

Constitution and Bylaws for the Department of Visual and Performing Arts
Monroe Community College
Ratified June 14, 2002
Amended September 29, 2005

Preface:

The intent of this Constitution and Bylaws is to provide a system of rules for the orderly and expeditious governance of the Department. These rules are not intended to deny any member of the Department the opportunity to express opinions on matters of professional substance. Civility, common sense, honesty and candor shall always be considered appropriate and desirable behaviors for all members of the Department.

Article I. The Department of Visual and Performing Arts

Section A. The Department of Visual and Performing Arts shall have primary responsibility for instruction in ART, COM, IDE, MUS, and SPT and shall establish curricula and policy for instruction in these areas. The Department shall make recommendations to the College administration and Faculty Senate, or to any other appropriate individual or body concerning the Department and its mission within the College. In making recommendations to individuals or bodies both inside and outside the College, the Department shall act through the Chairperson and other channels, when appropriate.

- a. The Department shall organize itself and establish committees chosen from the faculty of the Department, which will make recommendations to the Department as a whole for review and action.

The Chairperson shall establish a calendar of regular meetings for the academic semester and shall distribute it to the faculty at the first meeting of the year. The Department shall meet at least once each month during the academic year, and shall consider an agenda prepared by the Department Chairperson and circulated to all members of the Department at least two working days in advance of regular meetings. Any faculty member may request that an item be placed on the agenda, provided that this request is submitted to the Chairperson at least three working days prior to the scheduled Department meeting. The Department shall also meet on call of its Chairperson or by a minimum of thirty percent of its membership. The meeting shall be called at least five working days and no later than 10 working days of the call except for emergency meetings. Two-thirds of the voting membership shall constitute quorum of all meetings of the Department.

Section B. Membership

The voting membership of the Department shall consist of all full-time faculty and full-time non-teaching professionals of the Department and part-time faculty or staff working at 80% or more of normal workload shall be voting members. Adjunct members of the Department faculty may attend Department meetings and may contribute to the discussion. Special meetings may be declared in closed session at the discretion of the Chairperson at which time only full-time faculty, 80% faculty, and full-time non-teaching professionals may attend.

Section C. Officers and Representatives

1. The Department Chairperson shall be elected according to the procedures described in the current *Board of Trustees Policy Manual*. The Chairperson's workload shall be defined by the contractual agreement between the College and the Faculty Association. In an instance of review, appointment or reappointment of the Chairperson, the full-time faculty of the Department of Visual and Performing Arts shall participate in the process. Department Chairpersons shall be limited to two consecutive three-year terms.
2. Adjunct Coordinators shall be elected for a two-year term of office.
3. Faculty Senators shall be elected in accordance with the bylaws of the Faculty Senate.

Section D. Duties of the Officers

1. Duties of the Chairperson. The Chairperson shall:
 - a. Perform all duties specified by College policy in accordance with procedures contained in the Department of Visual and Performing Arts Constitution and Bylaws;
 - b. Convene and preside over all meetings of the Department;
 - c. Ex-officio member of the VaPA Curriculum Committee;
 - d. Appoint such special or ad hoc committees as shall be necessary. These appointments shall be reported to the faculty in writing at the next regular Department meeting;
 - e. Chair the Resources and Planning Committee;
 - f. In consultation with the VaPA Curriculum Committee, provide leadership in curriculum development and schedule course offerings;
 - g. Receive and act upon faculty recommendations for course offerings and staff assignments for the academic year and summer session as per the *Department of Visual and Performing Arts Personnel Policies and Procedures Manual*;
 - h. Delegate non-teaching responsibilities to faculty members in accordance with the departmental Constitution;
 - i. Make recommendations on all departmental personnel matters as stated in the most recent contractual agreement;
 - j. Prepare and submit for departmental approval the Department budget, oversee the disposition of funds allocated to the VaPA in the College budget in conjunction with the departmental Resources and Planning Committee;
 - k. Consult with appropriate administrative officers concerning projects and undertakings involving Monroe Community College i.e. grant opportunities.

- l. The chairperson may appoint an Assistant Department Chair. The duties of this position would be determined by the department chair and would be agreed upon in advance with majority approval of the department membership.
 - m. Workload of the department chair: The department chair should receive the college's 28 contact hour release time plus 2 additional hours from the department's professional development fund for a total annual release of 30 hours. The chair can give away up to a maximum of 10 contact hours per year to the Assistant Department Chair with majority approval of the department membership.
2. Duties of the Adjunct Coordinator(s). The adjunct Coordinator (s) shall:
- a. Recommend to the Chairperson adjunct faculty to be hired;
 - b. Review and periodically update the adjunct faculty pool housed in the Human Resources office;
 - c. Assign adjunct teaching schedules;
 - d. Provide adjunct faculty training in Department and College policies, i.e. course information sheets, attendance policy, special services available to students, etc.;
 - e. Supervise adjunct faculty evaluation in consultation with one full-time faculty member from the specific program area;
 - f. Receive the Adjunct Coordinators' stipend as designated in the contractual agreement and as per VaPA Departmental policy.

Section E. Department Chairperson Vacancy

See the most recent Monroe Community College Faculty Senate Special Committee on Academic Affairs (SCAA) procedures.

Article II. Standing Committees

The standing committees of VaPA are RTP, Curriculum, Resources and Planning, and New Hires and Awards.

Section A. Retention, Tenure, Promotion Committee

1. Functions

- a. The Retention, Tenure Promotion (RTP) Committee shall receive, review and act upon all applications/nominations for renewal, continuing appointment, promotion and awards for VaPA faculty and staff, and shall inform the faculty/staff member applying/nominated and the Department of the recommendations forwarded to the Department Chairperson. Only the faculty member applying/nominated and the Department Chairperson shall receive the rationale for such recommendation.

- b. The RTP Committee will prepare, distribute and periodically update the *Department of Visual and Performing Arts Personnel Policies and Procedures Manual* for approval and ratification by the full-time Department members.
 - c. A member of the RTP Committee shall serve on the New Hires committees.
 - d. On an annual basis, the RTP Committee shall develop and distribute to all departmental faculty an evaluation form designed to assess the Chairperson's performance and to assess the "state of the Department."
 - e. Upon the invitation of an individual faculty member desiring personnel action, the RTP Committee will assist in the preparation of his/her credentials and supporting documentation to accompany the request for personnel action.
2. Committee Membership
- a. The RTP Committee shall consist of five full-time tenured members of the Department. There shall be one representative elected from each academic area (Art, Music, COM, and SPT) and one representative elected at-large. The committee will elect the committee Chairperson annually.
 - b. Members of the committee shall be elected by secret ballot, if necessary, by full-time members of the Department for staggered two-year terms.
 - c. Newly elected members of the committee shall begin their term of office with the beginning of the academic year.
 - d. Any committee member under consideration for an RTP Committee action shall abstain from the process.
 - e. Should a vacancy arise on the RTP Committee, elections shall be conducted at the next department meeting to elect a replacement to complete the term of office.
3. Personnel Recommendations. The term "personnel recommendations" shall include the actions of reappointment, continuing appointment, promotion, and awards according to the *Department of Visual and Performing Arts Personnel Policies and Procedures Manual*.
- a. Promotion. The RTP Committee shall meet at an appropriate time each year to receive and consider requests for promotion by departmental faculty members. Committee recommendations shall be forwarded within five working days of the committee action to the Department Chairperson for review and action. (See A., 1., a. above)
 - b. Reappointment. The RTP Committee shall meet at an appropriate time each year to make, receive, and act upon applications for reappointment for faculty members. Committee recommendations and rationales shall be forwarded within five working days of committee action to the faculty members and the Department Chairperson for review and action. Tenured faculty members shall be apprised of committee recommendations before the next department meeting. At that meeting the tenured faculty will vote on the recommendations.

Section B. Curriculum Committee

1. The Curriculum Committee shall make recommendations regarding curricular matters to the Visual and Performing Arts Department faculty for their action and approval. No curricular proposals can be made without review and approval by the Department as a whole.
2. Membership: The committee shall consist of six elected members: one Faculty Senator; one representative each from ART/IDE, COM/SPT, and MUS; two representatives elected at large from the Department and the Department Chairperson in ex-officio capacity. The term of office for the area representatives and the representative elected at large shall be two years. The committee members will elect the committee chairperson annually.
3. Committee functions. The committee shall:
 - a. Review proposals for new courses, new degree/programs, and revisions of courses and major programs submitted by program coordinators and/or individual faculty members, and make recommendations to the Department for consideration and action. Persons submitting proposals for approval must use the appropriate forms.
 - b. Conduct review of departmental curricula, degree/program course offerings, and objectives.
 - c. Keep catalog materials and descriptions regarding departmental offerings current and accurate.
 - d. Be responsible for the continuing study and review of all phases of the departmental curricula. This committee shall recommend to the Department procedures for the approval, revision and removal of courses and programs within the purview of the Department, subject of the approval of the Department, the Faculty Senate and the College administration.
 - e. Oversee the assessment and program review processes according to MCC timetables.

Section C. Resources and Planning Committee

1. Committee membership
 - a. The Resources and Planning Committee shall consist of seven members. The members shall represent the seven buying centers of the Department: Photography, Television/Radio, Music, Theatre, Art, Graphics, and Communication/Speech. The term of office for the faculty members elected shall be two years. The Chairperson of the committee shall be the Department Chairperson.
2. Functions
 - a. The Resources and Planning Committee shall assist the Department Chairperson by planning the short and long-term direction of the Department. In the process of planning for the future, this committee shall suggest the best utilization of such Department resources as personnel, budget, space and facilities.
 - b. This committee shall develop and maintain an on-going annual plan for resource utilization.
 - c. This committee will develop and maintain a long-range (3-5 year) plan for resource utilization.

- d. This committee will solicit the opinions of the faculty for all of the above and report its findings and recommendations on a continuous and on-going basis for departmental approval.

Section D. New Hires Committee

1. The New Hires Committee shall consist of 5 full-time faculty members: four elected at-large and one member of the RTPA Committee. Terms of office shall run two years with approximately half of the committee members being elected each year. The committee shall elect its chairperson on an annual basis.
2. Functions
 - a. This committee shall coordinate the hiring of full-time, 80%, and part-time positions. The committee shall not handle the hiring of adjunct faculty.
 - b. The committee shall recommend the hiring of candidates to the department chairperson.
 - c. The committee may seek to have the Dean of Liberal Arts sit as a non-voting member on the committee.
 - d. The committee may consult with other VaPA faculty members from specific discipline areas in an advisory capacity. Final decision as to which person(s) shall be recommended for hire will be the sole prerogative of the voting members of this committee.

Section E. Awards Committee

The Awards Committee Shall inform the Department members of awards and encourage their participation in these activities.

The Awards Committee shall coordinate the recommending of awards for students for VaPA students.

The Awards Committee shall keep a library of awards' opportunities and inform and encourage members of the Department to actively seek and participate in award and grant opportunities for professional and department development.

The Awards Committee will serve as an information source for the department about available College-wide faculty awards and encourage department members to nominate colleagues. The Committee may assist in the process, but will not itself become a nominating body.

Committee Membership

The Awards Committee shall consist of three elected members of the Department. The term of office shall be two years. Committee members will select a committee chair annually.

Article III. Special and Ad Hoc Committees

In consultation with the faculty members concerned, the Department Chairperson shall appoint such special or ad hoc committees as shall be necessary. These appointments shall be reported in the Department meetings.

Appointments to special inter-departmental or divisional committees shall be made by the Department Chairperson, with approval of the voting members of the Department.

Article IV. Recall and Review

Section A.

Any committee chairperson or committee member elected by the Department or appointed by the chairperson shall, upon petition by 50 percent of the voting membership of the Department, be subject to recall for unsatisfactory service in the office or on the committee.

Section B.

The Chairperson of the Department shall submit the recall proposal to each voting member of the Department for discussion of the petition two weeks prior to a regular Department meeting.

Voting on the recall proposal shall take place by secret ballot within one week of that Department meeting, and a two-thirds majority of the voting membership shall be necessary to affect recall of the named committee Chairperson or committee member.

Section C.

A recalled office-holder or committee member shall immediately vacate the office or committee position, but shall be eligible for reappointment after one year.

Section D.

If a position is vacated by recall, the Department Chairperson shall conduct a special election within two weeks to fill the vacated position, except where procedures are provided elsewhere in this Constitution and by-laws. A vote for recall shall be held only during the regular academic year.

Section E.

Review of Department Chairperson

Any member of the Department may propose to the RTPA Committee, upon presentation of a petition signed by 50 percent of the voting members of the Department, a “confidence” vote of the Department Chairperson. Such a vote shall be taken according to the terms for general conduct of Department meetings. A two-thirds majority vote of all voting members of the Department shall be necessary to express an opinion of *no confidence*. The RTPA Committee shall forward the result of any such vote in writing to the appropriate Dean and Vice President within five working days of the vote.

Article V. Amendments and Ratification

Section A. Amendments to this Constitution and the by-laws may be proposed either by:

1. Any voting member of the Department. Such proposed amendments shall be submitted in written form to the Chairperson of the Department;
2. The Department, upon recommendation of a duly appointed ad hoc committee for review and revision of the Constitution and by-laws.

Section B.

1. Ratification of amendments to the Constitution. Copies of the officially proposed amendment (s) shall be submitted to each voting member of the Department at least two weeks prior to a regular Department meeting called for discussion of the amendment.
2. Voting on the proposed amendment (s) shall take place by secret ballot of the voting membership of the Department. A two-thirds majority vote of the voting membership shall be necessary for ratification. Each amendment shall contain the date it is to become effective, assuming ratification.

Article VI. Rules of Order

Except as otherwise provided in this Constitution and by-laws, conduct of meeting shall be governed by the provisions of *Roberts' Rules of Order* at latest edition; or any other parliamentary manual approved by a majority vote of Department faculty.

Article VII. Interpretation of the Constitution and By-Laws

Questions of interpretation of the Constitution and By-Laws shall be resolved by a majority vote of the voting members of the Department.

Constitutional By-Laws

Article I. General Rules for standing Committees of the Department

A. Meetings: The committee or any of its sub-committees shall meet:

1. On call of the committee's Chairperson,
2. When two-thirds of the committee members so petition their Chairperson or,
3. Upon request of the Department Chairperson.

B. Terms of Offices: Elected term of office shall be for two years, except as indicated otherwise in this Constitution and by-laws. Approximately half of the membership of each committee shall be elected annually. A committee member may succeed him/herself.

C. Sub-committees: The chairperson of each committee shall appoint such sub-committees as a parent committee designates.

- D. Committee reports: All committee chairpersons shall keep written records of their proceedings and operations, and give a report at department meetings. Committee chairpersons shall seek to place upon the agenda for department meeting such recommendations as the committee shall make, provided that such recommendations and supporting documentation has been distributed to the voting members of the Department at least five working days prior to the meeting at which the vote is to be taken.
- E. Committee meetings: Meetings of all committees, other than the RTPA and New Hires Committees, shall be open to any Department member except when the committee, by majority vote of its members, declares itself to be in “closed session.”
- F. Vacancies: If a member of a standing committee with elected members becomes incapable or ineligible to serve for any reason, the Chairperson of the committee shall announce the vacancy to the Department Chairperson who shall hold a special election to fill the vacancy at the next Department meeting. If a vacancy occurs in the elected committee chair, the remaining members of the committee shall decide on a new chairperson from among themselves.

Article II. General Rules for Department Meetings

A. The Department shall meet:

1. At least once each month during the academic year;
2. On call of its Chairperson, or;
3. When 30 percent of its full-time members petition the Department Chairperson.

B. Conduct of meetings:

Any proposal to be voted on at a Department meeting must be circulated with appropriate documentation to the voting membership of the Department at least five working days prior to the meeting. In unusual circumstances, the Department may, by majority vote, waive the five-day-notice rule. Members must be present to vote.

C. Minutes:

1. Minutes shall consist of a summary of actions taken by the Department.
2. The Department secretary or temporary appointee of the chair shall take minutes.
3. Minutes of the Department meeting shall be kept on file in the Department secretary’s office.
4. Copies of minutes of Department meetings shall be distributed to all voting members of the Department.

Article III. Department Parliamentarian

The Department Chairperson may appoint a Department Parliamentarian who will advise the Chairperson.

Article IV. Annual Department Elections

Elections specified in this constitution shall be held no later than the last regularly scheduled Department meeting in May except in the year of Department Chair election, and then immediately following the election of the Department Chair. All newly elected committee members shall immediately participate as ex-officio members of their committees. They will become voting members at the beginning of the following academic year.

Committee Structure two-year terms

Resources Committee

(membership by cost centers)

Photography

Television/Radio

Music

Theatre Art

Graphics

Com/SPT

Department Chairperson chairs committee

Curriculum

Communication

Art

Music

At Large

At Large

Senator

Retention, Tenure, Promotion

(all must be tenured faculty)

Communication

Art

Music

At Large

At Large

New Hires

(full time, and 80%)

At Large

At Large

At Large

At Large

Member of RTP Committee

Adjunct Coordinators

Graphics

Art

Music

Speech/Theatre

Communication

Awards

At large

At large

At large