



DEPARTMENT OF THEATRE

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BYLAWS

MICHIGAN STATE UNIVERSITY

In conformity with the "Bylaws for Academic Governance, Michigan State University," the faculty of the Department of Theatre establishes the following bylaws.

1 CONSTITUENT MEMBERSHIP OF THE DEPARTMENT OF THEATRE

1.1 Faculty

- 1.1.1 The regular faculty of the Department of Theatre shall be composed of those persons appointed at any rank within the Tenure System, the Fixed-Term System and Academic Specialists for a period of more than one year.
- 1.1.2 The temporary faculty of the Department shall consist of all persons appointed for a period of one year or less.
- 1.1.3 Honorary faculty shall consist of Professors Emeritus.
- 1.1.4 The voting faculty shall consist of all regular faculty and those designated by the regular faculty to be essential for debate and advice in the issues under discussion.

1.2 Student Members

- 1.2.1 Student members of the Department shall be composed of all undergraduate and graduate students who have declared a transcriptable degree administered by the Department of Theatre with the Office of the Registrar.
- 1.2.2 The voting students shall consist of all student members of the Department who are in good academic standing with the Office of the Registrar.

2 DEPARTMENT ORGANIZATION

2.1 Department Chairperson

The chief administrative officer of the Department is the Chairperson.

- 2.1.1 The Department Chairperson is responsible for education, research, service, outreach and production programs of the Department. This responsibility includes budgetary, facilities, and personnel matters related to his or her jurisdiction, taking into account the bylaws of the Department.
- 2.1.2 The regular faculty of the Department shall have shared responsibility with the Dean to determine procedures for the selection of the Department Chairperson to be nominated to the Provost.

- 2.1.3 Regular faculty and student members of the Department shall consult with and advise the Dean in the appointment of a Department Chairperson.
- 2.1.4 The Department Chairperson shall be subject to systematic review at intervals not to exceed three years.
 - 2.1.4.1 The regular faculty of the Department shall have shared responsibility with the Dean to determine procedures for the review of the Department Chairperson.
 - 2.1.4.2 There is no limit, other than the limit imposed by the University rules on retirement from administrative positions, on the number of times an individual may be continued in the position of Department Chairperson.
 - 2.1.4.3 At any time during the term of office, the appointment of a Department Chairperson, as Department Chairperson, may be terminated either by resignation or by action of the Board of Trustees upon recommendation of the President or Provost.
 - 2.1.4.4 The Department Chairperson shall participate in academic governance as part of his/her administrative responsibility. This participation shall include those responsibilities listed in Section 2.1.5 of the University Bylaws.

2.2 *Standing Committees*

The Department of Theatre has five Standing Committees. The function of each Standing Committee is to develop policies and procedures relevant to the Committee's concern. Proposals from Standing Committees are submitted to the regular members of the Department for consideration and/or final recommendation.

2.2.1 Graduate Affairs Committee

2.2.1.1 Composition

The Graduate Affairs Committee shall be composed of two faculty members elected by the voting faculty and three graduate students. Graduate student representatives to the Committee will be elected yearly from the total body of graduate students in the Department of Theatre. It is the responsibility of these three elected students to ensure that one and only one of them is present at Faculty Governance Meetings. Elections to this committee will take place early in the fall semester.

2.2.1.2 Functions

Elect from its members a Chairperson and a Secretary; Keep minutes of its meetings on record in the Department Office; Meet at the discretion of its own members or at the request of the Department Chairperson or regular faculty; Serve as a source of information as well as develop proposals, recommend policies relevant to the Committee's concern and expertise, and serve as a forum on graduate student rights and responsibilities.

2.2.2 Undergraduate Affairs Committee

2.2.2.1 Composition

The Undergraduate Affairs Committee shall be composed of two faculty members elected by the voting faculty and three undergraduate students. Undergraduate student representatives to the Committee will be elected yearly from the total body of undergraduate students in the Department of Theatre. It is the responsibility of these three elected students to ensure that one and only one of them is present at Faculty Governance Meetings. Elections to this committee will take place early in the fall semester.

2.2.2.2 Functions

Elect from its members a Chairperson and a Secretary; Keep minutes of its meetings on record in the Department Office; Meet at the discretion of its own members or at the request of the Department Chairperson or regular faculty; Serve as a source of information as well as develop proposals and recommend policies relevant to the Committee's concern and expertise.

2.2.3 Graduate Hearing Board

2.2.3.1 Composition

The Graduate Hearing board shall be composed of three faculty members elected by the voting faculty and three graduate students. Graduate student representatives to the Hearing Board will be elected yearly from the total body of graduate students in the Department of Theatre.

2.2.3.2 Function

Procedures shall be in accordance with University policies and procedures pertaining to academic hearing protocol.

2.2.4 Undergraduate Hearing Board

2.2.4.1 Composition

The Undergraduate Hearing Board shall be composed of three faculty members elected by the voting faculty and three undergraduate students. Undergraduate student representatives to the Hearing Board will be elected yearly from the total body of undergraduate students in the Department of Theatre.

2.2.4.2 Function

Procedures shall be in accordance with University policies and procedures pertaining to academic hearing protocol.

2.2.5 Department of Theatre Advisory Committee

2.2.5.1 Composition

The Advisory Committee shall be composed of five faculty members to represent four varying disciplines in the Department of Theatre and each appointment type (Tenure Stream, Fixed-Term, and Academic Specialist). Four members shall be appointed by the Department Chairperson and one member shall be elected by the regular faculty. Appointments/election to happen in the spring semester for the following academic year. The term of office shall be one year.

2.2.5.2 Function

The function of the Advisory Committee is to advise the Chairperson in Department of Theatre related business.

2.3 *Ad Hoc Committees*

From time to time, Ad Hoc Committees are appointed by the Department Chairperson to deal with issues of a non-recurring nature. The members of these Committees are selected in terms of the specific issue(s) involved, rather than on a criterion of general faculty or student involvement.

2.3.1 Proposals of the Ad Hoc Committees are submitted to Standing Committees or to regular faculty of the Department for discussion and/or vote.

3 FACULTY GOVERNANCE

3.1 *Composition*

The Department of Theatre faculty with student representation as defined in these bylaws, shall serve as a Committee of the Whole on all matters of policy and procedures affecting the Department.

3.2 *Frequency*

Faculty Governance shall meet at least once each semester, except the summer semester(s), at a time determined by the Department Chairperson. Additional meetings may be called by the Department Chairperson or 30% of the voting members.

3.3 *Announcement*

Written notice and agenda shall be sent to all members prior to the meeting.

3.4 *Conduct of Meetings*

3.4.1 The Department Chairperson or designate shall preside at all faculty meetings. A quorum shall consist of 51% of the voting members.

3.4.2 The Department Chairperson shall designate a recording secretary for the meetings. Minutes shall be distributed prior to the next faculty governance meeting to all faculty and student representatives.

3.4.3 Business shall be conducted according to Robert's Rules of Order.

3.4.4 Action can only be taken by a majority of the voting members present at the meeting.

- 3.4.5 Items may be placed on the agenda by the Department Chairperson, the Standing Committees, or by request of any Faculty Governance member to the Department Chairperson.

4 TERMS OF EMPLOYMENT AND EVALUATION PROCEDURES FOR FACULTY

4.1 Terms of Employment

4.1.1 Tenure System Appointments

Appointments to the rank of Professor, Associate Professor, Assistant Professor and Instructor normally are made consistent with the current provisions of the Michigan State University Tenure System as specified in the MSU Faculty Handbook section IV Academic Human Resources Policies.

4.1.2 Fixed-Term Appointments

Fixed-Term appointments to the rank of Professor, Associate Professor, Assistant Professor or Instructor normally are made consistent with the current provisions of the Michigan State University Fixed-Term Appointments as specified in the MSU Faculty Handbook section IV Academic Human Resources Policies.

4.1.3 Academic Specialist Appointments

Academic Specialist appointments normally are made consistent with the current provisions of the Michigan State University Specialists Appointments as specified in the MSU Faculty Handbook section IV Policies under Section IV in the Faculty Handbook.

4.2 Mentoring

Please see Department of Theatre Mentoring Policy.

4.3 Evaluation Procedures

4.3.1 Reappointment, Promotion and Tenure Committee

4.3.1.1 Composition

The composition of a Department RPT Committee consists of a minimum of three faculty members with tenure appointed by the Department Chairperson in consultation with the candidate. A chair and a designated Office for Inclusion and Intercultural Initiatives representative for each committee will be elected by the committee.

4.3.1.2 Function

The Committee will review the candidate's dossier of all pertinent information related to his/her record and achievements as defined in the Department's policy on Reappointment, Promotion and Tenure. The criteria for reappointment and

promotion for an Academic Specialist is set forth in the MSU Academic Specialist Handbook.

The Committee will submit in writing to the Department Chairperson recommendations for personnel action and reasons for its decision. Minority opinion, if any, will be noted and a minority report may be included. The Committee recommendations will be signed by all members of the Committee.

4.3.2 Annual Review

4.3.2.1 Faculty Responsibilities

Each faculty member will complete an annual activities report. Guidelines for what is required and recommended will follow the procedures outlined in the Department of Theatre Annual Review Policy.

Faculty will peer review submissions according to Department guidelines.

4.3.2.2 Chairperson responsibility

The Chairperson will provide an oral and written evaluation for each faculty member based on their contract guidelines.

4.3.3 Reappointment and Promotion

Please see Department of Theatre Reappointment, Promotion and Tenure Policy.

5 GRIEVANCE AND HEARING PROCEDURES

5.1 Faculty

For faculty/staff grievances initiated at Department level in the College of Arts and Letters, the procedures to be followed are those specified in the "Model Academic Unit Grievance Procedures" (with one exception in 2.1.2 wherein an option to request an administrative review was added), approved by the University Committee on Faculty Affairs, April 30, 1991, and attached by reference to the College of Arts and Letters bylaws.

5.2 Students

The student grievance procedure shall be in accord with the Academic Hearing Protocol for the Department of Theatre: Undergraduates and, in the case of graduate students, in accord with the Academic Hearing Protocol for the Department of Theatre: Graduate Students.

6 DISTRIBUTION, INTERPRETATION, REVIEW, AND AMENDMENTS

6.1 Distribution

The Department Chairperson shall distribute these bylaws to all current and new members of the faculty, and they shall be posted on the Department of Theatre website.

6.2 Interpretation

The College of Advisory Council shall be the final authority with regard to the interpretation of these bylaws.

6.3 Amendments

Amendments may be adopted by a majority vote of the voting members on a mailed ballot following a Department faculty meeting at which the amendment was discussed, or at a regular faculty meeting following the meeting at which it was discussed; the method of voting to be determined by a majority vote of the qualified voting members present and voting.

6.4 Review

The Department of Theatre shall review these bylaws at intervals not to exceed five years.

Last Revised June 30, 2015

Approved by faculty vote August 18, 2015