

Mason Gross School of the Arts  
Graduate Visual Arts  
By Laws

THE STATE UNIVERSITY OF NEW JERSEY  
**RUTGERS**

Mason Gross School of the Arts - Visual Arts Department  
New Brunswick - New Jersey 08903-201/932-9078

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MASON GROSS SCHOOL OF THE ARTS

GRADUATE VISUAL ARTS DEPARTMENT BY-LAWS

PREAMBLE

These By-Laws, prepared and adopted by the Graduate Faculty of the Visual Arts Department of the Mason Gross School of the Arts, are intended to govern the affairs of the Graduate Department in accordance with the provisions set forth in the several articles that follow and with University Regulations. In the event of any conflict or inconsistency between these By-Laws and University or Mason Gross School of the Arts regulations, the University and the Mason Gross School of the School of the Arts regulations shall prevail. Under these By-Laws, and as provided by University Regulations, the Graduate Faculty of Visual Arts, shall exercise authority over all members of its faculty, and it shall design and control its courses, curricula and programs for majors, and for graduate work in the disciplines.

ARTICLE I. ORGANIZATION

The Graduate Department of Visual Arts is responsible for graduate education in Visual Arts in New Brunswick; and acknowledges its responsibility to provide a full and diverse curriculum, including appropriate options within the major. The Department shall consist of the Graduate Faculty headed by a Graduate Director. The Graduate Director also chairs meetings of the Graduate Faculty.

ARTICLE II. MEMBERSHIP

Section 1. Members of the Graduate Faculty in the Mason Gross School include: The University President; the Executive Vice-President; the New Brunswick Provost; the Dean of the Mason Gross School of the Arts; the Director of University Research and Sponsored Programs; the Dean of University Libraries, and the Deans of other schools and colleges (ex-officio, non-voting).

Section 2. All other members shall be faculty in the Mason Gross School of the Arts. They shall be elected to either Full or to Associate membership in the Graduate Department.

Section 3. There shall be two categories of membership in the Graduate Faculty of Visual Arts: Full Member and Associate Member.

Section 4. Associate members are faculty who are not permanently attached to the University. Associate members may direct research and thesis advising.

Section 5. All line appointments in the Mason Gross School of the Arts are eligible for membership in the Graduate Department. Visiting Artists, Artists-in-Residence, and/or lecturers, as well as coadjutant appointments, may be invited to offer a course and/or to serve as thesis advisors in the graduate division. Invitations, as such, do not confer graduate membership and must be approved by the Graduate Faculty as a whole.

Section 6. Nomination to the Graduate Faculty shall be by a simple majority of the current eligible Graduate Faculty. Ultimate approval and appointment of the nominee shall be by the action of the Dean of the Mason Gross School of the Arts in consultation with the School's Executive Council. Nominations may be initiated by: The Graduate Director; the Executive Committee of the Graduate Department; or by the Graduate Faculty via an annual meeting where new membership is the first order of business.

Section 7. All faculty in the Mason Gross School of the Arts may be invited to submit a graduate course proposal. Implementation will ensure only upon approval of the Graduate Faculty as a whole.

Section 8. Resolutions designated as matters of policy by the Graduate Director or by any committee(s) giving them preliminary deliberation shall be adopted by a 2/3 vote of the voting members present.

Section 9. Routine resolutions shall ordinarily be adopted by a simple majority of the voting members present.

ARTICLE IV. OFFICERS

Section 1. The Graduate Director shall preside at all meetings and shall perform those functions stipulated in University Regulations and in the Mason Gross Visual Arts Department By-Laws under Article I, Organization, Section 1, which states that the Visual Arts Chairperson, while retaining general administrative responsibility for the academic programs in the Department shall delegate the direction of the Graduate Division to an officer chosen by for that purpose by means set forth in the Graduate Visual Arts Department By-Laws.

Section 2. The slate of nominees for Graduate Director shall contain all names proposed by the Graduate Faculty.

Section 3. There shall be a secret written ballot submitted to all voting members.

Section 4. The Graduate Director shall be nominated by a simple majority of the valid ballots cast and recommended to the Dean of the Mason Gross School of the Arts.

Section 5. The Graduate Director shall be a tenured, Full member of the Graduate Faculty and hold the rank of Associate Professor or above; and the position of Graduate Director shall not in any way affect that tenured faculty status.

Section 6. The Graduate Director shall serve a term of three years, (January-December) and may be nominated for an additional two year term, for a maximum of five years. Any leaves-of-absence, for any reason, shall be included in their terms.

Section 7. The Graduate Director shall not hold, concurrently, the office of Undergraduate Director, or Visual Arts Chairpersonship. He/she shall have the same voting privileges as any voting member.

Section 8. The Graduate Director shall be subject to recall as described in Robert's Rules of Order, and with concurrence of the Dean.

Section 9. Each nominee for Graduate Director shall be a Full member of the Graduate Faculty for a minimum of one year before nomination.

Section 10. Policies other than routine, proposed by the Director or by individual faculty members of the committees, shall become operative after a full review of the voting members, and a majority vote. At the written request of 1/3 of the voting members to the Director, any item voted on at a meeting can be submitted to a majority vote, secret written ballot, at a subsequent meeting of the entire Graduate Faculty. The voting members as a whole, can rescind any decision of the Director, of the Executive Committee by a 2/3 majority, secret written ballot.

Section 11. In case of illness or absence of the Director, the eligible voting faculty shall nominate, to the Dean, a person to serve in the capacity of Acting or Pro tem Director for a period not exceeding one year.

Section 12. The Director shall have the same voting privileges as any voting member.

Section 13. The Graduate Director shall have principal responsibility for the conduct and development of such official graduate courses as: Visiting Artists; Faculty Reviews (of first and second year graduate students). These courses shall constitute the Director's graduate instructional load. No further instruction will be required of the Graduate Director.

Section 14. The Graduate Director shall participate with the Review Faculty in making comprehensive studio visits to first year students for the purpose of evaluating the progress of their research and on-going creative work. These reviews will occur at the end of the first, and second semesters of the academic year. The Director will also conduct similar reviews with the Review Faculty in the second year through the courses, "Exhibition," (third semester) and "Thesis" (fourth semester). The coordination of these two courses will constitute the major part of the Director's instructional load, although the grade for "Thesis" will be submitted by the student's Thesis Committee.

Section 15. The Graduate Director will generate and distribute a Graduate Student Handbook, which will be distributed in the early Fall semester of each year spelling out the current requirements of graduation.

Section 16. The Graduate Director, in consultation with the Executive Committee and the Visual Arts Chairperson, will determine the Second Year Teaching Assistant assignments as soon as possible. The Graduate Director and the faculty constitute the sole agency whose function it is to select: Full and Associate members, Teaching Assistants, Coadjutants, Lecturers, and Visiting Artist as well as Artists-in-Residence.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Director and faculty members, elected at large from the voting members. The faculty committee, of Full members, shall represent each of the designated discipline areas: Two-Dimensional, Three-Dimensional, Critical Studies and Media.

Section 2. The Executive Committee members, shall serve a term of two years, staggered elections. The term of office may be extended for disciplines with a single faculty appointment.

Section 3. The Executive Committee shall deliberate all substantive issues and recommend action to the Dean, Director and Faculty.

Section 4. The Director will carry out the will and initiative of the Executive Committee and voting faculty. Any program or policies proposed by the Director shall become operational only after a majority vote of the Executive Committee and the voting faculty. The faculty can rescind any decision of the Director or the Executive Committee by a 2/3 majority secret written ballot.

Section 5. The Executive Committee shall meet as often as a majority of its membership, or the Director shall deem necessary; but at least once each semester.

Section 6. The Executive Committee while appreciate of the needs of other divisions of the Visual Arts Department will have a strong voice in defining the Graduate Department's line and below-the-line needs; and making these needs known to the Chair of the Department.

ARTICLE VI. COMMITTEES

Section 1. The nature and composition of Standing and Ad-Hoc Committees shall be determined by the Director in consultation and with the consent of the Department.

Section 2. All voting members of the Graduate Department shall be eligible for committee membership.

Section 3. Membership on all Standing Committees, shall be determined by balloting, according to Robert's Rules of Order.

Section 4. Membership on Ad-Hoc Committees may be by appointment by the Director.

Section 5. Standing Committees shall consist of, in accordance with University and Mason Gross School of the Arts Regulations, the following:

- Admissions Committee
- Recruitment Committee
- Budget and Priorities Committee
- Space Committee
- Curriculum Committee
- Personnel Committee
- Visiting Artists Committee
- Grants and Fellowships Committee
- Faculty Review Committee

ARTICLE VII. BALLOTING

Section 1. There shall be a provision for secret written balloting on the call of any voting member.

ARTICLE VIII. CURRICULUM

Section 1. Sixty credits are required for an M.F.A. degree. A normal semester load is 15 credits per semester.

Section 2. The Graduate Director is empowered to identify prior academic deficiencies in the graduate students. He/she is further empowered to require, in the name of the faculty, the satisfaction of such deficiencies by specific additional courses.

Section 3. First Year students are required to register for 081:521-522 Visiting Artists and 081:565-566 First Year Review I & II. Second Year students must take 081:704 Exhibition in the Fall and 081:703 Thesis in the Spring.

Section 4. Graduate students may not take more than one Research Projects or Studio Internship per semester. Graduate Faculty will normally accept no more than two students for Research Projects or Studio Internships per semester.

Section 5. There are 300- and 400- level courses available for graduate credit.

Section 6. Students have two semesters to clear an incomplete grade.

Section 7. Transfer of credits cannot be done until the student has completed one semester in the graduate program.

Section 8. Any student working fulltime (outside employment) and having difficulty fulfilling degree requirements within two years can apply for a non-matriculated third year to complete the requirements.

Section 9. At the end of their first semester, the first year class will present an exhibition (two works per student). The second year class will have an exhibition at the Zimmerli Museum in the Spring semester of their last year. Participation in these exhibits is expected unless a student is excused by the Graduate Director, for cause.

Section 10. A Review Faculty consisting of the Director and five at large faculty members on a rotating basis will assist the students at all levels with their creative process and also assist them in making the most effective presentation of their ideas to the reviews of their work which will occur at the end of each semester in various formats.

This same group will, during the first two semesters of a graduate student's work also meet to examine the work, to write written comments on the work--which will be made available to the students, and finally to submit a grade for the review course. In the final semester, a grade for the course, Thesis, will be determined by the student's self-selected Thesis Committee (Pass/fail).

These activities and responsibilities of the Faculty do not carry release time.

ARTICLE IX. BUDGET

Section 1. The Graduate Department, through the medium of its Director, its Executive Committee, and its Budget and Priorities Committee shall research means of funding for scholarships, grants, Visiting Artists, graduate student exhibition catalog, etc.

ARTICLE X. INFORMATION RELEASE

Section 1. Official information that is available to the Graduate Director, the Undergraduate Director, or the Visual Arts Chairperson is, ipso-facto, available to the faculty as a whole insofar as this conforms to University Regulations.

ARTICLE XI. AMENDMENTS

Section 1. These By-Laws, which have been approved by a majority of the voting members of the Graduate Department in Visual Arts, may be amended at any meeting of the Department, provided that written notice of the intent to amend, and the text of the proposed amendment has been sent to all members of the Department two weeks prior to the meeting.

Section 2. Amendments may be initiated by written petition to the Director, by five voting members of the Graduate Faculty.

Section 3. Amendments must be approved by two-thirds of the total faculty members.