

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

VISION

The Department of Theatre and Performance Studies aspires to be a leading force in the innovative fusion of theatre and performance studies. We envision expanding the impact of our projects and programming into regional, national, and international arenas through the creative and scholarly work of our students and our faculty.

MISSION

The Department of Theatre and Performance Studies cultivates scholar-artists who engage in rigorous research, critical investigation, and creative artistry. We prepare our graduates to be artists, scholars, and entrepreneurs in a variety of professions where their creativity, critical thinking, and communication skills make significant contributions to local and global communities.

- We combine the breadth of a liberal arts education with the depth of professional theatre and performance training.
- We equip students with a diverse portfolio of transferable skills.
- We witness, investigate, and create performances across cultures ranging from the traditional theatrical canon to new works, adaptations, and the avant-garde.
- We foster the development of original creative work, research, and scholarship.
- We incorporate and honor diverse voices.
- We integrate local, regional, national, and international engagement activities into our curricular and co-curricular programming.
- We approach the study and creation of performance as a method of analysis, a mode of inquiry, and an aesthetic act.
- We integrate a variety of pedagogical methods including digital technologies, classical training, and experimental performance.
- We stimulate entrepreneurial thinking.
- We promote collaboration across academic and creative contexts.

PREAMBLE:

The Department of Theatre and Performance Studies is a unit of the College of the Arts at Kennesaw State University. The Department offers a Bachelor of Arts in Theatre and Performance Studies with concentrations in Acting, Design/Technology, Musical Theatre, and Performance Studies. The scholar-artist as engaged citizen is central to the mission of the department and serves as the guiding principle for curricular and co-curricular design and implementation within the major.

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 faculty.
 - xv. Representing the Department in college and university affairs.

- 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. Coordinating purchasing needs for the Dept. of Theatre and Performance studies, and initiating operational purchases as needed (for office and academic supply needs).
 - 2. Arranging travel & accommodation needs for guest lecturers and guest artists.
 - 3. Coordinating administrative reporting tasks, including semester course schedule building and preparing annual accreditation reporting.

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-year students, assisting with scheduling general student advisement, and serving as the dept. liaison between the Dept. of T&PS and ARCS (The College of the Arts Academic Resource Center).
 - vii. Attending campus events (representing TPS), as requested.
 - viii. Performing other administrative tasks as assigned by the TPS Chair.

E. Concentration and Course Coordinators

- a. Course coordinators may be appointed by the Chair for courses (e.g., the General Education course TPS 1107) or curricular concentrations that are regularly taught by multiple full-time and part time faculty members.
- b. The course coordinator shall determine general course policy and content in consultation with the Chair and fulltime faculty and be responsible for monitoring the assigned academic area.
- c. Course coordinators will receive appropriate course reassignment(s) as determined in consultation with the Chair.

F. Event Coordinators

- a. Event coordinators may be appointed by the Department Chair to organize and implement special events within the Department.
- b. Event coordinators will be responsible for administration and coordination within the assigned area including:
 - i. Identifying appropriate guest artists, scholars, and events in the area when needed, and being responsible for determining event schedules, hosting, and coordinating with participating members (guest artists/scholars, faculty, and/or students).
 - ii. Designing and implementing events in consultation with the Department Chair, Artistic Director, and Production Manager.

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. Coordinating audition and production season schedule in consultation with the Production Manager, the Chair, the directors of the season's productions, and the School of Music.
 - v. Managing production budgets in consultation with the Production Manager and the Chair.
 - vi. Collaborating with the Chair on fundraising and community-building efforts as they relate to supporting the production season.
 - vii. Attending all production meetings.
 - viii. Being available to visit rehearsal(s) when requested to do so by the director(s).
 - ix. Visiting selected run-throughs and/or technical rehearsals of productions directed by guest artists.
- ix. When the Artistic Director is directing a production s/he may choose to invite a colleague to selected rehearsal(s).

B. Production Manager

- a. The Production Manager is appointed by the Chair, in consultation with a departmental search committee.
- b. **Duties:** The Production Manager's duties include, but are not limited to:
 - i. Organizing, coordinating, and monitoring production policies and procedures within the Department.
 - ii. Creating the rehearsal and production calendar in consultation with the TPS faculty and staff, College of the Arts, and external partners.
 - iii. Collaborating with the Facilities Manager and TPS faculty to assign and reserve rehearsal spaces.
 - iv. Participating in the creation and management of the production budget in consultation with the Artistic Director, the Chair, the Coordinator of Design/Technology, the College of the Arts Business Manager, and faculty who are participating in the production season.

- v. Leading all production meetings and post mortems.
- vi. Supervising technical and dress rehearsals.
- vii. Coordinating student production and crew assignments in collaboration with the Coordinator of Design/Technology and instructor of TPS 2713. (Ideally, the production manager teaches this course on a semester-by-semester basis.) These include: stage management and running crew positions (e.g., lighting, sound operators, scenic, properties, and wardrobe crew). These also include, but are not limited to, carpenters, electricians, scenic painters, properties personnel, and various craftsmen.
- viii. Hiring external production personnel in consultation with the Coordinator of Design/Technology, the Artistic Director, the Technical Director, the Facilities Manager, and the Costume Shop Manager.
 - 1. These assignments include stage management and running crew positions (e.g., lighting and sound operators), and properties assistants. These may also include, but are not limited to, carpenters, electricians, scenic painters, properties personnel, and various craftsmen.
- ix. Collaborating with the Facilities Manager in reserving TPS spaces, supervising performances, coordinating rental packages for external parties, and reporting facility issues pertinent to production.

C. Technical Director

- a. The Technical Director is appointed by the Chair, in consultation with a departmental search committee.
- b. **Duties:** The Technical Director's duties include, but are not limited to:
 - i. Daily supervision of operations and maintenance of the scene shop.
 - ii. Maintenance of scene shop inventory.
 - iii. Coordination, construction, and/or implementation of the scenery and scenic properties for departmental productions.
 - iv. Coordination with the Production Manager and other production personnel (Master Electrician, Scenic Artists, etc.) on scheduling of load-ins, builds, and strikes in the theaters.
 - v. Supervision and instruction of students and student assistants in the scene shop.
 - vi. Management of production and Stillwell Operations budgets in collaboration with the Production Manager and the Facilities Manager (Stillwell Operations Budget).

D. Facilities Manager (Stillwell and Onyx Theaters)

- a. The Facilities Manager is appointed by the Chair in consultation with a departmental search committee.
- b. **Duties:** The Facilities Manager's duties include but are not limited to: Collaborating with the Chair, the Artistic Director, the Production Manager, the Technical Director, the Associate Dean of the College of the Arts, and

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

- i. Supervising day-to-day operations of Stillwell Theater and Onyx Theater.
- ii. Ensuring compliance with safety codes and best practices for all TPS performance spaces.
- iii. Functioning as the lighting and audio supervisor for each of the performance spaces; coordinating with faculty and guest designers, production staff, students, and community users on lighting and audio needs.
- iv. Supervising and training student staff to help manage these areas, and providing mentorship to all students working in production areas.
- v. Maintaining equipment and coordinating regular safety inspections; creating and managing safety policies; and coordinating and soliciting potential outside users.
- vi. Managing operations budget for identification and procurement, and equipment upgrade and repair.
- vii. Mentoring students in areas such as stagecraft, production, electrics, or sound design as required.
- viii. Coordinating facilities reservations and usage.
- ix. Assisting with procurement of equipment for both theaters.

E. Costume Shop Manager

- a. The Costume Shop Manager is appointed by the Department Chair in consultation with a departmental search committee.
- b. **Duties:** The Costume Shop Manager's duties include but are not limited to:
 - i. Management of daily operations in the costume shop.
 - ii. Planning the calendar for costume coordination and construction in consultation with the Production Manager and costume design personnel.
 - iii. Coordination, construction, acquisition and/or maintenance of costume elements for departmental productions.
 - iv. Supervision and/or instruction of students and additional external costume personnel in the costume shop.
 - v. Management of costume budget in collaboration with the Production Manager.
 - vi. Maintenance of TPS costume shop inventory.

F. Guest Artists and/or Scholars

- a. Guest Artists are invited by the Department Chair in consultation with the fulltime faculty.
- b. Guest Artists function as supplemental artists/scholars (e.g., directors, music directors, designers, choreographers, stage managers, technicians,

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. Auditions for ensembles and special projects will be scheduled by the ensemble or special project director.
- f. The department is committed to the practice of conscious and inclusive casting.

H. Season Selection

- a. See Article III below for details about the Season Selection Committee.
- b. The season consists of productions in two performance spaces, each with its own function. The Howard Logan Stillwell Theater houses TPS's mainstage space and is a proscenium theater seating 315, with two or more theatrical productions each year.
- c. The department also produces two productions in its smaller Onyx Theater, a black box space that seats 75 -90 persons. The department season typically includes one musical. Each year the faculty re-evaluates the number and complexity of productions according to available human and financial resources. Selections are based on the needs of the curriculum and TPS majors, faculty development, expertise, commitment, availability of funding, ability to fulfill production demands, and access to artists/technicians who are integral to the project.

I. Course Reassignments for Production Work

- a. Faculty may receive course reassignments for participation in one or more season productions, including but not limited to:
 - i. Direction of a production constitutes one course reassignment.
 - ii. Design of a production typically constitutes one course reassignment. This formula may shift, however, depending upon the size and complexity of particular design assignments.
 - iii. Dramaturgy for the production season constitutes one course reassignment (½ course reassignment per term).
 - iv. Playwriting and/or Adaptation: the authorship (including

- 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 (½ course reassignment per term).
- vi. Acting in a production constitutes one course reassignment.
- vii. Musical Direction constitutes one course reassignment.
- viii. Choreography constitutes one 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 will be selected via an election held in the Fall (December meeting) semester of each year for the next year's committees. Each committee shall elect its chair annually, effective fall semester of the academic year. The Chair of the previous year's committee shall convene the first fall semester meeting.

A. The Department Faculty Council (DFC)

1. Purpose

- a. The DFC is a Committee of the Whole and is advisory to the Chair who holds decision-making authority at the level of the department.
- b. The purpose of the DFC is to ensure collegiality and effective shared governance of the department by facilitating transparency and two-way communication between the faculty and the TPS Chair with regard to the development of policy, and to increase communication about the implementation of policy.
- c. The DFC will have the right to prompt access to department information relating to the planning and implementation of departmental policies. Topics may include but are not limited to: policy, strategic planning, annual budgeting, hiring, space and resource allocations, reassignment time, salaries and raises, fundraising, transparency and appointment and reports of *ad hoc* committees.
- d. The DFC has the authority to work with the Dean, the Provost, and/or the Ombuds office to address problems arising in its work that require external assistance, and should notify the Faculty Senate Executive Committee for information purposes when problems arise.
- e. The DFC represents the interests of TPS faculty (all ranks and tracks) and ensures fair democratic procedures for all academic and co-curricular

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 an *ex officio* non-voting member of the DFC. Chairs will respect their DFC's desire, on occasion, to meet without the Chair present. Department Chairs are not eligible to serve as representatives to the DFC.
- b. The chair of the DFC must be an elected and tenured department representative who has served on the council the previous year, selected by a two-thirds vote of the members of the DFC. The term of the chair will be one year, renewable by vote. Duties of the chair include calling meetings, preparation/publication of agendas and dissemination of minutes.
- c. One sitting DFC member shall serve as the secretary. Secretarial responsibilities shall include recording and transcribing the minutes for all DFC meetings. The position is a yearly appointment selected by a two-thirds vote of the committee.
- d. The DFC as a Committee of the Whole must be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the department by secret ballot as their preferred alternative to a DFC.

3. Meetings

- a. The DFC should meet as often as deemed appropriate by the council with a minimum of two meetings per semester.
- b. The Chair of the DFC will call each DFC meeting. The Department Chair or any other member of the DFC can request a meeting by contacting the Chair of the DFC.
- c. The DFC Chair will meet to discuss DFC matters with the Department Chair as deemed appropriate, with a minimum of one meeting each semester.
- d. The DFC Chair shall publish meeting dates and times at the beginning of the semester and inform the Department Chair. The DFC shall call for agenda items five days before the DFC meeting and publish agendas in advance of the meeting. The DFC Secretary shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting that, at minimum, records attendance and all actions, decisions or recommendations of the DFC.
- e. The DFC shall take necessary measures to assure continued functioning of the DFC during the summer months if necessary. The DFC Chair will be available by email and will disperse information to the committee via email as needed.
- f. The DFC will operate in reference to *Robert's Rules of Order*.
- g. A two-thirds majority of DFC members constitutes a quorum and each meeting will begin with the establishment of a quorum.

- 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 suggestions for the season.
- d. The SSC shall invite a TPS major selected by the TPS student body to a SSC meeting early in the planning process (typically September/October) to provide season selection input from the TPS student body.
- e. The SSC members will review the initial list of suggestions and create a shorter list of plays/projects, or “semi-finalists,” for further consideration.
- f. The SSC solicits formal proposals for each project on the semi-finalist list. Proposal forms and copies of scripts must be submitted electronically via a Season Selection Form.
- g. SSC members read all of the plays and the proposals on the semi-finalist list and rank their choices for a short list of finalists.
- h. The Season Selection Committee shall present the list of finalists and rankings to the entire full-time faculty for discussion and a formal vote.
- i. The season shall be finalized at the end of the fall semester.

2. Membership

- a. The SSC shall be composed of the Artistic Director, the Department Chair, one representative from each concentration (either the coordinator or a designee), and one additional member of the full-time faculty. It is strongly suggested that the dramaturge serve as a member of the committee. The Artistic Director shall serve as the SSC Chair.
- b. Duties of the SSC Chair include calling meetings (and/or requesting time on the TPS faculty meeting agenda to discuss season selection);

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. The P&T Committee shall be composed of three tenured faculty members.
- b. The members of the P&T Committee shall be elected by a two-thirds vote of

- 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. Secretarial responsibilities shall include creating and distributing the minutes for all Scholarship Committee meetings. The position is a yearly appointment selected by a majority vote of the committee.
- d. If a committee member is unexpectedly unavailable to serve, the department may elect ad hoc committee members from inside the department to serve.

3. Meetings

- a. The Scholarship Committee shall meet as often as deemed appropriate by the Chair to complete its work, with a minimum of one meeting. Typically, these meetings occur in the spring semester when the KSU Foundation has identified the amounts available for scholarship funds for the following year. In years when there are freshman scholarship funds available, the committee shall meet at least once during the fall semester.
- b. The Chair of the Scholarship Committee will call each meeting.
- c. A two-thirds majority of Scholarship Committee members constitutes a quorum and each meeting will begin with the establishment of a quorum.
- d. 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.
- e. A simple majority of those voting shall be required to pass a motion.

F. Assessment Committee

1. Purpose

- a. The purpose of the Assessment Committee is to facilitate revisions of TPS student learning outcomes as needed, to coordinate and codify the Academic Program Assessment Plan (APAP) assessment plan required by the University, and to collect the appropriate data for assessment reports.
- b. The Assessment Committee has the authority to work with TPS faculty members to develop and administer rubrics for the assessment of program and course outcomes as outlined in the department's assessment plan.

2. Members; Election of Chair

- a. The Assessment Committee shall be composed of a minimum of three fulltime

- 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 member selected by a majority vote of the members of the Assessment Committee. The term of the chair will be one year, renewable by vote. Duties of the chair include calling meetings, preparation/publication of agendas and dissemination of minutes.
 - d. One sitting Assessment Committee member shall serve as the Secretary. Secretarial responsibilities shall include recording and transcribing the minutes for all Assessment Committee meetings. The position is a yearly appointment selected by a majority vote of the committee.
 - e. If a committee member is unexpectedly unavailable to serve, the department may elect ad hoc committee members from inside the department to serve.

3. Meetings

- a. The Assessment Committee should meet as often as deemed appropriate by the committee with a minimum of two meetings per semester.
- b. The Chair of the Assessment Committee will call each meeting. The Department Chair or any other member of the Assessment Committee can request a meeting by contacting the Chair of the Assessment Committee.
- c. The Assessment Committee Chair will meet to discuss Assessment Committee matters with the Department Chair as deemed appropriate, with a minimum of one meeting each semester.
- d. A two-thirds majority of Assessment Committee members constitutes a quorum and each meeting will begin with the establishment of a quorum.
- e. 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 majority of those voting shall be required to pass a motion.

G. Faculty Grants Committee (FCG)

1. Purpose

- a. The purpose of the FGC is to review and approve or decline applications for TPS faculty grants supported by two discrete funds housed within the department:
 - 1) the Professional Development Fund (no less than \$6,000.00 in TPS Operating funds)
 - 2) the Onyx Grants Fund (variable amount in the Onyx Theater endowment, a TPS Foundation account)

2. Membership

- a. The FCG shall be composed of a minimum of three full-time permanent faculty members from a minimum of three different concentrations in the department.
- b. Members shall serve one-year terms on a rotation basis, such that the concentrations are represented each academic year.
- c. The Chair of the Department shall serve as the Chair of the FGC.

- 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 project at a TPS faculty meeting, and the faculty will vote whether to move the project forward for FGC review.
- b. The Chair of the Faculty Grants Committee may disseminate proposals to member of the FGC electronically. Committee members will review and render a decision within ten days.
- c. In instances where there are differences in decisions to approve/decline requests, and/or when the requests for funding exceed the budgets in one of more funds, the FCG will hold a face-to-face meeting in order to discuss and render a decision as to which proposals to approve.
- d. All members of the majority of the FCG Committee must render a decision for each grant proposal under consideration.
- e. In the case of face-to-face meetings when 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.
- f. A simple majority of those voting shall be required to pass a motion.

H. Ad Hoc Committees

- a. *Ad hoc* committees shall be appointed by the Chair of the Department for a specific term.
- b. The Chair shall notify the departmental faculty of the existence of any *ad hoc* committees.

I. Bylaws Revisions

- a. Bylaws for all committees may be amended by a simple majority vote of the TPS faculty with the exception of university-mandated policies that are included in these bylaws.

ARTICLE IV. Voting and Operation

A. Voting Procedures

Voting on matters of departmental policy and procedures, degree program

changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions and revision of departmental bylaws shall be determined as follows:

- a. **Eligibility**
 - i. Only tenured, tenure-track or lecturer level faculty are eligible to vote, except that only tenured or tenure-track faculty may vote on personnel issues.
 - ii. Staff may vote for the bylaws and for positions for which staff are eligible to be elected.
- b. **Quorum**
 - i. Absent faculty/staff may vote by written proxy.
 - ii. Proxies shall not count toward a quorum.
- c. **Passage of a Motion**
 - i. A simple majority of those voting shall be required to pass a motion.
 - ii. A two-thirds majority of those voting shall be required to pass an amendment to the Departmental bylaws.
- d. **Ballots**
 - i. Secret ballots may be used for voting when deemed appropriate by a simple majority of the voting faculty.
- e. **Electronic Voting**
 - i. Voting may be done electronically if approved by a simple majority of the members of a committee or the department.

B. Operation of Committees

- a. Each committee shall elect a Chair and operate under a set of goals given at the time of appointment.
- b. Standing committees shall meet at least once each semester, except summer.
- c. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member.
- d. Each standing and *ad hoc* committee shall keep a record of its meetings and make these records available to all full-time faculty and staff when requested.

A Secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. Minutes of the meetings shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

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 meetings as relevant to their responsibilities. For excused absences, notification must be given to the Chair prior to the meeting.
- D. Minutes of each department meeting will be taken, reviewed by the Department Chair, and distributed to all faculty and staff.

ARTICLE VI. Curricular Changes

Section 1. New course offerings, course deletions, changes in requirements for the degrees with a major in Theatre and Performance Studies and changes in the requirements for a minor in Theatre and Performance Studies.

- A. The Chair or any full-time faculty may propose such changes.
- B. Proposals to modify courses or curricula shall be communicated to the full faculty.
- C. A majority of the eligible voting members is required to approve and to adopt proposals for new courses, course deletions, course revisions and changes in the curriculum and/or changes to degree requirements.
- D. The proposal(s) must be submitted, then reviewed and approved by faculty who teach the courses and/or teach in the relevant concentration; and subsequently by the Department Curriculum Committee via Curriculog.
- E. All curricular changes must be approved by the Department Chair, College Curriculum Committee, Dean, and UPCC (via Curriculog), before they are implemented.

ARTICLE VII. Guidelines for Tenure-track Faculty Searches

- A. The Department Chair shall appoint at least three tenured/tenure-track faculty, after discussion with the department faculty and in consultation with the Dean. Lecturers may serve on a search committee when deemed appropriate by the Chair.
- B. The Department Chair shall appoint a Chair of the search committee. The Department Chair shall provide the committee with specific guidelines about conducting searches.
 - a. The Search Committee Chair is responsible for reviewing applications for completeness and making them accessible to committee members.
 - b. The Search Committee is responsible for reviewing the applications, developing short- and finalist lists, and participating in telephone, Skype, and on-campus interviews.
 - c. The Search Committee does not make appointment decisions and does

not rank the candidates; it serves in an advisory capacity to the department, college and university administration, providing a list of the strengths and weaknesses of the shortlisted candidates following the on-campus interview process.

- C. Potential Conflicts of Interest.
 - a. Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with whom the member has had a prior close personal relationship, s/he should make this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced by another committee member, in order to avoid the appearance of a conflict of interest.

ARTICLE VIII. Summer Session Teaching

The following guidelines shall be used to determine priority for teaching during summer session:

- A. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.
- B. The Department Chair will assign summer teaching assignments based on the following ranked criteria:
 - a. Course demand and faculty specialization.
 - b. Preference will be given to full-time, tenure-track faculty.
 - c. Budget conditions.
- C. Additional assignments shall be made by the Department Chair after each full-time faculty member who desires to teach and meets the above criteria has received one section.
- D. The Department shall abide by minimum enrollment guidelines set by the College of the Arts for summer classes.

ARTICLE IX. Faculty Evaluation

- A. All full-time faculty are required to submit an annual review document (ARD) and a Faculty Performance Agreement (FPA) generated through electronic portfolio program to the Chair the last Friday of January each year in a format consistent with University guidelines.
- B. The Department Chair will distribute a written evaluation to each faculty member. The faculty member will have the right to submit a written response to the evaluation no later than ten calendar days from the time of receipt of the evaluation.
- C. All promotion and tenure decisions are guided by the Promotion and Tenure Guidelines for the Department.
- D. Every full-time faculty member will negotiate a Faculty Performance Agreement (FPA) with the Department Chair in February of each calendar year.

- 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.

