
- c. Department of Theater Arts

- d. Department of Visual Arts
- 2. Non-Academic:
 - a. Hispanic Arts Program
 - b. University Arts Services
- B. Any additions to or deletions from the above shall be made in accordance with Article VII.
- C. For the purposes of these By-Laws, a "member" of a Department is construed as a member of the Faculty in that unit with the rank of instructor or above.
- D. Department By-Laws. Each Department shall prepare a set of Departmental By-Laws, written in accordance with University Regulations and the By-Laws of the School. A copy of these Department By-Laws, and subsequent amendments, shall be placed in the Office of the Dean. These By-Laws shall encompass at least the following matters:
 1. There shall be definitions of membership and voting membership in the Department, parallel to that of the School, but with recognition of special needs of the Department.
 2. There shall be at least one regular meeting per semester at which reports are heard and policy decisions are made or confirmed.
 3. There shall be lists of officers and committees, and a statement of the method of appointment, and a description of their principal rights and duties.
 4. There shall be an established procedure for all tenure members of appropriate rank to meet and to vote upon appointments, promotions, and non-reappointments.
 5. There shall be provision for secret balloting on the call of any members.
- E. Chairs. The rights and duties of the Chair are described in University Regulation 2.52.

Under the Dean of the College or School of which the Department is a part, it shall be the duty of a Department Chair to have general administrative responsibility for the program of the Department; to plan with the members of the Department a progressive program for the Department; to evaluate continuously the instructional, research, and administrative processes of the Department, and make appropriate recommendations to the Dean; to evaluate periodically members of the Department, and report the evaluations as required; on consultation with the members of the Department on indefinite tenure to recommend appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University Policies and Regulations; to see that adequate supervision, advice, and training are afforded new members of the Department and other members who might profit thereby; and generally to promote the effectiveness of the Department, College, and University by every appropriate means.
- F. Selection of Chairs. The selection for the Chair shall be in accordance with University Regulations 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 and instructors with at least one full year of service in the Department shall by ballot nominate to the Dean one of the Professors or Associate Professors for appointment as Department Chair when a vacancy shall occur through expiration of term or otherwise.

6. Term of Office of Chair. The term of a Chair shall normally be for three years. The Dean may be petitioned by members of a Department to consider recall of a Chair according to the recall procedure in Robert's Rules of Order.

VII. AMENDMENTS

These By-Laws may be amended by a two-thirds majority at any regular meeting of the Faculty provided the written text of the amendment has been sent by the Secretary at least two weeks before such a meeting. Amendments may be initiated by the Rules of Procedure Committee or by any voting member of the Faculty of the School who submits a proposed amendment in writing to the Committee. The Committee shall have up to one month to study such proposal and shall report at the next regular Faculty meeting occurring after this period.