



Departmental Bylaws Routing Sheet
Requirements based on 2021-2022 *Faculty Manual*

In accordance with the *Faculty Manual* Chapter VII, section L2d, "Departmental bylaws must be approved by faculty who are accorded voting rights in accordance with Departmental bylaws and reviewed by the Provost or designee for consistency with the *Faculty Manual* ."

This document is intended to support the documentation of the required approvals.

Department: _____

College: _____

The attached bylaws were approved at the Departmental Faculty Meeting on: _____

Faculty Manual Editorial Consultant

I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

Provost or designee (signature) _____

Name _____

Reviewed Revision Suggested (see comments) Date _____

Requirements for DEPARTMENTAL BYLAWS – 2021-2022 Faculty Manual

Department: PERFORMING ARTS

Date 10/26/2021
Compliance

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*.
The 2019-2020 and later *Faculty Manuals* require departmental bylaws be approved by the voting members of the departmental faculty and reviewed for consistency with the *Faculty Manual* by the Provost or designee, in accordance with Chapter IX, L2d. * see note below

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the Faculty Manual	Ch III, A1c	X		
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, L2f	X		
3 The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
4 A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks. OPTIONAL	Ch IV, B2g	X		
5 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch V, B5a, i	X		
5a Consistent with the requirement that search committees for regular faculty be composed of regular faculty, with other faculty included only if specified in department bylaws	Ch B, B5a, i	X		
6 Process for selecting search and screening committees for special rank faculty	Ch V, B5a, i(1)	X		
7 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
8 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i(1)	X		
9 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the Faculty Manual or the College Bylaws	Ch IX, D2a, i	X		
10 Consistent with the requirement that there shall be at least one department faculty meeting per long semester	Ch IX, L3a	X		
11 There must be a standing curriculum committee.	Ch IX, L4a	X		
12 Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	Ch IX, L4b	X		
13 Departmental curriculum committee(s) elect their chairs	Ch IX, L4c-e	X		
14 Every department shall have a standing advisory committee in the departmental bylaws, chaired by department chair, the composition and membership of which is established in departmental bylaws	Ch IX, L5a	X		
15 Consistent with the opportunity to establish other standing committees in departmental bylaws (although TPR and PTR committees are established in the TPR document)	Ch IX, L6a	X		
16 Consistent with the opportunity for the department chair to establish ad hoc committees	Ch IX, L6c	X		
17 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch IX, L7	X		

Bylaws of the Faculty of the Department of Performing Arts

College of Architecture, Arts, and Humanities

Clemson University

(Department Bylaws may not contradict the Faculty Manual)

**Bylaws of the Faculty of the Department of Performing Arts
College of Architecture, Arts, and Humanities
Clemson University**

Adopted October 9, 1998
Amended October 19, 2021

Article I – Department Mission and Vision

VISION

The Department of Performing Arts aspires to become the center for the performing arts and a locus of aesthetic education and artistic experiences for Clemson University, South Carolina, and the Southeast. Through excellence in teaching, performance and outreach, the Department strives to provide artistic leadership in a multi-disciplinary college within the structure of a land-grant university.

MISSION

The Department of Performing Arts is an academic partner in the College of Architecture, Arts and Humanities whose mission is to provide a comprehensive education in the performing arts including audio technology, music, theatre, and dance. The Department sees as its target audience not only the traditional undergraduate student, but also school age children, the Clemson campus, as well as the community at large. Recognizing the essential and fundamental place of the arts in a liberal education, especially in the context of a land-grant university, the Department, through a collaborative alliance within the School of the Arts, seeks to provide educational opportunities through performances and classroom activities with an emphasis on experiential learning.

The Department seeks to provide opportunities to study, practice, perform and evaluate music, theatre and dance. We do so in order to affirm the creative act as central to that which exalts human existence; to freely explore works of merit through performance and study; to develop the imagination and release the creativity of individuals through participation in performance activities; to expand the body of performance literature; to enrich knowledge and experience by providing departmental performance events as well as performances by visiting artists; to encourage appropriate individuals to enter artistic professions; and to emphasize the values of the performing arts to non-performing arts students.

Through collaboration with Clemson University's School of the Arts, the Department and the Brooks Center for the Performing Arts are committed to bringing artistic enrichment to the university community by presenting outstanding artists and attractions, encouraging emerging artists and experimental works, developing and educating diversified audiences including pre-school and senior citizens for the performing arts, and offering a wide variety of outreach activities focusing on the public schools and the community.

Article II – Voting Membership

All full-time members of the department faculty, including all non-temporary lecturers and faculty on leave, shall have the right to vote on all matters coming before the

department. All faculty of the department, part-time as well as full-time, may attend meetings of the department and speak on any issue.

Article III – Meetings

The chair of the department or another faculty member appointed by the chair shall preside over meetings of the faculty. In governing and guiding the department, the chair shall be responsible for adherence to the duties outlined in the *Faculty Manual*.

The department chair shall conduct a formal meeting of the department faculty at least once in the fall and spring semesters. Meetings shall be called by the chair for the purposes of conducting ordinary and recurring business of the department and for special announcements and purposes not otherwise indicated by the by-laws. The chair shall also call meetings at the request of any three members of the voting faculty.

Minutes of faculty meetings shall be distributed to all full-time, part-time, and emeriti faculty, and to the dean of the college or to the equivalent administrator.

Article IV – Voting Procedure

All matters brought before the faculty that require a vote shall be resolved by a simple majority of the eligible voters present. Votes shall be taken by voice, unless a division or secret ballot is requested. Ballots shall be tabulated by the department secretary or by a member of the faculty who is not a nominee. Self-nominations are allowed.

If a faculty member must be away from a department meeting, that member shall be allowed to vote by absentee ballot on any issue published in the agenda. Absentee ballots must be delivered to the department chair prior to the meeting in question. That member's vote also shall be permitted by written proxy.

Article V – Quorum

A quorum of the department faculty shall consist of two-thirds of the full-time faculty, excluding emeriti faculty and those on leave of absence. No formal action may occur if a quorum is not present.

Article VI – Rules of Order

The faculty of the department shall annually elect a Parliamentarian. *Robert's Rules of Order* shall prevail in all meetings of the departmental faculty. A Parliamentarian, elected by the faculty shall ensure that the Rules of Order are followed and shall advise on questions of parliamentary procedure. The Parliamentarian shall serve a one-year term and may be re-elected.

Article VII – Committees

This article prescribes the general procedures pertaining to the operation of the standing departmental committees. In the case of circumstances not covered by this or any succeeding article, the Faculty Advisory Committee shall be called upon to recommend to the faculty a resolution to any problems that arise.

The faculty of this department recognizes and accepts its responsibility to share in maintaining the educational and professional work of the department, especially in personnel and curricular matters and in all other areas not specifically reserved to administrative officers of the university. Accordingly, the faculty, in conjunction with the department chair, shall establish both standing and ad hoc committees, receive reports from these committees, and review their work at meetings of the department faculty. In addition, the faculty of the department shall elect representatives to such college committees as the by-laws of the college require.

Standing committee elections will be held during the spring semester of each academic year. Elected committee members will assume their responsibilities on the first day of August immediately following each spring election. Only voting members of the faculty shall be eligible for standing departmental committees.

Section 1 – Personnel Committee

The personnel committee will operate according to the procedures outlined in the *Faculty Manual*. Committee composition, along with TPR and PTR processes are described in the Department of Performing Arts Tenure, Promotion, and Reappointment document. The committee may also be involved in additional personnel matters where appropriate.

Section 2 – Curriculum Committee

The curriculum committee shall be comprised of one member elected from each of the programs (Audio Technology, Music, and Theatre) within the department. Members will be elected to two-year terms at a faculty meeting in the spring semester. The chairperson of the committee, elected by the committee, will represent the department on the college curriculum committee. The committee shall receive, propose, review and recommend to the college curriculum committee changes in the department's curricula and course offerings. All curricular proposals must be approved by the department chair and faculty prior to submission to the college curriculum committee.

Section 3 – Department Advisory Committee

The curriculum committee shall be comprised of one member elected from each of the programs (Audio Technology, Music, and Theatre) within the department and the department chair, who serves as the committee chair. The committee shall be elected by the faculty at a meeting in the spring semester. The committee will advise the department chair on all significant issues except as otherwise specified in these by-laws.

The Advisory Committee shall advise the department chair as to which area(s) and field(s) the department should propose for new appointments and notify the faculty of these recommendations. When the department chair requests or obtains authorization to hire new members, the head shall inform the faculty.

The committee shall meet regularly with the chair and shall report its activities to the faculty at least once each fall and spring semester.

Section 4 – Scholarships, Honors, and Awards Committee

The Scholarships, Honors, and Awards Committee shall be comprised of three members elected at a meeting in the spring semester. The committee shall elect its own chair and establish its own procedures except as otherwise provided for in these by-laws.

Members coordinate the selection and reporting of winners of department and college level scholarships, honors, and awards and advise the department chair as needed on matters pertaining to scholarships, out-of-state tuition waivers, and acceptance of student applicants to the major.

Section 5 – Assessment Committee

The Assessment Committee is made up of the directors of Audio Technology, Music, and Theatre. This committee assists the department chair in updating the department's annual materials required by the Office of Institutional Assessment.

Section 6 - PA IDEA (Inclusion, Diversity, Equity, Access) Committee

The PA IDEA Committee shall be comprised of one member chosen from within the three programs of the major (Audio Technology, Music and Theatre), one member chosen from within the Brooks Center administrative team, one member chosen from within the staff, one student member chosen by the Student Advisory Council and up to three additional committee members appointed by the department chair. Potential members from underrepresented groups will be given priority. Potential members may self-nominate for consideration. Members will serve a two-year term and can serve consecutive terms.

The committee shall elect its own chair and establish its own procedures except as otherwise provided for in these by-laws.

Members will work together with the BIPOC (Black, Indigenous and People of Color) population of Clemson University and its performing arts community to develop and uphold Performing Arts departmental statements and action plans on diversity and inclusion. These include measurable steps to be taken by PA faculty, staff, and administration to ensure that PA classes, experiences and performances value human diversity in its complex and multi-faceted forms.

Section 7 – Performing Arts Student Advisory Council

This committee meets with the Department Chair to discuss matters of concern to the students in Performing Arts. It is also a mechanism to facilitate communication between the various student groups. Committee will meet with departmental leadership to provide input and feedback on programming and curriculum as necessary. Council will host a fall semester meeting with departmental majors and minors to introduce the department and nominees for the council. The committee meets as necessary, but not less than once a semester.

The student council shall consist of departmental majors and minors (where applicable) and voted on by majors and minors within the specific concentrations. The ballot of student nominees for advisory positions will be made of self-nominated or faculty-nominated students.

2 Members of each Concentration (6)*

(2) Music (1 vocal and 1 instrumental)

(2) Theatre (1 performance and 1 D/T/Admin)

(2) Audio

AND

(1) BIPOC Student Rep

(1) PA Alumni Rep (selected by the chair, may serve up to 2 years,
and will be rotated between the concentrations)

*Minority representation is encouraged among the concentration reps in addition to the BIPOC rep.

Section 8 – Other Committees

The faculty, in conjunction with the department chair, may establish other standing and ad hoc committees. The chair also has discretionary authority to establish committees.

Section 9 – Announcements of Meetings and Agenda of Committees

All departmental committee chairs will make reasonable efforts to announce meetings and distribute an agenda to committee members at least two days in advance of any meeting. Any member of the faculty shall have the right to attend any meeting of any committee with the exception of the Personnel Committee.

Article VIII – Amendment Procedures

- 1 These by-laws shall take effect upon being ratified by a two-thirds vote of those faculty members of the department eligible to vote under Article II, and who are present at a meeting of the department faculty called for that purpose. The by-laws also must receive written approval by the department chair, the dean of the college, and the provost.

Amendments and additions to these by-laws shall be approved by a two-thirds majority of the voting members at a meeting of the department faculty. Any amendments or additions to these by-laws shall be consistent with standing University policy. Any proposed amendments must be advertised and circulated in writing to all faculty of the department for a period of at least two weeks. Amendments to these by-laws must receive written approval by the department chair, the dean of the college, and the provost.

Article IX – Faculty Search and Appointment

All searches shall be conducted in accordance with "Procedures for Faculty Appointments" and "Affirmative Action Policies and Procedures for the Recruitment and Appointment of Faculty and Administrators" outlined in the Clemson University *Faculty Manual*.

A search shall be conducted for all appointments; for temporary or unexpected replacements, the department chair shall exercise direct authority, but shall nonetheless consult with the faculty concerning each appointment.

The department chair, in consultation with the personnel committee, shall appoint and charge appropriate ad hoc search and screening committees for all appointments to the department faculty. The department chair shall appoint the chair of each search and screening committee. The chair of the appropriate search and screening committee shall collect and file all applications and honor faculty requests to review public information contained in the files.

After the deadline for applications, the committee shall present to the department chair a list of top candidates. If no appointment can be made from this list, the department chair shall seek additional nominations from the committee or cancel the search. In recommendations to the dean, the department chair shall indicate the degree of support of the faculty for each recommended candidate.

Article X – Sabbatical Leave

Under the conditions outlined by the *Faculty Manual*, the College of Architecture, Arts and Humanities will administer its sabbatical leave policy within these guidelines:

Purpose: "To relieve faculty of normal duties so that they might pursue significant projects facilitating their professional growth and development such as to pursue independent study, to engage in research or creative endeavors, to improve teaching, and/or to conduct other appropriate pursuits, thus enhancing their future contributions to the mission of the University."

Eligibility: Tenured faculty members who have completed at least six years of full-time service at this institution, and with at least six years of service since the last sabbatical leave from Clemson University. For individuals seeking a second sabbatical: 1) documentation concerning fruits of first leave is essential; and 2) preference may be shown to those with year-long sabbaticals.

Calendar: Each year the Provost announces calendar guidelines. These guidelines will be circulated.

Compensation: One semester at full pay or two consecutive semesters at one-half pay.

Coverage: Normally, the recommending department will assume the applicant's responsibilities during the absence without increments to the departmental budget.

Procedure: Submit to the department chair a statement outlining the proposal, a copy of the University cover sheet, and a current curriculum vitae; the chair in turn assesses quality of project, assures coverage of candidate's responsibilities, ranks multiple applications, and transmits to the college.

Approval: Requests must be additionally reviewed and approved by the dean of the college, the provost, and the president of the university.

Obligation: Following the expiration of the leave, the recipient is expected to remain in the service of the University for at least one year. Upon conclusion of the study, research, and/or other pursuits, the recipient will submit a summary of the nature of the accomplishments through the Department Chair to the Dean, and in the semester following the sabbatical, is required to share the results of this professional activity by giving an oral presentation to students and colleagues.

Article XI – Program Directors

Section 1 - Overview

Program directors serve at the discretion of the department chair. They are compensated during summer session I for the work during the previous year. Program directors are reviewed annually as part of the Form 3 process. The department chair accepts feedback from faculty and students on a continual basis. As full-time faculty members, program directors have no supervisory duties over other faculty, nor do they contribute to or have access to the department chair's evaluations of faculty.

Section 2 – Director of Audio Technology

Responsibilities of the Director of Audio Technology include, but are not limited to:

- A. Coordinate audio faculty meetings
- B. Develop rotation and schedule of audio classes in liaison with department chair
- C. Help coordinate recruitment and tours for potential audio students
- D. Coordinate publication and marketing materials with the director of marketing
- E. Assist chair with preparation of annual lab infrastructure request
- F. Coordinate audio admissions
- G. Supervise research, bidding, purchase, maintenance, and repair of audio equipment
- H. Help coordinate audio facilities scheduling for student projects
- I. Supervise audio internships
- J. Attend summer orientations/chairs meetings as appropriate
- K. Assist the chair in formal annual online assessment of programs
- L. Other duties as assigned by the chair

Section 3 – Director of Music

Responsibilities of the Director of Music include, but are not limited to:

- A. Coordinate music faculty meetings
- B. Develop rotation and schedule of music classes in liaison with department chair
- C. Help coordinate recruitment and tours for potential music students
- D. Coordinate publication and marketing materials with the director of marketing
- E. Serve as advisor to music minors
- F. Coordinate applied music faculty course offerings, syllabi, lesson guidelines, paychecks, lunch meetings, and recruitment
- G. Collaborate with theatre faculty on departmental musical
- H. Organize and host department honors and chamber ensemble recital
- I. Attend all PA music major student recitals
- J. Attend summer orientations/chairs meetings as appropriate
- K. Assist the chair in formal annual online assessment of programs
- L. Other duties as assigned by the chair

Section 4 – Director of Theatre

Responsibilities of the Director of Theatre include, but are not limited to:

- A. Coordinate theatre faculty meetings
- B. Develop rotation and schedule of theatre classes in liaison with department chair
- C. Help coordinate recruitment and tours for potential theatre students
- D. Coordinate publication and marketing materials with the director of marketing
- E. Serve as advisor to theatre minors
- F. Administer theatre and theatre related budgets (Players, FOBC, PDP), including ticket pricing
- G. Plan and coordinate the theatre honors banquet
- H. Plan and coordinate theatre area travel for students and faculty
- I. Administer theatre grant-in-aid and scholarships
- J. Attend summer orientations/chairs meetings as appropriate
- K. Assist the chair in formal annual online assessment of programs
- L. Other duties as assigned by the chair