

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

MASON GROSS SCHOOL OF THE ARTS • NEW BRUNSWICK • NEW JERSEY 08903 • 201/932-9289

MASON GROSS SCHOOL OF THE ARTS THEATER ARTS DEPARTMENT BY-LAWS

ARTICLE I ORGANIZATION

Section 1. The Theater Arts Department of Mason Gross School of the Arts (hereafter MGSA) shall consist of all the faculty and all students majoring in theater arts and shall be headed by a Chair who shall be responsible for all degree programs.

Section 2. All students who major in Theater Arts in the Bachelor of Arts (BA), Bachelor of Fine Arts (BFA), Master of Theater Arts (MTA), Master of Theater Arts (MFA) programs shall be members of the Theater Assembly. This body shall elect representatives to the Theater Arts faculty meetings and serve on Theater Arts committees as otherwise described throughout these By-Laws. Elected students will serve for one year.

Section 3. The Executive Committee of the discipline will include the faculty members who serve the discipline in the several capacities: The Chair, Dramaturg, The Heads of Acting, Directing, Playwriting, Design-Tech and Criticism-Academic Studies, The Director of B.A. Studies and The Director of Graduate Studies. The Managing Director, a member of the staff, will meet with the committee, but will be exofficio.

ARTICLE II VOTING MEMBERSHIP

Section 1. Faculty employed half time or more are voting members of the department. Membership and voting responsibilities will be consistent and follow the designations of the By-Laws of the MGSA, and University Regulations on the Rights of the Faculty: 2.86.

Section 2. Two graduate students, one B. F. A. and one B.A. student shall be elected, each from his/her own constituencies, and with no two graduates from the same program. These representatives will have discussion and voting privileges at regular and special faculty meetings on all matters permitted by University regulations.

ARTICLE III MEETINGS

Section 1. There shall be at least one meeting of MGSA Theater Arts faculty each semester. Meetings can be called by the Chair, by the Executive Committee or by written petition of 15% of the voting faculty. At least five days in advance of each faculty meeting, the department secretary shall distribute to the members the agenda and any supporting materials for that meeting.

Section 2. Meetings shall be conducted by Robert's Rules of Order.

Section 3. The Chair shall preside at all meetings of the MGSA Theater Arts Department and the Executive Committee.

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Section 4. A quorum shall consist of 33% of the voting members.

Section 5. Minutes shall be taken at all meetings and shall be distributed to the respective members by the Department Secretary.

Section 6. Additions to the agenda can be made by a 50% vote of the voting faculty members present; such additions, if of a policy nature, may not be voted on until the next meeting.

Section 7. There will be no absentee balloting except when authorized by a 2/3 vote. Matters may, if necessary, be referred to a mailed ballot on the request of 1/3 of the voting members. There shall be a secret ballot on the call of any member.

Section 8. Routine resolutions shall ordinarily be adopted by a simple majority of voting members present.

Section 9. Resolutions designated matters of policy by their originator(s), the Chair, or any committee giving them preliminary consideration shall be adopted by a 2/3 vote of voting members present, after a review by the Executive Committee.

ARTICLE IV OFFICERS: CHAIR

Section 1. The Chair shall perform those functions designated in the MGSA By-Laws and/or delegated by the Executive Committee and the voting faculty and shall represent the interests of the Theater Arts Department to the Dean and to the University. He/She shall preside at all meetings of the Executive Committee or the faculty at large. See University Regulations on Rights of Chair; 2.87.

Section 2.. The slate of nominees for Chair shall contain all names proposed by members of the Executive Committee, and any additional names placed in nomination by written petition of three voting members of the faculty.

Section 3. There shall be a secret ballot.

Section 4. The Chair shall be nominated to the Dean by a simple majority of the valid ballots cast by the faculty.

Section 5. He/She shall be a tenured member of the faculty.

Section 6. He/She shall serve a term of three years. Reelection is permitted if necessary.

Section 7. The Chair will appoint the Heads of Programs, and propose committee assignments for the faculty to the Executive Committee.

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Section 8. He/She shall have the same voting privileges as any voting member.

Section 9. He/She shall be subject to recall as described in Robert's Rules of Order.

Section 10. In case of the illness or absence of the Chair, the faculty shall elect an Acting Chair pro tem. In case of extended absence or leave, the faculty shall nominate an Acting Chair for appointment by the Dean of the School.

ARTICLE V OFFICERS: DIRECTORS OF GRADUATE AND UNDERGRADUATE STUDIES

Section 1. The Graduate Director shall be the current Chair of the Graduate Committee. He/She will serve, along with the Department Chair, on the Executive Committee of MGSA, and will further the interests of graduate studies in student recruitment and program development.

Section 2. The Director of Undergraduate Studies shall have responsibility for liason with the undergraduate colleges and Arts and Science faculties. He/She will also further the interests of B.A. studies by serving as advisor to BA majors, and by supervising general education courses. He/She will be appointed by the Chair and shall serve as long as he/she has the support of the Chair and the Executive Committee.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consider all substantive issues and recommend action to the Chair and to the faculty.

Section 2. Any programs or policies proposed by the Chair shall become operational only after a majority vote of the Executive Committee and the voting faculty. The faculty can rescind any decision of the Chair or the Executive Committee by a 2/3 majority secret written ballot.

Section 3. The Executive Committee will serve as the search committee for the department Chair. A secretary to the Executive Committee will be appointed from within its membership who will serve as secretary to faculty in elections and other matters.

Section 4. The Executive Committee shall meet as often as a majority of the Committee or the Chair deems necessary, but at least two times each semester.

Section 5. The membership of the Executive Committee shall be as many as will fulfill the responsibilities outlined in Article 1, section 2. It is assumed certain faculty will serve with more than one function.

Section 6. The Executive Committee is responsible for proposing the production season to be offered to the public by the Department. The Executive Committee will seek the recommendation of both the Dramaturg and the Production/Projects Committee. The Executive Committee will actively seek to provide first class theater to the university community, provide

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rewarding and creative opportunities for the faculty and students involved in these productions, and contribute new drama or original environments within the budgetary limitations of the annual academic year. The choice of season and the appointment of directors and designers will be recommended to the Chair who is the final arbiter where interests of the faculty or other considerations conflict. The Chair shall appoint a dramaturg to assist in finding and developing dramatic work. The Chair shall appoint a managing director to oversee the production season.

ARTICLE VII COMMITTEES

Section 1. The nature and composition of standing and ad hoc committees shall be determined by the Executive Committee. However, there shall be standing committees for admissions, curriculum, personnel, affirmative action, productions and programs, graduate studies, student academic affairs, and scholarships.

Sect on 2. Membership for the standing committees will be nominated by the Executive Committee after consultation with faculty at large and the interests expressed by each faculty member will be accommodated as far as possible. Faculty members serve indefinite terms and all full time faculty members have committee responsibilities. Part-time faculty serve at their pleasure.

Section 3. It is desirable, but not required, that senior faculty will chair each committee.

Section 4. The Admissions Committee of at least three members will make decisions on incoming B.F.A. students and will, with the director of undergraduate studies, accept and approve applications for BA majors. The committee shall represent the several areas of Theater Arts discipline and the elected Chair will also serve on the MGSA Admissions Committee. Director of B.A. Studies will be a regular member of this committee.

Section 5. The Affirmative Action Committee of at least three faculty and up to three students, shall be concerned with departmental policies involving faculty and student recruitment and performance opportunities. The chair of this committee shall serve as department representative on the MGSA Affirmative Action Committee, if Theater Arts is to be represented there.

Section 6. The Curriculum Committee, of up to four faculty and three non-voting students from the BA, BFA and MFA degree programs, shall be responsible for curriculum development and changes. The elected chair of this committee will serve on the MGSA Curriculum Committee.

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Section 7. The Graduate Committee will be made up of the Heads of Graduate Programs; acting, directing, playwriting, design, tech theater and criticism. The committee will have responsibility for student recruitment, proposing program priorities, general degree requirements and academic review of graduate students. The elected chair of this committee is Graduate Director and shall serve on the Executive Committee of MGSA.

Section 8. The Personnel Committee will be composed of all and only tenured faculty in the discipline and will advise the chair, and will each vote on appointment, promotion, and other personnel matters.

Section 9. The Production and Programs Committee will serve in an advisory capacity to the Executive Committee, and shall have the responsibility to canvass the faculty, and to seek ideas for productions and utilization of spaces which serve the goals described under Article VIII, Section 6. In addition, the committee shall propose enriching resources that may be brought onto campus for Theater Assembly, artist-in-residence, etc. The committee will include at least one member from each of the following areas: design/tech, directing, acting and playwriting and two students, one graduate and one undergraduate. The chair of this committee will serve as member of the MGSA Arts Program Committee.

Section 10. The Scholarship Committee awards departments' funds annually and four faculty will be chosen so that each area is represented. Associate Dean of MGSA shall be an ex-officio member of this committee.

Section 11. The Student Academic Affairs Committee considers all matters of undergraduate scholastic standing and special requests involving internships, changes of program, etc. The committee of up to four members which will include the Director of BA Studies, elects a chair who will serve on the MGSA Student Affairs Committee. Students cannot serve on this committee but may propose a slate of nominees from the faculty which will receive consideration and be voted upon by the Executive Committee and the Chair.

ARTICLE VIII AVAILABILITY OF INFORMATION

Section 1. Below-the line budgets shall be open to the inspection of any voting member upon request.

Section 2. Information concerning procedures, financial resources, promotions or any other matters involved in the day-by-day operations of the University is available to all voting members with the exception of that information considered personal in accordance with the By-Laws of the University.

ARTICLE IX AMENDMENTS

Section 1. These By-Laws which have been approved by a majority of the voting members of the faculty may be amended at any meeting 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 before the meeting. Amendments may be initiated by written petition to the Executive Committee or the Chair by three voting members of the department or by the Chair. Amendments must be approved by 2/3 of the voting members.