

# College of Visual Arts, Theater & Dance

## Bylaws

*Revised 10/15/13*

### **Section A. Membership**

1. Voting members shall include all tenured, tenure-track, and non-tenure track faculty and all administrators in the College of Visual Arts, Theatre & Dance.
2. Voting members shall hereafter be referred to as the faculty.

### **Section B. Jurisdiction**

1. The faculty shall be the legislative body of the College of Visual Arts, Theatre & Dance, subject to the regulations of the Board of Governors (BOG), the Board of Trustees (BOT), and the Constitution of the University.
2. The faculty may resolve any issue of interest to the College of Visual Arts, Theatre & Dance and make recommendations to the appropriate officer or body.

### **Section C. Meetings**

1. The College of Visual Arts, Theatre & Dance faculty shall meet upon the call of the Dean or at the request of at least twenty percent (20%) of the faculty.
2. The Dean shall be the Presiding Officer. In his or her absence, a person designated by the Dean shall preside.
3. Fifty-one percent (51%) shall constitute a quorum at any meeting of the faculty.

### **Section D. Committees**

1. Promotion and Tenure Committee
  - a) The College Promotion and Tenure Committee shall advise the Dean regarding faculty tenure and promotion based upon criteria set forth by Florida Statutes, the BOG, the BOT, the University, the College of Visual Arts, Theatre & Dance, and the BOT-United Faculty of Florida (UFF) Collective Bargaining Agreement.
  - b) The committee shall consist of one tenured faculty member from each of the academic departments within the College of Visual Arts, Theatre and Dance, to be elected by the faculty. Membership on the committee is staggered: committee members serve two-year terms with three members elected in odd-numbered years and three members elected in even-numbered years. The Office of the Dean shall notify departments when the election for a departmental representative to the College Promotion and Tenure Committee must be conducted.
  - c) The committee elects a chair that oversees the work of the committee and conducts all meetings.
  - d) The committee elects a representative to serve on the University Promotion and Tenure Committee. This individual may also be the Chair of the College Committee.
  - e) The Associate Dean responsible for faculty development shall advise the Promotion and Tenure Committee.

2. The Curriculum Committee
  - a) Shall review and make recommendations regarding curricular changes, new course proposals, graduate directive status applications, academic matters requiring faculty action, and matters referred to the committee by the Dean.
  - b) The committee shall consist of one member from each of the areas in the college.
  
3. Other Committees
  - a) Search Committees are established by the Dean and Chairs or Directors to assist in the recruitment and screening of applicants for continuing faculty positions.
  - b) The Dean may establish ad hoc committees as he or she deems necessary to assist in the operation of the College of Visual Arts, Theatre & Dance.
  - c) Faculty Senate: The Office of the Dean coordinates the election of Faculty Senate Representatives through ballot distribution: all eligible faculty are included on the ballot, and faculty votes are tallied to determine representatives to the Faculty Senate. The College of Visual Arts, Theatre & Dance adheres to University standards regarding the number of individuals selected, individuals eligible for service, and voting eligibility.

#### **Section E. Criteria for Promotion and Tenure**

1. The guidelines followed by the College of Visual Arts, Theatre & Dance Promotion and Tenure Committee are the same as those of the University at large. In reviewing a candidate for promotion or tenure, consideration is given to the three traditional areas: demonstrated evidence of effective teaching, research/creative activity, and service to the University and the profession.

#### **Section F. Procedures and Criteria for Merit Review of Faculty**

1. The evaluation shall be based on evidence of teaching effectiveness, research/creative activity, service, and any other duties. Evaluation and merit rankings are to be determined by use of the expectations documented within each department. The Assignment of Responsibilities shall inform the weighting of evidence.
2. Evaluation of Other Assigned Duties shall be appropriate to the nature of those duties. In the case of chairs or other individuals who may be assigned administrative or other special duties by the Dean, and particularly where these responsibilities may exceed those that have been specifically assigned, performance in these areas will be given the weight which would otherwise have been assigned to the teaching/research/service that was displaced.

**Section G. Bylaw Amendments**

1. The bylaws of the College of Visual Arts, Theatre & Dance may be amended by a majority vote of the faculty.

**Section H: Approving Candidates for Degrees**

1. Candidates are approved for final degree clearance through a two-stage process. First, the appropriate academic unit reviews candidates to make sure they comply with departmental requirements. Second, the Office of Academic and Student Services within the College of Visual Arts, Theatre and Dance works with academic departments to ensure that candidates have successfully completed all University requirements. Final clearance and related submission is handled through the Office of Academic and Student Services.