

Department of Theater Bylaws

(approved May 20, 2013)

most recently amended 3/29/17

I. Definitions and Procedures

- A. Voting Faculty: All faculty members with permanent contracts (tenure system or non-tenure system) constitute the Voting Faculty, and collectively participate in the governance of the Department. The Voting Faculty does not include temporary hires.
- B. The Voting Faculty in turn is divided into Senior Faculty (senior lecturers and tenured professors) and Junior Faculty (lecturers and non-tenured professors).
- C. These bylaws may be amended by a 2/3 vote of the Voting Faculty.
- D. No amendment may be voted without informing the Voting Faculty in writing at least 7 days prior to the meeting at which the vote shall occur.
- E. No vote may be taken on any matter at a Department meeting without a quorum. A quorum shall be defined as 50% of the Voting Faculty.
- F. Nothing in the Department bylaws can supersede the “Red Book” or union contracts.

II. Department Chair

- A. The Department Chair is a member of the Voting Faculty. The Chair is recommended by a vote of the Voting Faculty, for the Dean’s approval.
- B. The Department Chair normally serves a three-year term, though this may vary. The Chair can be re-appointed to additional terms, if recommended by a vote of the Voting Faculty for the Dean’s approval.
- C. The Department Chair makes budget allocations and oversees the faculty and staff.
- D. The Department Chair assigns courses and teaching schedules, with input from the faculty.
- E. The Department Chair assigns service commitments.
- F. The Department Chair assigns TA-ships, with input from the Graduate Program Director and the faculty.

- G. The Department Chair should hold regular meetings of the Voting Faculty (at least once a month). Some of these meetings may also include staff and instructors not on permanent contract.
- H. The Department Chair may hire staff without vote of the Voting Faculty, though searches for permanent staff should offer a mechanism for faculty to meet with and offer feedback on the candidates.
- I. The Department Chair may hire temporary and/or part-time instructors and guest artists without vote of the Voting Faculty, though the Chair is encouraged to consult with faculty in the appropriate area before making an offer.

III. Personnel Committee

- A. The Department Personnel Committee (DPC) must consist of Voting Faculty.
- B. The DPC must consist of at least four Senior Faculty members. The DPC Chair must be a tenured professor. Beyond these four Senior Faculty members, the DPC can include additional Senior or Junior members of the Voting Faculty.
- C. Junior members of the DPC must recuse themselves from tenure and promotion cases.
- D. The DPC is elected by the Voting Faculty at the very beginning of the fall semester; its members then elect its Chair. The DPC serves for one year (September 1-August 30).
- E. Per university policy, the DPC makes initial recommendations to the Department Chair regarding the tenure and promotion of all Voting Faculty. It also provides the first set of comments on AFRs, and makes recommendations for a portion of merit pay, per the MSP contract, for all faculty eligible for such pay.
- F. The DPC and Department Chair may consult and coordinate with each other on non-substantive matters, but the Department Chair should not attend DPC meetings or participate in DPC deliberations.
- G. Because we are a small Department, members of the DPC may submit “internal letters” in tenure and promotion cases, when the letters testify to

specific knowledge or observations of teaching, creative/research, and/or service work. However, the Department Chair and DPC Chair should not submit such letters.

- H. It is the responsibility of the Department Chair to identify external reviewers for tenure and promotion cases involving tenure-system faculty, and to provide leadership for such cases. The Department Chair is encouraged to consult with the DPC in this selection process.
- I. The Department requires five arms-length external reviewers for tenure and promotion cases involving tenure-system faculty.

IV. Search Committees

- A. The Department Chair appoints Search Committees.
- B. Once appointed, the Search Committee has the responsibility to follow university-mandated search procedures and make a recommendation to the Department Chair about whom to hire. The Department Chair either approves or disapproves the recommendation of the committee. Once the Committee and Department Chair are in agreement, the Search Committee should present its recommendation to the entire Voting Faculty for a courtesy vote before the recommendation goes to the Dean.
- C. Search Committees and the Department Chair may consult and coordinate with each other, but the Department Chair should not participate in search deliberations unless invited by the committee.

V. Course Release Requests

A. Faculty members teaching a 3/2 load may apply for a course release via a proposal process for a major or significant project in the department, preferably one year in advance whenever possible. The proposal should include a project description, the reason for the request, and suggestions on teaching coverage or request for additional resources. Full-time faculty will review and discuss the proposal and ultimately vote to endorse or reject it. The recommendation then goes to the Department Chair for a final decision. Design faculty teaching a 2/2 load are not eligible for course releases as their time spent serving as mentors, advisors and designers constitute an additional course.

B. Course Release Proposal Questions

1. When, where, who, what and why -- all the known details
2. Why this project requires a course release (workload)
3. Timeline of the plan
4. Plan for coverage of courses or other duties - indicating what has been agreed on and what still needs negotiation
5. *Impact* of project on students, colleagues, faculty's research/creative work and course offerings in the program/department
6. *Importance* of project for students, colleagues, faculty's research/creative work
7. Date of last course release
8. How project fits into larger season and/or departmental goal/plans

V. Process for Departmental Personnel Committee (DPC) Rankings of Annual Merit Pay

Merit Pay Process

- For Pool A funds, DPC members rank every faculty member using the rubric below, drawing upon each faculty member's annual AFR.

- Rankings are anonymous and confidential.
- DPC members cannot rank themselves.
- Lecturers are weighted at a minimum of 2 in Research/Creative and Service on the scale below, to take into account differences in their contracts.
- Faculty are ranked on the following scale:

Ranking	Teaching (1/3)	Research/Creative (1/3)	Service (1/3)
<p>3</p> <p>faculty member demonstrated EXCELLENT work in this area</p>			
<p>2</p> <p>faculty member demonstrated GOOD work in this area</p>		Lecturer min rank: 2	Lecturer min rank: 2
<p>1</p> <p>faculty member demonstrated SATISFACTORY work in this area</p>			
<p>0</p> <p>faculty member released from duties due to sabbatical or other leave for full year: 0 for 1 semester: 0.5</p>			

For Pool B funds, DPC can recommend names and/or provide data from rankings to Chair to use in her/his consideration of allocation of Pool 2 funds.

Merit Pay Calculation

- DPC members submit their completed rubrics to the DPC Chair.
- DPC Chair tallies rankings within rubric to create an overall ranking per faculty member.
- The number of overall rankings per faculty member is consistent with the number of DPC members.
- Each faculty member's overall rankings are totaled, then divided by the number of overall rankings, creating an average ranking.
- The average rankings are added together to create a total = "totaled averages."
- Each faculty member's average ranking is multiplied by the total merit available in Pool A = "multiplied ranking."
- To figure out the distribution of merit, divide the "multiplied ranking" per faculty member by the "totaled averages."
- For each faculty member, the number will be different and represent their portion of Merit.