

BYLAWS
OF THE FACULTY ASSEMBLY OF THE
COLLEGE OF PERFORMING AND VISUAL ARTS

January 6, 2006
Revised April 4, 2007

Article I
NAME

The name of this organization shall be the Faculty Assembly of the College of Performing and Visual Arts.

Article II
RESPONSIBILITIES

Section 1.

The Faculty Assembly shall be responsible for: (1) its own organization and procedures as provided in these bylaws; (2) the academic programs, policies and regulations of the College of Performing and Visual Arts, within limitations prescribed by the Faculty Senate of the University of Northern Colorado; (3) such additional matters as shall be referred to it by the Faculty Senate of the University of Northern Colorado, the Dean of the College of Performing and Visual Arts, or by appropriate administrative officers of the University of Northern Colorado.

Section 2.

The Faculty Assembly shall create and instruct subordinate committees, standing and select, and shall periodically review their major decisions.

Section 3.

The Faculty Assembly shall be the principal legislative body of the College of Performing and Visual Arts. The minutes of its meetings shall be filed in the office of the Dean and copies shall be circulated to all members of the Faculty Assembly.

Article III
MEMBERSHIP

All full-time faculty members of the College of Performing and Visual Arts shall be members of the Faculty Assembly. Part-time faculty who hold at least .50 academic year full-time equivalent (FTE) instructional and/or research assignments in the college may hold full membership (which includes, but is not limited to, full voting rights) in the faculty assembly if they so choose. (As amended and adopted by vote of the CPVA Faculty Assembly, Wednesday, September 27, 2006)

Article IV
OFFICERS

Section 1.

The Dean of the College of Performing and Visual Arts shall be the presiding officer of the Faculty Assembly.

Section 2.

The Vice Chair of the Faculty Assembly shall rotate between the three School Directors of the College.

Section 3.

The Secretary of the Faculty Assembly shall be appointed annually by the presiding officer.

Section 4.

The Parliamentarian of the Faculty Assembly shall be appointed annually by the presiding officer.

Article V
MEETINGS

Section 1.

The Faculty Assembly shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester; special meetings may be called by the Dean or by twenty-five percent of the members of the Faculty Assembly.

Section 2.

A quorum shall consist of a simple majority of the members of the Faculty Assembly.

Section 3.

The agenda for meetings of the Faculty Assembly shall be circulated to the membership at least one week prior to each meeting.

Article VI
CONSTITUENT COMMITTEES

Section 1. Faculty Advisory Committee

- a. The Faculty Advisory Committee shall be responsible to the Dean and to the Faculty Assembly for appropriate reports and recommendations concerning all matters referred to them by the Dean or by the Faculty Assembly. Matters related to specific curriculum items or personnel issues may not be referred to the Faculty Advisory Committee. The committee shall meet at the call of its Chair. Responses to matters referred to the Advisory Committee by the Faculty Assembly shall be reported to the Assembly. Responses to matters referred to the Advisory Committee by the Dean shall be reported to the Dean and may be reported to the Assembly as deemed appropriate.
- b. The committee shall consist of five faculty members, including at least one member elected by each school (Art and Design, Theatre Arts and Dance, Music) and two members elected by the Faculty Assembly, and shall elect its own chair. Term of office shall be two years. Terms shall be staggered.

Section 2. Personnel Committee

- a. The Personnel Committee shall be responsible for recommendations to the Faculty Assembly concerning membership in the Faculty Assembly. The committee shall be responsible for recommendations regarding procedures and conditions of elections, the staggering of terms of office, and the nominating of at least two (2) qualified persons for each office subject to election by the Faculty Assembly, except as elsewhere provided. The committee shall poll the faculty two weeks prior to presenting its slate of nominees in order to receive expressions of interest in committee service.

- b. The committee shall consist of five faculty members, including at least one member elected by each school and two members elected by the Faculty Assembly, and shall elect its own chair. Membership shall be limited to faculty members holding tenure. Term of office shall be two years. Terms shall be staggered.

Article VII
PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised shall govern the Faculty Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all faculty members of the College.

Article VIII
AMENDMENTS

These bylaws can be amended at any regular meeting of the Faculty Assembly by a two-thirds vote of the members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Assembly at the previous meeting.

Article IX
RATIFICATION

Section 1.

These bylaws shall be operative upon ratification by the CPVA Faculty Assembly.

Section 2.

These bylaws shall supersede all previous bylaws operative in the discipline areas included in the College of Performing and Visual Arts.

APPENDIX A

COLLEGE OF PERFORMING AND VISUAL ARTS SCHOLARSHIP STATEMENT

The College of Performing and Visual Arts defines scholarship as creative scholarly activity. This terminology appropriately recognizes the broad scope of activities undertaken by artist/scholars in an academic setting. Such activities include, but are not limited to:

- the development of art(s) theory, scholarly inquiry and publication;
- creative exploration;
- research and study that contributes to more effective teaching, course development and the educational process;
- activity necessary to remain current in relation to new developments in one's discipline;
- professional application and/or consultation related to one's discipline;
- performance, exhibition, lecture.

The above listing implies no ordering of priority.

This statement recognizes that in a university environment characterized by academic freedom and individual autonomy, it is the responsibility of each faculty member to establish and maintain a program of creative scholarly activity. Activities that are related to the discipline identified in a faculty member's contract will be considered in making judgments related to individual welfare.

Accordingly, faculty are expected to maintain a program of creative scholarly activity that is consonant with these guidelines, the mission of the University of Northern Colorado, and the role of the College of Performing and Visual Arts. Consideration of creative scholarly activity will be part of all judgments related to promotion, tenure and the awarding of merit salary increases.

APPENDIX B

PROCEDURES AND POLICIES FOR PROMOTION CONSIDERATION

Policies relating to promotion follow the general regulations for promotion provided in the University of Northern Colorado Faculty Manual. However, many of the details of those procedures are not specified in the manual. The following summarizes those procedures and policies as they apply to the College of Performing and Visual Arts.

Any policy or procedure stated herein that is in conflict with the policies and procedures of the University of Northern Colorado as stated in the University Faculty Manual or subsequent interpretive documents is null and void and is superseded by the institution-wide policies.

INITIATION OF CONSIDERATION

As stipulated in the University Faculty Manual, the Dean shall send a promotion review application form to each eligible faculty member in early September. A faculty member requesting promotion review shall return the form and a current curriculum vita packet to the School Director by the date stated on the form. In the absence of exceptional circumstances, failure to meet that deadline shall constitute waiver of promotion review. Any faculty member who believes that (s)he is ready to be considered for promotion is encouraged to consult with the School Director concerning eligibility. However, any faculty member who wishes to be considered for promotion may prepare and submit materials for review.

SCHOOL PROMOTION COMMITTEE

Each year the School Director shall appoint a school personnel committee to evaluate faculty members wishing to be considered for promotion. The committee shall consist of no fewer than five members, the majority of whom must be tenured within the applicant's school, if possible.

If there are insufficient qualified faculty members within a school to constitute a committee or, if for other reasons it seems desirable to the director and/or candidate for promotion to have extra-school representation, the School Director, in consultation with the Dean, shall appoint an inter-school committee for this purpose. A majority of the members of this committee should, whenever possible, be members of the candidate's school.

When committee appointments are made, one member of the committee, preferably from the candidate's school, should be named chair. The committee chair shall receive all materials submitted by candidates for promotion including materials submitted to and forwarded by the School Director.

When a School Director is to be considered for promotion as a faculty member, the Dean, in consultation with the chair of the College of Performing and Visual Arts Personnel Committee, shall appoint a special personnel committee. That committee shall meet the number and eligibility requirements stated above and shall ordinarily contain some faculty members outside the director's school. At least one member (if eligible) from within the director's school shall be appointed to the committee.

COMMITTEE PROCEDURES

- 1) The committee shall consider all materials submitted by the faculty member and shall review the faculty member's three most recent annual reports and evaluations. Supportive materials may include items from sources outside the University community. All information must be submitted in documented form so that it may be added to the materials in the candidate's folder.
- 2) Individual members of the committee should not seek or receive information. Additional information, which the committee deems necessary, shall be requested through and by the committee chair.
- 3) All transactions and deliberations of the committee shall be confidential and shall not be revealed to the candidate under consideration or to other outside agents except as provided for in these procedures.
- 4) The committee shall evaluate the candidate in accord with the criteria in this document and in the University Faculty Manual.
- 5) The committee shall, after deliberation, make a recommendation to the School Director (or Dean when considering the promotion of a School Director) for or against promotion for each faculty member under consideration. A positive recommendation shall require a vote of a majority of the committee.
- 6) Committee members dissenting from a majority recommendation may submit a minority report. More than one minority report may be submitted.
- 7) After making its recommendation, the committee shall add a written statement to the candidate's folder detailing the rationale for its recommendation, either positive or negative. This written statement must include, but not be limited to, the following items:
 - a) teaching effectiveness;
 - b) creativity/scholarship (as related to the College of Performing and Visual Arts scholarship statement);

- c) professional service and involvement;
- d) academic responsibility.

ACTIONS OF THE SCHOOL DIRECTOR

After reviewing the recommendation of the department personnel committee, the School Director shall forward his/her recommendation, either positive or negative, to the Dean. The Director's recommendation must contain a statement of justification and rationale for disagreement, if any, with the recommendation of the school personnel committee. A copy of the Director's recommendation shall be placed in the candidate's folder.

ACTION BY THE DEAN

The Dean shall review the recommendations of the school personnel committee and the School Director and formulate a recommendation for or against promotion. The Dean shall privately notify the faculty member of all recommendations in accordance with the procedures specified in the University Faculty Manual. When the Dean's recommendation is positive, all materials are submitted to the Provost.

When the Dean's recommendation is negative, no materials are submitted. Rather, the Dean discusses with the faculty member strengths and weaknesses identified in the review process. If the Dean disagrees with a positive recommendation in two consecutive years, the promotion package is forwarded to the Provost, unless the faculty member requests otherwise within thirty (30) days of notification.

MATERIAL TO BE SUBMITTED FOR PROMOTION CONSIDERATION

The candidate requesting consideration for promotion shall prepare a folder containing the following items:

- 1) A statement requesting consideration for promotion with reference to the qualifications described in the University Faculty Manual;
- 2) A current vita indicating creative activity/scholarship, service, etc. The vita should indicate the current status of all manuscripts and creative projects; i.e., in print, accepted for publication, scheduled for performance or exhibition, etc. Verification of status should be included with supporting materials;
- 3) Information that provides evidence of teaching effectiveness;
- 4) Evidence of all publications, papers presented, and creative projects completed or begun in the years since the candidate attained his/her present rank at the University. The candidate should submit appropriate evidence for scholarly activity that is not in written

form;

- 5) Evidence of service to the University;
- 6) Additional materials that support the request for promotion (refer to section addressing promotion in the University Faculty Manual). This material may include letters or comments from individuals outside the University campus.

Note: The School Director shall add a copy of the candidate's three (3) most recent annual reports and evaluations.

APPENDIX C

PROCEDURES AND POLICIES FOR TENURE CONSIDERATION

Policies relating to tenure consideration follow the general regulations provided in the University tenure statement. However, some of the details of those procedures are not specified in the manual. The following summarizes those procedures as they apply in the College of Performing and Visual Arts.

Any policy or procedure stated herein which is in conflict with policies and procedures of the University as stated in the University Manual for Faculty Members or subsequent interpretive documents is null and void and is superseded by the institution-wide policies.

INITIATION OF CONSIDERATION

Consideration of a faculty member for tenure normally occurs during the sixth year of probationary service, including years of previous service credited toward the seven years of probationary service at the University of Northern Colorado. The faculty member who is ready for tenure consideration shall initiate the action by preparing materials listed below for submission to the school committee.

SCHOOL COMMITTEES

In each year in which there are persons to be considered for tenure, the School Director, in consultation with the Dean, shall appoint a school personnel committee consisting of no fewer than five members, all of whom must be tenured faculty members.

If there are insufficient faculty members within a department who meet the qualifications for the committee, the Chair, in consultation with the Dean, shall appoint a special interdepartmental committee for this purpose. The Chair shall ordinarily name mostly members of the department of the faculty member(s) to be evaluated.

If a School Director is to be considered for tenure (as a faculty member), the Dean shall appoint a special committee to consider the matter. This committee shall meet the number and eligibility

requirements stated above and shall ordinarily include some faculty members outside the school of the director under consideration, provided that at least one member (if eligible) from within the school of the director shall be appointed to the committee.

When the school committees referred to above are appointed, the person appointing them shall name one member of the committee as chair.

COMMITTEE PROCEDURES

- 1) The committee shall consider all materials submitted by the faculty member and shall be receptive to any other source of information pertaining to the qualifications of the candidate. However, neither the candidate nor any other individual may appear in person before the committee. All information must be obtained in written form so that it may be added to the materials in the candidate's folder.
- 2) Individual members of the committee should not seek or receive information. Additional information that the committee deems necessary shall be sought through the committee chair.
- 3) No minutes of transactions or deliberations of the committee shall be kept.
- 4) The committee in its formal deliberations shall sit alone without the School Director present. The committee may meet with the School Director to present the results of its deliberations.
- 5) All deliberations of the committee shall be confidential and shall not be revealed to the candidate or to outside agents except those persons who later participate in the evaluation process.
- 6) The committee shall evaluate the candidates in accord with the criteria in this document and in the Faculty Manual.
- 7) The committee shall make a recommendation to the School Director for or against tenure. A positive recommendation shall require a vote of a majority of the committee.
- 8) Committee members dissenting from the majority recommendation may submit a minority report. If different members dissent in different ways, more than one minority report may be submitted.
- 9) After making its recommendation, the committee shall add to the candidate's folder a written statement explaining in detail the reasons for recommending for or against tenure. Included shall be a description of how the candidate meets the creativity/ scholarship requirement of the College of Performing and Visual Arts. In addition, the report should contain an explanation of how the candidate meets or does not meet the criteria for awarding tenure as stated in the University Faculty Manual.

ACTIONS OF THE SCHOOL DIRECTOR

When the School Director receives a report from a school committee, (s)he shall add to the folder an independent judgment for or against tenure. The Director shall prepare a memo to the Dean indicating in detail the reasons for agreeing or disagreeing with the committee recommendation.

ACTION BY THE DEAN

After receiving the folder(s) with recommendation(s) from the School Committee and the School Director, the Dean shall formulate an independent judgment for or against tenure of each candidate. The Dean's recommendation, including detailed rationale, shall be added to the candidate's folder.

FORWARDING OF RECOMMENDATIONS

After all recommendations either for or against tenure have been added to a folder, the Dean shall forward the folder to the Provost.

MATERIALS TO BE SUBMITTED FOR TENURE CONSIDERATION

The candidate for tenure shall prepare a folder containing the following materials:

- 1) A current vita. indicating creative activity/scholarship, service, and so forth. The vita should indicate the current status of all manuscripts and creative projects; i.e., in print, accepted for publication, scheduled for performance or exhibition, etc. Verification of status should be included with supporting materials.
- 2) A statement by the faculty member requesting consideration for tenure, in which the faculty member may include any arguments which he or she thinks supportive of the case for tenure.
- 3) Any information which the faculty member wishes to submit to support the cause for the effectiveness of his or her teaching.
- 4) Copies of all publications and/or papers read in the years of the candidate's probationary status at the University. In the case of scholarly activity, which is not developed in written form, the candidate should submit materials appropriate to the medium of the scholarly activity.
- 5) Any other materials, which the faculty member believes, would support the request for tenure. This material may include letters or comments from faculty at other institutions.

When the folder is received by the chairman of the school personnel committee, that person shall add copies of the annual reports of the faculty member for each year of the candidate's probationary period at the University, if not provided by the candidate.

CONFIDENTIALITY OF THE PROCESS OF REVIEW

During the period of consideration of a faculty member for tenure, actions and recommendations of the various committees, the School Director, and the Dean will be held in complete confidence.

Once the process of review has been completed at the institutional level, the Dean will share the final decision as well as the Dean's own recommendation with the faculty member and with his or her Director. The recommendations of the School Committee and the Director will be shared with the candidate.