

BY - LAWS

THE DEPARTMENT OF THEATRE

Ratified and Adopted April 28, 1999

LAST AMENDED November, 2004

The Department of Theatre consists of:

- Teaching Faculty
- Administrative staff including:
 - Head
 - Managing Director
 - Production Manager
 - Director of Marketing and Development
- clerical support staff,
- adjunct, visiting and part-time temporary instructors:
- guest artists; and non-faculty production and Outreach staff.

I. ROLES AND RESPONSIBILITIES

A. FACULTY

The Theatre Faculty seeks to organize its resources as a community of scholars, teachers, and artists to help conduct the affairs of the Department of Theatre in the interest of itself, its students, the College of Arts and Sciences, the University, as well as the academic and professional theatre in general. The Faculty of the Department shall be defined as full time tenure track-academic personnel with the rank of Assistant Professor or above. All faculty shall have voting privileges on departmental matters, except on those personnel decisions where considerations of academic rank restrict voting, as described in section V.

The faculty hereby states and establishes its commitment to full participation in Departmental affairs, including but not limited to:

- decisions regarding curriculum, degree programs and requirements;
- new faculty hires, including the choice of new Department Heads;
- tenure and promotion considerations
- integration of the production program with academic objectives; and
- play selection and artistic assignments.

B. HEAD

The Department Head is appointed by and responsible to the Dean of the College of Arts and Sciences, in consultation with the faculty with responsibilities including but not limited to:

1. Administration

- a. Recruitment and development of Faculty and Staff
- b. Committee assignments
- c. Expenditures of Departmental funds
- d. Salary increases affecting Departmental personnel
- e. Implementation of decisions made by Department Faculty Committees
- f. Maintenance of open channels of communication with and among all Faculty and Staff
- g. Securing external funding for Departmental activities.

2. Academic

- a. Development and support of Faculty's teaching, creative activities and research in consultation with each faculty member.
- b. Representation and support for Departmental participation in The College of Arts & Sciences, state, regional, national and international associations.

3. Artistic

- a. Serve as producing artistic director of CBTC and University Company productions
- b. Development of a responsible production program for the Clarence Brown Theatre Company
- c. Optimum use of Faculty and students in production assignments for both the University Company and the Clarence Brown Theatre Company
- d. Support for individual creativity by providing for and supporting appropriate workplaces and showcases
- e. Engagement of guest artists and visiting and/or adjunct professors for supplementation and enhancement of educational and artistic goals

C. ASSOCIATE/DESIGNATE HEAD (S)

The Department Head may appoint or designate an associate or associates with responsibility for:

1. Any and all primary administrative duties as charged by the Head.
2. Head responsibilities in the absence of the Head, including but not limited to signature authority, Departmental representation in College and University meetings, conducting Faculty meetings.

D. MANAGING DIRECTOR

The Managing Director is appointed by the Head after consultation with the Faculty and is a non-faculty Professional Staff member who may serve on standing or ad-hoc committees, but only in an ex-officio capacity unless voting membership is specifically authorized by the Faculty. The MD reports directly to the Department Head.

Duties of the Managing Director include but are not limited to:

1. Participation in the planning, budgeting, and implementation of all theatre productions.
2. Co-ordination of production budgets, Box-Office, Promotions, Marketing, Front-of-House, Outside Events, Outreach, and Company Management.
3. Development of support and recognition for the Department's programs through fund raising and the generation of grants.
4. Service as a liaison with local, regional, and national organizations.

E. PRODUCTION MANAGER

The Production Manager is appointed by the Head after consultation with the faculty and is a non-faculty Professional Staff member, Reporting to the Managing Director. In consultation with the Producing Artistic Director, the Managing Director, and the Technical Director, the Production Manager plans the scheduling and budget for upcoming play seasons. Additional responsibilities include but are not limited to:

1. Conducting regular production meetings
2. Monitoring budgets and production schedules
3. Coordinating technical rehearsals
4. Organizing and supervising running crews
5. Co-ordination of space use for both departmental activities and outside groups.
6. Provide ongoing job and safety training for technical staff.
7. Participation in production meetings and technical rehearsals
8. Supervising production shops and production personal.

F. DIRECTOR OF MARKETING AND DEVELOPMENT

The Director of Marketing and Development is appointed by the Head in consultation with the Faculty and is a non-faculty Professional Staff member, reporting to the Managing Director. In consultation with the Producing Artistic Director and the Managing Director and the Marketing Director/DDM will plan and implement a marketing plan. Responsibilities include but are not limited to:

1. Promotion and ticket sales for the season, individual productions, and the department and its programs.
2. Handling of press relations.
3. Development and production of the Playbill
4. Soliciting and maintenance of corporate sponsorships and major gifts.
5. Coordination of development activities with college development staff
6. Special events, galas, organization of advisory board meetings.

II CURRICULUM

Curricular supervision is the responsibility of the Faculty. Changes in the curriculum are normally developed in committee and must be presented to the Faculty at a meeting scheduled by the guidelines outlined in section IV. After approval by the Faculty, curricular changes will be submitted for implementation through the normal curricular process in the college and university.

II COMMITTEES

Committees may be established by the Head of the Department or by a majority vote of the Faculty. Committee members shall be appointed and/or elected annually. Ad-hoc committees may be established by the Head at the request of the Faculty to carry out specific functions.

A. STANDING COMMITTEES

1. GRADUATE COMMITTEE

Responsibilities: Review all graduate curricular proposals and offer recommendations to the Faculty. The Committee shall establish and review Departmental graduate programs and be responsible for the development and implementation of Departmental program admission procedures consistent with policies established by the Graduate School

Composition: Director of Graduate Studies, 1 member representing Performance, 1 member representing Design/Technology, 1 member representing History/Literature/Criticism.

2. UNDERGRADUATE COMMITTEE

Responsibilities: Establish and review policies in the Departmental under-graduate program. Review all curricular proposals and offer recommendation to the Faculty.

Composition: Director of Undergraduate Studies, 1 member representing performance, 1 member representing design/technology, 1 member representing History/Literature/Criticism.

3. STANDARDS AND APPEALS COMMITTEE

Responsibilities: Establish and review and make recommendations to the Faculty matters related to Departmental academic standards, identification of problems related to faculty morale and student-faculty relations and consider appeals concerning grades or other actions by the faculty of the department.

Composition: Director of Undergraduate Studies, Director of Graduate Studies and 1 member at large chosen to balance the representation among the various areas of the department.

B. COMMITTEE PROCEDURES

1. All committee meetings shall be open and announced at least three working days in advance.
2. Decisions of committees shall be reported to the faculty, recorded and kept on file by the chairperson and shall be passed on to the next chairperson. Copies of all committee reports shall also be given to the Department Head.
3. The Department Head, as administrative officer of the Department, shall be an ex-officio, non-voting member of all committees other than those in which he or she holds regular voting membership.
4. The standing committees shall exercise those responsibilities that have been granted them by the Faculty and shall recommend to the Faculty appropriate policy changes and actions that require Faculty approval prior to implementation. Subcommittees may be established as needed.

IV FACULTY MEETINGS

Faculty meetings shall be held at least once twice per semester during the regular academic year. Additional meetings may be called by the Head or request to the Head by the Faculty. Notification of Faculty meetings and an agenda will be distributed at least two working days in advance unless there are extenuating circumstances. Effort will be made to establish a regular meeting time which is conducive to the schedule of all Faculty in the Department. Minutes will be kept by the recording secretary and should be available in the main office to all faculty. A quorum shall consist of a two-thirds of the voting faculty.

V PROCEDURES FOR APPOINTMENT

A. FACULTY APPOINTMENT

1. Tenure Track Appointments

When a need has been determined for additional faculty and when authorization has been obtained from the Dean of the College of Arts and Sciences to advertise a new faculty position, a Search Committee shall be appointed and shall solicit applications, screen applicants and schedule interviews with the Faculty and appropriate members of the College and University administration. All hiring procedures will adhere to affirmative action guidelines and follow procedures established in the College. Search Committee actions shall represent the will of the Faculty at large and that Faculty must be given a continuous opportunity to express their individual and collective opinions to the Search Committee. After all candidates have been interviewed, the Search Committee shall solicit written Faculty opinion and shall announce to all Faculty the time and places of the final Search Committee deliberations, with Faculty being invited to express opinions before such meeting shall be held. The Search Committee will then make a recommendation to the Department Head. The recommendation of the Search Committee and the action of the Department Head will ordinarily reflect the will of the Faculty at large. It is understood that the Head, unless compelling reasons dictate otherwise, will recommend the person preferred by the Faculty.

2. Non-Tenure Track, Part-time, and Limited Term Appointments

In the case of part-time and/or limited-term appointments, the Head will made every effort to discuss the candidate with at least the faculty in relevant programs.

B. STAFF APPOINTMENTS

1. The Head shall consult, and be guided by, the Faculty in appointments of Professional Staff positions.
2. Clerical and other non-exempt staff positions are the administrative responsibility of the Head in consultation with area supervisors.

VI PROCEDURES FOR RETENTION, TENURE AND PROMOTION

Departmental decisions and recommendations concerning retention, tenure and promotion shall be made with reference to the guidelines and standards set forth by the professional organizations related to our discipline as detailed in the departments internal tenure and promotion guidelines (Appendix C), and in full accordance with the procedures defined in the Faculty Handbook and the Trustees Tenure Policy as endorsed by the Faculty Senate, April 3, 1999. All tenure-track faculty members shall be assigned a faculty mentor to advise and assist them throughout the probationary period. It is expected that the Department Head's recommendations to the Dean concerning tenure and promotion will reflect the majority opinion of the eligible Faculty voting on those recommendations. Voting shall be by secret ballot. If the Department Head's recommendation on tenure and/or promotion does not reflect the majority will of the eligible voting Faculty, the Department Head is to advise the appropriate ranking Faculty of this departure from their expressed will, and they may prepare a written report for the Dean explaining why they do not agree with the Head's recommendation.

- A. All tenured members of the Department vote on retention for probationary faculty.
- B. All tenured members of the Department vote on tenure for non-tenured faculty members.
- C. Those faculty members within and above the rank for which the candidate has been proposed will vote on his or her promotion.

VII RATIFICATION AND AMENDMENT

- A. These By-laws must be ratified by a majority of the voting members of the faculty and will become effective immediately upon ratification.
- B. These By-Laws may be amended by a majority of the voting members of the faculty at a Department meeting provided the text of the proposed amendment has been printed in the agenda for the meeting.

VIII WORKLOAD POLICY

The workload policy in the Department of Theatre shall be consistent with the policy of both the University and the College of Arts and Sciences, and reads as follows:

- A. Each full-time faculty member in the Department of Theatre will be assigned a work-load of twelve credits per semester based on faculty load equivalencies as adopted by the Theatre Faculty. This load will be made up of a combination of teaching, research/creative/performance expectations, and administrative assignments. Assignments are to be made by the Head in annual consultation with each faculty member.
- B. The Faculty Load Equivalencies (Appendix A) adopted by the faculty and subject to periodic revision by the faculty will be used to ensure that each person is functioning at the full level, except in instances of specific, justifiable extenuation. Production assignments in the CBT season are understood to be the equivalent of one 3- credit course administrative assignments are determined by the head and include associate head, head of MFA performance, head of MFA design, director of graduate studies, and director of undergraduate studies.
- C. Each faculty member not engaged in approved research/creative performance or administrative assignments will be required to teach a twelve credit load of courses.
- D. Every faculty member will have the opportunity to negotiate for yearly changes in his/her teaching assignment through the specific proposing of projects for future years. Such projects would be in keeping with the faculty member's area of expertise and teaching specialty.