

Mason Gross School of the Arts  
Department of Music - By Laws

**MASON GROSS SCHOOL OF THE ARTS**

**DEPARTMENT OF MUSIC**

**BYLAWS**

(ratified May 5, 1998)

**PREAMBLE.**

These bylaws, prepared and adopted by the faculty of the Music Department of Rutgers, The State University, are intended to govern the affairs of the Department in accordance with the provisions set forth in the several articles that follow and with University Regulations and those of the Mason Gross School of the Arts.

In the event of any conflict or inconsistency between these bylaws and University Regulations or those of the Mason Gross School of the Arts, those of the University and the Mason Gross School of the Arts shall prevail.

**ARTICLE I.**

**Membership**

**Section A.**

The Music Department shall consist of faculty concerned with instruction in music at the New Brunswick area campuses of Rutgers University.

**Section B.**

**Voting Eligibility**

1. Voting members of the Music Department shall include all full-time faculty members in the area of music who occupy fifty percent or more of their position within the Department, unless their voting privileges are exercised elsewhere.

2. Visiting Lecturers and Visiting Professors are not eligible to vote.

**Section C.**

The Department of Music shall be convened at least once during each academic semester. An agenda shall be circulated at least one week prior to the meeting.

**Section D.**

The Department shall be convened: a) by the Chair, on his or her own initiative; b) by the Executive Committee; or c) at the written request of any five full-time members of the Department.

**Section E.**

A majority of the voting members shall constitute a quorum.

**ARTICLE II. Structure and Governance**

- Section A. The Music Department shall be organized according to five principal disciplines of instruction: Music History, Music Composition/Theory, Music Education, Jazz Studies, and Performance. Each member of the faculty (part-time as well as full-time) shall be a member of one or more of these disciplines.
- Section B. The faculty of each of the five disciplines shall elect a full-time voting member of the Music Department faculty to serve as its convener. The conveners shall serve three-year renewable terms. It is expected that the convener will receive course relief during his or her term. The conveners will oversee all instructional activities in their respective disciplines and will represent those disciplines on the Executive Committee. Conveners will also report to their faculties on the actions of the Executive Committee.
- Section C. Instructional activities within each discipline shall be undertaken in accordance with policies and procedures recommended by the faculty of the discipline and approved by the Executive Committee or the Music Department Faculty as appropriate.
- Section D. Faculty will be represented on eight standing Committees: the Executive Committee, the Graduate Committee for School 08 Programs, the Graduate Committee for School 16 Programs, the Admissions and Scholarship Committee, the Curriculum Committee, the Library Committee, the Recruitment Committee, and the Student Advisory Committee. Their membership and duties are described in Article VI of these bylaws. Other committees may be appointed by the Chair on an *ad hoc* basis.

**ARTICLE III. The Chair**

- Section A. Appointment Procedure
1. The Chair shall be appointed by the Dean of the Mason Gross School of the Arts for a term of three years. Prior to this appointment, the Dean will solicit names of those eligible faculty members who wish not to be considered for the position of chair. Candidates for the Dean's appointment will be selected by the voting members of the Department on a ballot to be circulated by the Dean.
  2. Only faculty members with tenure in the Music Department are eligible to serve as Chair.

3. In the event that the Chair is unable to perform his or her duties for any reason, the Assistant Chair shall perform those duties until the Dean has appointed a replacement.

Section B.

Duties of the Chair

1. The Department Chair shall, in accordance with the provisions of these bylaws, review on a continuing basis the quality of instruction, research, and service, as well as curricular, budgetary, and personnel affairs as they are conducted throughout the Department. In addition, the Chair shall be responsible for faculty assignments and the supervision of teaching loads. With the advice of the Executive Committee, he or she shall make regular evaluations and recommendations to appropriate faculty colleagues and administrative officers. It is expected that the Chair will receive course relief during the term of appointment.
2. The Chair shall be a voting member and serve as convener of the Executive Committee of the Department. The Chair shall also act as convener of the Admissions and Scholarship Committee and the Student Advisory Committee.
3. The Chair shall represent the Department in all present fundraising endeavors and shall explore new avenues for further financial support.
4. The Chair may sit as an *ex officio* member on any of the standing committees of the Department.
5. The Chair may appoint members of other *ad hoc* committees, as necessary, from the appropriate faculties.
6. The Chair shall preside at meetings of the Department.

ARTICLE IV.

The Assistant Chair

Section A.

Appointment Procedure

1. The Assistant Chair shall be appointed by the Dean of the Mason Gross School of the Arts for a term concurrent with that of the Chair. Candidates for the position shall be nominated by the Chair.
2. Only faculty members with tenure in the Music Department are eligible to serve as Assistant Chair.

3. In the event that the Assistant Chair is unable to perform his or her duties for any reason, a temporary or permanent replacement shall be appointed by the Dean on the basis of nominations submitted by the Chair.

**Section B.**

**Duties of the Assistant Chair**

1. The Assistant Chair shall perform those administrative duties delegated by the Chair. It is expected that the Assistant Chair will receive course relief during the term of appointment.
2. The Assistant Chair shall, in consultation with the Department Administrator, coordinate the scheduling of all courses and faculty assignments for those courses.
3. The Assistant Chair shall supervise and coordinate the activities of all standing committees and will act as convener of the Library Committee and the Recruitment Committee.
4. The Assistant Chair shall consider all proposals for concerts, lectures, workshops, etc. from the faculty, the student body, and agencies outside the University, and make recommendations to the Chair.
5. In the event that the Chair is unable to perform his or her duties for any reason, the Assistant Chair shall perform those duties until the Dean has appointed a replacement.

**ARTICLE V.**

**The Director of Undergraduate Programs**

**Section A.**

**Appointment Procedure**

1. The Director of Undergraduate Programs shall be appointed by the Dean of the Mason Gross School of the Arts for a term concurrent with that of the Chair. Candidates for the position shall be nominated by the Chair.
2. Only faculty members with tenure in the Music Department are eligible to serve as Director of Undergraduate Programs.

**Section B.**

**Duties of the Director of Undergraduate Programs**

1. The Director of Undergraduate Programs shall take primary responsibility for the administration of all undergraduate programs (B.A. and B.M.) in music. It is expected that the Director of Undergraduate Programs will receive course relief during the term of appointment.

**ARTICLE VI. Committees**

**Section A. The Executive Committee**

**Membership:** the Chair, the Assistant Chair, the Director of Undergraduate Programs, the Directors of the two graduate committees, and the conveners of the five discipline faculties. A convener may designate an alternate as substitute if he or she is unable to participate at a particular time. At the invitation of the Chair, the Department Administrator may sit as a non-voting member of this committee.

**Duties:**

1. The committee shall conduct periodically a review of course offerings and major requirements in all degree programs in music.
2. The committee shall act as a personnel committee as described in Article VII, Section B.
3. The committee shall advise the Chair on budgetary matters and personnel affairs, including reallocation of faculty lines within the Department.
4. The committee shall be responsible for resolving any differences among the faculties on matters that affect the whole.
5. The committee shall act on behalf of the entire Music Department faculty when that body is not available for legislative action.

**Section B. The Graduate Committee for School 08 Programs**

**Membership:** Five full-time faculty members: two representatives elected by the Performance Faculty, one representative elected by the Jazz Studies Faculty, one representative elected by the Music Education Faculty, and one Director, appointed for a term of three years by the Dean of the Mason Gross School of the Arts from nominations submitted by the three faculties. The Director for School 16 Programs shall sit as an *ex officio* member of this committee. The Chair may serve *ex officio*. It is expected that the Director will receive course relief during the term of appointment.

**Duties:**

1. The committee is responsible for the supervision of the D.M.A., A.D., and M.M. programs on the New Brunswick campus.

2. The committee is responsible for instruction, curriculum revision, and students' academic and artistic progress.

**Meetings:** There shall be at least one meeting each academic semester. At least one closed meeting, to be held early in the Spring semester, shall be devoted to evaluation of students' progress and to make recommendations to the Chair for the allocation of teaching assistantships. Other closed meetings, to discuss particular students or faculty personnel issues, shall be held as necessary.

**Duties of the Director:**

1. The Director shall assume responsibility for advising graduate students and monitoring their progress toward completion of their degree programs.
2. The Director shall appoint examination committee members, as necessary.
3. The Director shall approve faculty advisors for lecture-recitals and is responsible for the constitution of master's and doctoral committees.
4. The Director shall arrange for the administration and evaluation of all examinations required in the various School 08 programs.
5. The Director may appoint members of other *ad hoc* committees, as necessary, from the appropriate faculty.

Section C.

The Graduate Committee for School 16 Programs

**Membership:** Five full-time faculty members: two representatives elected by the Music History Faculty, two representatives elected by the Music Composition/Theory Faculty, and one Director, appointed for a term of three years by the Dean of the Mason Gross School of the Arts, from nominations submitted by the two faculties. The Director for School 08 Programs shall sit as an *ex officio* member of this committee. The Chair may serve *ex officio*. The Director must be a member of the Faculty of the Graduate School-New Brunswick. It is expected that the Director will receive course relief during the term of appointment.

**Duties:**

1. The committee is responsible for the supervision of the Ph.D. and M.A. programs on the New Brunswick campus.

2. The committee is responsible for instruction, curriculum revision, and evaluation of students' academic progress.
3. The committee assumes the responsibility for nominating members to the Graduate Faculty-New Brunswick.

**Meetings:** There shall be at least one meeting each academic semester. At least one closed meeting, to be held early in the Spring semester, shall be devoted to evaluation of students' progress and to make recommendations to the Chair for the allocation of teaching assistantships. Other closed meetings, to discuss particular students or faculty personnel issues, shall be held as necessary. The representative to the Graduate Student Association (or a substitute designated by the Director) may attend open meetings of this Graduate Committee as a non-voting participant.

**Duties of the Director:**

1. The Director shall assume responsibility for advising graduate students and monitoring their progress toward completion of their degree programs.
2. The Director shall appoint examination committee members, as necessary.
3. The Director shall approve faculty advisors for master's essays and doctoral dissertations and shall be responsible for the constitution of master's and doctoral examination committees and doctoral dissertation committees.
4. In consultation with Ph.D. candidates and their advisors, the Director shall appoint dissertation committee members.
5. The Director shall arrange for the administration and evaluation of all examinations required in the various School 16 Programs.
6. The Director may appoint members of other *ad hoc* committees, as necessary, from the appropriate faculty.
7. As needed, the Director shall oversee the activities of the Graduate Student Committee. Each year, in consultation with the Chair of the Graduate Student Committee, the Director shall appoint a student representative to the Graduate Student Association (GSA).
8. The Director shall collaborate with the Dean of the Mason Gross School of the Arts in all official interactions between the M.A./ Ph.D. programs and the Graduate School in New Brunswick.

Section D. Admissions and Scholarship Committee

**Membership:** the Chair (who will act as convener), the Assistant Chair, the Director of Undergraduate Programs, the Director of School 08 Programs, and the Director of School 16 Programs.

**Duties:**

1. The committee shall review faculty reports of auditions and applications for all programs (graduate as well as undergraduate) and make recommendations to the University offices of Admissions. The committee shall consult with appropriate faculties on a regular basis.
2. The committee shall review all scholarship applications and make recommendations to the Chair.

Section E. Curriculum Committee

**Membership:** Five full-time faculty members: one elected by each of the five discipline faculties for a term of three years. The committee shall elect its own convener, who shall forward the recommendations of the committee to the faculty as a whole.

**Duties:**

1. The committee shall consider all proposals and recommendations concerning the undergraduate and graduate curricula leading to the various degrees in music offered by or through the Music Department.
2. The committee shall consider all proposals for new courses, the deletion of existing courses, or the revision of current courses.

Section F. Library Committee

**Membership:** the Assistant Chair (who will act as convener), the Director of Undergraduate Programs, the Director of School 08 Programs, and the Director of School 16 Programs.

**Duties:**

1. The committee shall consult regularly with administrative representatives from the Laurie Music Library to guarantee that the Library proceeds in a way that will best serve the needs of all music students on the New Brunswick campus.

2. The committee shall act as a liaison between the administrative personnel of the Laurie Music Library and the Executive Committee of the Music Department.
3. Members of the committee will forward requests for new acquisitions and any other requests from the Music Faculty to the appropriate staff of the Laurie Music Library.

**Section G. Recruitment Committee**

**Membership:** the Assistant Chair (who will act as convener), the Director of Undergraduate Programs, the Director of School 08 Programs, the Director of School 16 Programs, and three or more faculty members, appointed by the Assistant Chair, from the faculties in Performance, Jazz Studies, and Music Education.

**Duties:** The committee shall explore various recruitment techniques and make recommendations to the Chair and the Executive Committee.

**Section H. Student Advisory Committee**

**Membership:** the Chair (who will act as convener), three students from the Bachelor of Music Program (one each from Jazz Studies, Music Education, and Performance), appointed by the Chair from nominations submitted by the Director of Undergraduate Programs, one student from the Bachelor of Arts Program, appointed by the Chair from nominations submitted by the Director of Undergraduate Studies, one student from the Ph.D. and M.A. Programs appointed by the Chair from nominations submitted by the Director of School 16 Programs, and one student from the D.M.A., A.D., and M.M. Programs appointed by the Chair from nominations submitted by the Director of School 08 Programs. The Department Administrator shall sit as a non-voting member of this committee.

**Duties:** The committee shall consider all proposals and recommendations concerning student life issues: practice facilities, scheduling, procedural policy, student advisement, and any other concerns voiced by the student body at large.

**ARTICLE VII. Appointments, Reappointments, and Promotions**

**Section A.** In accordance with University Regulations, requests for appointments, reappointments, and promotions may be initiated by: the Dean of the Mason Gross School of the Arts or the Chair of the Music Department.

Section B. The Executive Committee, in conjunction with the faculty concerned, shall take an active part in the recruitment and appointment of Department faculty members. Voting members of the faculty (excluding faculty in their terminal year and current retirees) in which appointments are to be made shall be *ad hoc* members of the committee recommending the appointment. Part-time faculty may also participate as non-voting *ad hoc* members of the committee.

Section C. Recommendation for reappointment or promotion shall be made by all faculty members of the Department who hold an equivalent or higher rank.

#### **ARTICLE VIII. Ratification and Amendments**

Section A. Ratification of these bylaws shall be by two-thirds of the voting members.

Section B. Amendments

1. Amendments may be proposed in writing to the Executive Committee by a minimum of three voting members of the faculty and will be distributed with the agenda for the next regular meeting of the faculty.
2. A second meeting called specifically for this purpose, if necessary, will allow for further discussion followed by a final vote. The amendment(s) to the bylaws shall be ratified by two-thirds of the voting members present. A written ballot will be circulated if a quorum is not present at the meeting.

Section C. The dates of ratification and subsequent amendments must be placed immediately beneath the title of this document.