

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.

- G. 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.

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.

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.

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



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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 ex officio.

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.

Section 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 department's 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.

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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.

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ARTICLE VIII AVAILABILITY OF INFORMATION

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

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notice of the intent to amend the constitution
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.

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

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

2/25/87

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

PREAMBLE

These By-Laws, prepared and adopted by the Visual Arts faculty of the Mason Gross School of the Arts, are intended to govern the affairs of the Visual Arts Department in accordance with University Regulations. In the event of any conflict or inconsistency between these By-Laws and University Regulations, the University Regulations shall prevail.

ARTICLE I. ORGANIZATION

Section 1. The Visual Arts Department shall be a strong and autonomous department of the School, head by a Chair who, under the Dean shall have general administrative responsibility for the academic programs in the department, delegating directorial responsibilities to Graduate and Undergraduate Directors, as indicated in Article V. Officers.

ARTICLE II. FACULTY MEMBERSHIP

A. Members of the MGSA Visual Arts Department shall include:

Section 1. The Dean of the School.

Section 2. All Visual arts faculty who hold an academic appointment in the School; including faculty members on leave; faculty who hold "Fellow" status in other units of the University but whose tenure is in the Mason Gross School of the Arts.

Section 3. All visiting and/or coadjutant faculty who hold an academic appointment in the School.

B. Voting membership in the Visual Arts Department shall be those faculty members who occupy 50 percent or more of an academic position in the current year, and who hold the rank of Instructor or above. Half-time faculty members shall not have a vote during their first year of service.

ARTICLE III. STUDENT MEMBERSHIP

Section 1. B.F.A. and M.F.A. students shall comprise the MGSA Student Association. B.A., B.F.A. and M.F.A. students shall comprise the Visual Arts Assembly.

Section 2. Two graduate (one from each year) and four undergraduate (two B.A. and two B.F.A.) students will be elected, each from their own constituency in the degree program, to serve as student representatives to the faculty for a period of one year.

MGSA VISUAL ARTS BY-LAWS

Section 3. Elected Student representatives shall have discussion and voting privileges at regular and special faculty meetings on all matters permitted by University Regulations proportionate to a total vote of three. This proportion or total vote may be changed as the growth of the faculty warrants by the ammendment process.

ARTICLE IV. MEETINGS

Section 1. There shall be at least one meeting of the MGSA Visual Arts Faculty each semester. Meetings can be called by the Chair, the Undergraduate Director, the Executive Committee or by written petition of 15% of the voting faculty at least ten days in advance of each regular faculty meeting. The Secretary shall distribute to the members the agenda and any supporting materials for that meeting.

Section 2. There shall be at least one meeting of the MGSA Undergraduate faculty each semester. Meetings can be called by the Undergraduate Director, or by written petition of 15% of the Undergraduate voting faculty at least ten days in advance of each regular faculty meeting. The Secretary shall distribute to the members the agenda and any supporting materials for that meeting. Items in Article IV, Sections 3 to 10 apply equally to Undergraduate Faculty meetings.

Section 3. Meetings shall be conducted by Robert's Rules of Order.

Section 4. The Chair shall preside at all meetings of the MGSA Visual Arts Department and the Executive Committee except those of the Graduate Faculty.

Section 5. A quorum shall consist of 33% of the voting members.

Section 6. Minutes shall be taken at all meetings and shall be distributed to the respective members by the Secretary.

Section 7. Additions to the agenda can be made by a 50% vote of the voting faculty members present.

Section 8. A meeting shall ordinarily last no longer than 90 minutes. After 85 minutes, the Secretary shall inform the Chair and the faculty that 5 minutes remain. After 90 minutes the Chair must advise the faculty that he/she will entertain a motion to adjourn. The motion must be carried by a simple majority.

Section 9. There will be no absentee balloting at any time except when authorized by a 2/3 vote and for the voting to seat the Executive Committee or Committee Memberships. All other matters may, however, if necessary be referred to a mailed ballot on the request of 1/3 of the voting members.

MGSA VISUAL ARTS BY-LAWS

Section 10. Resolutions designated matters of policy by their originator(s), the Chair, or any committee giving the preliminary consideration shall be adopted by a 2/3 vote of voting members present, after a review by the Executive Committee. The faculty may rescind any decision of the Chair or the Executive Committee by a 2/3 vote.

Section 11. Routine resolutions shall ordinarily be adopted by a simple majority of voting members present.

ARTICLE V. OFFICERS

Section 1. Chair.

He/she will address problems of the Department with the upper administration, the Dean of the School and the Dean's associates and assistants. He/she acting in the interests of, and following the recommendations of the Executive Committee and the voting faculty at large will be in charge of personnel, scheduling, the allocation of the below-the-line budget and the physical spaces allocated to the Department. He/she in concert with the recommendations from the Graduate Faculty or their delegate(s) will allocate all coadjutants, Teaching Assistantships, technical and visiting artists funds. He/she shall delegate reasonable and appropriate responsibilities to the Graduate and Undergraduate Directors and assure that these responsibilities are fulfilled.

Section 2. Undergraduate Director.

The Undergraduate Director shall perform those functions delegated by the Chair, the Executive Committee and the voting faculty. He/she shall convene the Admissions, Curriculum, Gallery Committees and oversee the fulfillment of their goals. He/she shall oversee advising for both the B.A. and B.F.A. students and will be responsible for the coordination and development of academic aspects of those programs including making all necessary recommendations for the development of the programs to the Chair, the Executive Committee and the voting faculty.

Section 3. The slate of nominees for Chair and Undergraduate Director 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 4. There shall be a secret ballot.

Section 5. The Chair and Undergraduate Director shall be nominated to the Dean by a simple majority of the valid ballots cast by the faculty.

Section 6. Each shall be a tenured member of the faculty, and the administrative position shall not in any way affect that tenured faculty status.

MGSA VISUAL ARTS BY-LAWS

Section 7. Each shall serve a term of three years with an option of two renewal years up to a maximum of five years. Any Leaves of Absence shall be included in these terms.

Section 8. Each shall concurrently hold no more than one administrative post in the Department.

Section 9. Each shall have the same voting privileges as any voting member.

Section 10. Each shall be subject to recall as described in Robert's Rules of Order.

Section 11. In case of the illness or absence of the Chair, the Undergraduate Director shall be come 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 VI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee will consist of the Chair, the Undergraduate and Graduate Directors and additional faculty elected at large from the voting members of the MGSA to represent program areas not covered by the Chair and Directors.

Section 2. The Executive Committee shall consider all substantive issues and recommend action to the Chair and to the faculty.

Section 3. The Chair will carry out the will and initiative of the Executive Committee and voting faculty. 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 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.

ARTICLE VII. COMMITTEES

Section 1. The nature and composition of standing and ad hoc committees shall be determined by the Executive Committee with the exception of the Search Committee which will be elected by the members of the Department. However, there shall be standing committees for admissions, budget, curriculum (incorporating inter-intra-media studies), personnel, gallery and space.

MGSA VISUAL ARTS BY-LAWS

Section 2. Membership on all committees except the Executive Committee shall be nominated and elected each new academic year. The Executive Committee will serve for a period of two years, with a staggered membership.

ARTICLE VII. BALLOTING

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

ARTICLE IX. BUDGET

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

ARTICLE X. AVAILABILITY OF INFORMATION

Section 1. 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 faculty members with the exception of that information considered confidential in accordance with the By-Laws of the University.

ARTICLE XI. 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 of the Chair by three voting members of the Department or by the Chair. Amendments must be approved by 1/3 of the members voting.

Mason Gross School of the Arts
Graduate Visual Arts
By Laws

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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 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 Project 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.