

Department of Theatre & Performance Studies
College of the Arts
Kennesaw State University
DEPARTMENTAL BYLAWS
January 25, 2018

VISION

These bylaws provide a plan for governance and procedures for operation of the Department of Theatre and Performance Studies. While other versions have existed since 2008, these bylaws in their entirety were first adopted by the faculty of the Department of Theatre and Performance Studies on 11/10/14 and amended into one document on 4/2/15.

ARTICLE I. Administration

A. Department Chair

- a. The Department Chair shall be appointed by the Dean of the College and serves at the pleasure of the Dean.
- b. The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of the College of the Arts. Typically, this load will be one course (or the equivalent in a reassignment) per semester.
- c. The Chair should demonstrate experience and understanding of the fields of Theatre and Performance Studies and ideally hold degrees in both fields.
- d. **Duties:** The Department Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to:
 - i. Coordinating a shared vision and leading strategic planning for the department in collaboration with the faculty and staff.
 - ii. Facilitating the implementation of the department's strategic plan.
 - iii. Supervising and facilitating the operation of the Department.
 - iv. Planning, allocating, and managing of Departmental budgets and resources.
 - v. Developing teaching assignments and schedules.
 - vi. Overseeing recruitment efforts.
 - vii. Hiring faculty.
 - viii. Assigning faculty and staff workloads.
 - ix. Providing for the development/mentoring/coaching of faculty and staff.
 - x. Evaluating faculty.
 - xi. Supervising and evaluating staff assigned to the Department.
 - xii. Presiding over Departmental meetings and planning the agenda in collaboration with the full-time faculty.
 - xiii. Collaborating with the Artistic Director and COTA Marketing Director on the selection, conceptualization, and design of season and recruitment marketing materials.
 - xiv. Keeping a record of all committee assignments in the Department and at the college/university level involving TPS

- xvi. Coordinating fundraising and relationships with external constituencies in collaboration with the Artistic Director and the Dean of the College of the Arts.
- xvii. Serving as an advocate for the department's interests.
- xviii. Performing such duties as assigned by the University or the Dean of the College of the Arts.

B. Acting/Interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

C. Assistant Chair

- a. The Assistant Chair is appointed by the Chair from the full-time permanent faculty for a three-year renewable term. The Assistant Chair works during the summer months and is remunerated with a stipend that is negotiated with the Chair.
- b. **Duties:** The Assistant Chair shall carry out duties as assigned by the Chair. These duties may include, but are not limited to: coordinating advising; leading program assessment activities; curriculum development and review; course scheduling; representing the Chair at college and/or university meetings, campus outreach, and completing special projects as assigned by the Chair.
- c. The Assistant Chair will serve as Acting Chair of the Department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

D. Office Manager!

- a. The Office Manager is appointed by the Chair, in consultation with a departmental search committee.
- b. **Duties:** The Office Manager's duties include, but are not limited to:
 - i. Serving as primary point-of-contact for the Dept. of Theatre & Performance Studies (TPS).
 - ii. Providing customer service to all constituents (students, general-public, faculty, staff, etc.) who need departmental assistance.
 - iii. Managing the day to day activities of the departmental office and coordinating the needs of faculty and students.
 - iv. Assisting Department Chair in all facets of department operations including:
 - 1.

4. Room scheduling.
 5. Assisting with student advising.
 6. Maintaining departmental records, including taking and storing of minutes from faculty meetings.
 7. Assisting with department orientation to incoming students, as required.
 8. Hiring and supervising student assistants for the Office of Theatre & Performance Studies.
 9. Preparing TPS faculty payroll amendments, overloads, staff payroll action forms, and other course-related documentation as needed throughout the academic year.
- v. Assisting with student recruitment tasks, including: preparing and maintaining potential student contact information, scheduling and leading new student orientation tours, and organizing departmental recruitment materials (as needed).
- vi. Assisting with managing and scheduling current student orientation needs: coordinating advising needs for first-

ARTICLE II. Production

A. Artistic Director

- a. The Chair may appoint an Artistic Director in consultation with the fulltime faculty.
- c. **Duties:** The Artistic Director shall carry out such duties as assigned by the Chair. These duties include, but are not limited to:
 - i. Coordinating and implementing a shared vision for the TPS production season.
 - ii. Facilitating season selection and artistic coordination within the Department.
 - iii. Identifying/recruiting guest artists and technicians for the production season in consultation with the Production Manager, the Chair, and the faculty.
 - iv.

KSU Facilities personnel to ensure smooth operations, maintenance, and appropriate upgrades of the Stillwell and Onyx Theaters.

- i. Supervising day-to-

performers, dramaturgs, and/or theatre and performance studies scholars) who:

- i. Enhance the curriculum and co-curricular production season by providing additional learning opportunities for students.
- ii. Serve design, production, and/or dramaturgical needs within the production season.

G. Auditions

- a. Auditions for the TPS season are held at the beginning of each semester and at the end of the academic year, with additional auditions as needed for special projects. Auditions are open to enrolled theatre and performance studies majors and non-majors alike.
- c. Auditions for the TPS season are coordinated by the Artistic Director and the Production Manager.
- d. Casting is based on a collaborative decision-making process involving all the directors in consultation with the Artistic Director and subject to the approval of the Chair.
- e.

- adaptation) of a script or a combination of writing and directing constitutes one course reassignment.
- v. Vocal and Dialect coaching for the production season constitutes one course reassignment (course reassignment per term).
 - vi. Acting in a production constitutes one course reassignment.
 - vii. Musical Direction constitutes one course reassignment.
 - viii. Choreography constitutes on course reassignment.
- b. In all cases faculty will receive appropriate course reassignments for production duties as negotiated with and determined by the Department Chair.

ARTICLE III: Committees

Section 1. Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee chair may conduct a meeting electronically unless there is an objection by a committee member.

Committee members

programs.

- f. The Faculty and Staff Evaluation (FSE) Committee, which reviews Academic Administrators each year, will serve as a subcommittee of the DFC.

2. Membership; Election of Chair

- a. The DFC shall be composed of a two-thirds majority of full-time permanent faculty members. The Department Chair is

- h. If a committee member is unavoidably absent on the day of a vote, that member will provide a proxy OR deliver proxy votes and/or notes either before the meeting or as late as seven calendar days after the official vote.
- i. A simple two-thirds majority of those voting shall be required to pass a motion.

5. Committees

- a. If issues arise that cannot be solved at the department level, the DFC will facilitate communication between TPS committees and the Dean. TPS committees may include but are not limited to the TPS Committees listed in the Department Bylaws.

B. Season Selection Committee (SSC)

1. Purpose

- a. The purpose of the SSC is to determine productions and performances to be produced during the following academic year.
- b. The SSC represents the interests of TPS faculty (all ranks and concentrations), staff, and students; and ensures open and democratic procedures for all discussions and approval of season selection.
- c. Any TPS faculty, staff, or student may submit sugg-10 (a0 () -10 (,) 00 0 50 1171 -79(c) (s

preparation/publication of timelines for season selection; and dissemination of scripts/projects under consideration to the SSC and the entire TPS faculty.

- c. The SSC Chair will collaborate with the Production Manager to determine dates relative to production and performance events.
- d. The Chair of the SSC or a sitting member designated by the Chair shall serve as the secretary. Secretarial responsibilities shall include creating and distributing the minutes for all SSC meetings.

3. Meetings

- a. The SSC should meet as often as deemed appropriate by the SSC Chair to complete and approve a season proposal by the end of the fall semester.
- b. The Chair of the SSC will call and preside over each SSC meeting /discussion.
- c. A two-thirds majority of SSC members constitutes a quorum and each meeting/discussion will begin with the establishment of a quorum.
- d. If a committee member is unavoidably absent on the day of the official vote to approve the season for the following year, that member will provide a proxy OR deliver proxy votes and/or notes either before the meeting or as late as seven calendar days after the official vote.
- e. A simple two-thirds majority of those voting shall be required to pass a motion.

C. Curriculum Committee

1. Purpose

- a. The Department of Theatre and Performance Studies Curriculum Committee will review curriculum proposals from the TPS Department and, when appropriate, request revisions to proposals.
 - i. The Department of Theatre and Performance Studies Curriculum Committee will seek to have each member review each proposal.
 - ii. The Department of Theatre and Performance Studies Curriculum Committee Chair will review and approve or reject each proposal.
- b. The Department of Theatre and Performance Studies Curriculum Committee will assist proposal originators in preparing proposals at the originator's request.
- c. The Department of Theatre and Performance Studies Curriculum Committee will work with those responsible for completing Departmental assessment reports and, when appropriate, suggest possible curricular changes.
- d. The Department of Theatre and Performance Studies Curriculum Committee will advise the Chair of TPS in matters regarding curriculum.
- e. The Department of Theatre and Performance Studies Curriculum Committee will report to the TPS Chair.

2. Membership; Election of Chair

- a. The Department of Theatre and Performance Studies Curriculum Committee will be comprised of three members voted on by TPS full-time faculty for a term of one year.
- b. If a committee member is unavoidably absent on the day of a vote that member will provide a proxy OR deliver proxy votes and/or notes either before the meeting or as late as seven calendar days after the official vote.
- c. If a member is unable to serve it is the responsibility of the full-time faculty to elect a replacement member.
- d. Officers
 - i. The Department of Theatre and Performance Studies Curriculum Committee membership will elect a Chair each academic year by simple majority vote
 - ii. The Chair will be responsible for scheduling and overseeing Committee meetings.
- e. The Chair will act as primary approver for all proposals.
- f. Department of Theatre and Performance Studies Curriculum Committee will elect a secretary each academic year by simple majority vote.
- g. The Secretary will be responsible for taking minutes at each meeting.
- h. The Secretary will be responsible for distributing minutes to the membership and the TPS Department.

3. Meetings

- a. The Department of Theatre and Performance Studies Curriculum Committee will schedule two face-to-face meetings per year.
- b. The Department of Theatre and Performance Studies Curriculum Committee will schedule other meetings as required to fulfill our duties.
- c. Any member of the Department of Theatre and Performance Studies Curriculum Committee may call a meeting. It is the responsibility of the Chair to schedule all meetings.
- d. The Department of Theatre and Performance Studies Curriculum Committee will be responsible for collecting input from the full-time faculty regarding any significant curricular questions or concerns.

D. Promotion and Tenure Committee

1. Purpose

- a. The P&T Committee renders a positive or negative decision on the question of tenure and/or promotion and must write a letter that includes the recommendation for promotion and/or tenure and articulates the strengths and weaknesses that contributed to the decision. Copies of the letter are placed in the candidate's portfolio, sent to the candidate, and to those in the appropriate levels of review (see Academic Affairs/Resources: <http://kennesaw.edu/facultyaffairs/resources.html>).

2. Membership; Election of Chair

- a.

- full-time and tenure track faculty members for a term of one year.
- c. In cases where there are not three tenured faculty within the department available to serve, the department may elect by a two-thirds vote a tenured committee member from outside the department to serve.
 - d. Only faculty with rank of associate professor or above may participate in decisions for promotion to full professor. In such cases, the department may elect ad hoc committee members from inside or outside the department to serve in reviewing full professor promotion cases (but not other cases that are up for consideration in the department).
 - e. Individuals whose documents are under review do not serve on the review committee.
 - f. The Chair of the P&T Committee must be elected by the P&T Committee in the spring of each academic year.
 - g. Duties of the Chair include calling meetings, preparation/publication of agendas and dissemination of minutes. The Chair shall preside over P&T meetings and ensure that P&T decision letters are generated according to deadlines specified on the P&T timetable for that academic year.
 - h. One sitting P&T Committee member shall serve as the Secretary. Secretarial responsibilities shall include recording and transcribing the minutes for all P&T meetings. The position is a yearly appointment selected by a majority vote of the committee. Given the confidential nature of the committee's duties these minutes must include only those informational items which are non-confidential such as dates, times, duration, and non-confidential proceedings. The Secretary shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting.
 - i. If a member is unable to serve it is the responsibility of the full-time faculty to elect a replacement member.

3. Meetings and Voting

- a. The P&T Chair will call each meeting. The P&T Committee must meet as deemed appropriate by the Chair in order conform to deadlines specified on the P&T timetable for that academic year. Generally, this will be a minimum of three meetings: one to outline the year's business; a second to render decisions on portfolios, and a third to review decision letters before their distribution. In years when the number of portfolios is such that business requires more time, the chair will call additional meetings as necessary for appropriate review. E-mail is not confidential and cannot be used to disseminate letters for committee review.
- b. All committee members must be present in order to conduct T&P business.
- c. Voting shall take place by secret ballot. A simple majority of those voting shall be required to reach a decision. Committee members must uphold double confidentiality regarding all P&T proceedings, refraining from discussion of proceedings with others and one another outside meetings.

E. Scholarship Committee

1. Purpose

- a. The purpose of the Scholarship Committee is to coordinate and review applications for TPS student scholarships and to select scholarship recipients in accordance with various scholarship specifications.

2. Membership; Election of Chair

- a. The Scholarship committee shall be composed of three full-time permanent faculty members elected by the TPS faculty with a term of one year.
- b. The Chair of the Scholarship Committee must be a tenure-track or tenured faculty member who has served on the committee the previous year, elected by a majority vote of the members of the committee.
- c. One sitting Scholarship Committee member shall serve as the Secretary.

- permanent faculty members elected by the TPS faculty with a term of one year.
- b. The Assessment Committee reports to the Department Chair.
 - c. The Chair of the Assessment Committee must be an elected and full-time permanent department faculty m

- d. The Chair of the Department shall serve as the Secretary. Secretarial responsibilities shall include retaining records of decisions rendered electronically by the committee members as well as records of financial balances in each of the fund accounts.
- e. If a committee member is unexpectedly unavailable to serve, the department may select ad hoc committee members from inside the department to serve.

3. Meetings

- a. The Faculty Grant Committee members shall deliberate a minimum of two times per academic year according to two deadlines for the funds:
 - 1) Fall: the first Monday after the first full week of classes
 - 2) Spring: Tuesday after MLK Holiday

Additional deliberations may be scheduled for funding opportunities that emerge unexpectedly outside of these deadlines if/when there is money remaining in one or more of the funds. In such cases the originator of the proposal will present the

changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university

ARTICLE V. Department Meetings

- A. Department meetings will be held bimonthly at times determined by the Department Chair in the beginning of the fall and spring semesters.
- B. The Chair shall call additional meetings as deemed necessary.
- C. All full-time faculty are required to attend department meetings. Staff will attend

- E. In the event that the faculty member and Chair are in disagreement about workload or an issue in the FPA, the issue will be presented before the Dean with both parties present for discussion and decision.

ARTICLE X. Policies

Faculty questions regarding the operations of the College of the Arts should be addressed to the representatives of the College Faculty Council (CFC) as faculty advocates and advisers to the Dean.

ARTICLE XI. Amendments to Bylaws

Amendments to these bylaws shall be submitted in writing to the DFC and shall be approved by a two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.

ARTICLE XII. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the *Faculty Handbook* and other materials provided by the Office of the Vice President of Academic Affairs and/or the College of the Arts.

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