

BYLAWS

University of South Florida SCHOOL OF MUSIC

I. NAME

The name of this organization shall be “The School of Music at the University of South Florida.”

II. PURPOSE

The purpose of these bylaws is a) to assure the faculty of the School of Music has a voice in those matters most central to their roles within the University and b) to promote the orderly conduct of the business of the School of Music. These bylaws are intended to supplement the rules, policies, and laws of the College of Visual and Performing Arts, the University of South Florida and the State of Florida and, in any case where there is conflict between these bylaws and institutional/state rules, policies, or laws, the College, University and/or State policies will prevail.

III. SCHOOL OF MUSIC MEMBERSHIP

For governance purposes the term faculty as used in these bylaws refers to those persons holding an appointment within the School of 50% or more and who are on a tenure-track or hold tenure.

Faculty shall have two avenues for sharing the governance responsibilities within the School of Music: First, each faculty member, as part of an area, shall have the opportunity to participate in the creation of policies that govern and guide that area. Secondly, each faculty member shall be represented by (s)elected disciplinary colleagues at the School of Music level council that shall be known as the Faculty Advisory Council (for a comprehensive description of this Council, see Section V, Constituency Structures).

IV. SCHOOL OF MUSIC MEETINGS

School of Music Faculty shall meet at least once each month of the regular academic year. The Director, or designee, will schedule the meetings, develop the agenda and chair the meetings. Additional School of Music Faculty meetings may be called by the Director as needed. Each area (see Section VI. Constituency Structures) shall also meet at least once each month of the regular academic year. The area coordinator will be responsible for scheduling these meetings, developing agenda and chairing the meetings. A quorum of faculty (more than 50% of the membership for a given meeting) is required before business can be conducted at any faculty meeting or committee meeting.

V. VOTING PROCEDURES

- 1) Whenever possible, faculty voting will take place during faculty meetings.
- 2) All faculty voting will be done by secret ballot and ballots will be counted by the School of Music Office Manager or his/her designee and the Chair of the Faculty Advisory Council or his/her designee. When votes are taken during faculty meetings, the ballots are to be counted during the meeting if possible. Except in the case of tie votes (see #6 below) voting during faculty meetings will be finalized before the conclusion of the meeting.
- 3) Faculty who know they will be absent from a meeting are strongly urged to submit their absentee ballot and/or proxy (both must be in writing) ahead of time to the School of Music Office Manager or his/her designee.
- 4) Items for vote coming from Committees must be distributed to faculty via email at least three full business days before the next faculty meeting (e.g. distributed by 5pm the Thursday before a Wednesday meeting).
- 5) Voting that must take place outside of faculty meetings will be done through secret ballot, turned in to the School of Music Office Manager or his/her designee. The ballot will be distributed by the Director through email and paper and he/she will set a deadline at which time voting shall cease.
- 6) In any case of a tie vote, a re-vote will be taken. All re-votes will be done outside of faculty meetings, as described above, allowing all faculty the chance to take part in the re-vote.
- 7) In the case of more than one item on any one ballot (e.g. three or more people nominated for TWO positions) multiple votes will be held - one for each item or position. All items or nominees will be on the first ballot. The winner of that vote will be removed from the second ballot and a second vote will be held. This process will continue until all decisions are made.
- 8) In all cases of voting (except as outlined in Section VII. Amendments or Additions to Bylaws), the item or person receiving the most votes cast (simple majority) wins the election.

VI. CONSTITUENCY STRUCTURES

The School of Music will have three STANDING COMMITTEES as follows:

1) Faculty Advisory Council (formally Coordinators Council)

The role of the Faculty Advisory Council shall be:

- to provide representation in order to advise the director on issues related to program, vision and budget (to include, but not limited to, scholarships, TA/GA/RA assignments, area moneys, faculty load assignments, etc.)
- to dispense information and enhance communication, both to and from the director, to the faculty (including both full and part time)
- to assist with the coordination of student advising

The makeup of the Faculty Advisory Council shall be one tenured or tenure earning faculty from each of the following areas:

- winds (ensemble/applied/chamber)
- strings (ensemble/applied/chamber)
- voice (ensemble/applied/chamber)
- jazz and jazz center
- music education
- percussion/piano
- history/literature/theory/composition

Each area represented by the Faculty Advisory Council will be responsible for (s)electing its own representative. Two year terms are encouraged and rotation of representation is strongly recommended. Individual faculty members may be part of more than one area, as appropriate, but can only represent one area at a time as a member of the Faculty Advisory Council. The Faculty Advisory Council will elect a chair and vice-chair at the first meeting in the fall semester.

The Faculty Advisory Council shall meet at least once each month of the regular academic year. In coordination with the director, the chair will be responsible for scheduling these meetings, and developing agenda. The director will coordinate the first meeting each Fall semester.

Replacements for council members who resign, go on sabbatical, leave of absence, extended sick leave, etc. are to be (s)electd by the area represented. The replacement faculty will serve the remainder of the vacated term, or in the case of a temporary leave, until the original member returns.

2) Tenure, Promotion and Personnel Committee (TPP)

The TPP shall be responsible for:

- tenure and promotion actions for the School of Music
- mid-term review actions for the School of Music
- faculty annual evaluations for the School of Music
- coordinating evaluations of the Director and Dean
- advising the director on issues related to evaluation of faculty (e.g. merit pay, discretionary funds, etc.)

The makeup of the Tenure, Promotion and Personnel Committee shall be five School of Music faculty who have received tenure at USF and have been appointed at the University for at least two years. Members will be elected by a vote of the SOM faculty at the last SOM meeting in the Spring semester. Terms will begin in the following fall semester. Terms of committee members will be two years and will be staggered with three members beginning terms in the fall of odd numbered years and two members beginning terms in the fall of even numbered years. No member can serve more than two consecutive terms. The Tenure, Promotion and Personnel Committee will elect a chair and vice-chair at the first meeting in the fall semester.

Temporary replacement members can be elected by a vote of the faculty under special circumstances, which will include, but not limited to, TPP decisions involving the rank of full professor requiring the committee to consist of only full professors. Also in cases when a TPP decision involves a conflict of interest for a committee member such as in the case of spousal candidates.

Replacements for committee members who resign, go on sabbatical, leave of absence, extended sick leave, etc. are to be elected by a vote of the SOM faculty. The replacement faculty will serve the remainder of the vacated term, or in the case of a temporary leave, until the original member returns.

3) Curriculum Committee

The role of the Curriculum Committee will be to review, suggest changes and improvements, and approve or reject all proposals for new curriculum and changes to existing curriculum within the School. Recommendations from the committee will be forwarded for discussion and vote of the School of Music faculty as a motion with a second.

The make-up of the Curriculum Committee will be five tenured or tenure-earning faculty and have been appointed at the University for at least two years. Committee members will be appointed by the director after a nomination/self-nomination process at the end of the Spring semester and will begin one-year terms in the Fall semester. There will be no limit on serving consecutive terms. The director will appoint a committee chair and vice chair by the beginning of the Fall semester.

Replacements for committee members who resign, go on sabbatical, leave of absence, extended sick leave, etc. are to be appointed by the director after a nomination/self-nomination process. The replacement faculty will serve the remainder of the vacated term, or in the case of a temporary leave, until the original member returns.

4) Honors Committee

The role of the Honors Committee will be to 1) Evaluate student applications and make Program admission decisions; 2) Maintain student records and scrutinize student progress, and 3) Evaluate student's final projects (in conjunction with the faculty advisor) and certify if requirements for honors have been fulfilled.

The make-up of the Honors Committee will be three tenured or tenure-earning faculty, in addition to the Undergraduate Advisor as an ex officio member. Committee members will be appointed by the director after a nomination/self-nomination process at the end of the Spring semester and will begin one-year terms in the Fall semester. There will be no limit on serving consecutive terms. The director will appoint a committee chair by the beginning of the Fall semester.

Replacements for committee members who resign, go on sabbatical, leave of absence, extended sick leave, etc. are to be appointed by the director after a nomination/self-nomination process. The replacement faculty will serve the remainder of the vacated term, or in the case of a temporary leave, until the original member returns.

5) Other Committees

The director will appoint other committees on an ad hoc basis as needed.

Replacements for committee members that resign, go on sabbatical, leave of absence, extended sick leave, etc. are to be appointed by the director after a nomination/self-nomination process. The replacement faculty will serve the remainder of the vacated term, or in the case of a temporary leave, until the original member returns.

VII. AMENDMENTS OR ADDITIONS TO BYLAWS

Proposals for amendments or additions may be made by any member of the School of Music by submitting the proposed change to the Faculty Advisory Council.

Amendments of these bylaws shall occur utilizing the following procedure:

The Faculty Advisory Council shall, by a majority vote of its membership, initiate a request for a change in bylaws through a written ballot. This ballot shall be submitted to the full-time tenured and tenure-track faculty of the School of Music. If at least 2/3 of the faculty vote, approval shall be granted by a simple majority of the votes cast.

Final adoption by a vote of the faculty February 7, 2007

Amended by a vote of the faculty April 11, 2007