

**BYLAWS OF THE SCHOOL OF DANCE
COLLEGE OF FINE ARTS
THE FLORIDA STATE UNIVERSITY**

Ratified by School of Dance Faculty Assembly on December 7, 2016

ARTICLE 1. Purpose, Implementation and Revision

Section 1. Purpose: These bylaws are created to facilitate the effective and efficient governance of the School of Dance, College of Fine Arts, at the Florida State University in fulfilling its current, stated mission. The mission, at the time of approval of this document, is as follows:

The mission of the Florida State University School of Dance is to provide an environment conducive to the highest caliber of dance training, art making and scholarship. Our approach encourages fluidity between the processes of making art, honing craft and deepening intellectual explorations. We cultivate the individual creative voice with exposure to diverse technical and philosophical approaches. Such an environment nurtures exceptional dance practitioners, allows us to make creative and intellectual contributions to the larger dance community, and fosters collaborative endeavors within and beyond our field.

The bylaws are subject to the higher authority of regulations adopted by the Florida State University, the University Constitution, the Florida Board of Governors, and all applicable collective bargaining agreements and statutes adopted by the Florida Legislature. Other documents that codify School policies in specific areas in greater detail include: the FSU Undergraduate, Graduate and Faculty Handbooks and the annual memorandum from the Office of the Vice President for Faculty Development and Advancement regarding policies and procedures for Faculty Promotion and Tenure.

Section 2. Implementation: These bylaws shall become effective when approved by a two-thirds majority vote of the Faculty Assembly and by the Dean of the College of Fine Arts.

Section 3. Periodic Review: In every year ending in 5 or 0, a special review committee shall review and, if necessary, make recommendations to the Faculty Assembly for amendments to the bylaws.

Section 4. Amendments to the Bylaws: Proposed amendments may be presented during any academic year to a regular or special session of the Faculty Assembly for information and preliminary discussion, and placed on a future agenda for a vote. A proposed amendment must be made available in writing to the voting membership at least two weeks prior to the meeting at which the vote is to be taken. Reasonable efforts shall be made to provide amendments to voting faculty who are not in residence at the time of discussion, and to allow them to vote by absentee ballot. To be adopted, a proposed amendment must receive an affirmative vote by a two-thirds

majority of the Faculty Assembly. In the event of an emergency, a proposed amendment may be adopted at the same meeting in which it is presented if a quorum is present and if it receives an affirmative vote by a three-fourths majority of the members present.

ARTICLE 2. Faculty Assembly, Membership and Powers

Section 1. Faculty Assembly: The authority of the School of Dance shall reside in its voting membership, hereafter referred to as the Faculty Assembly.

Section 2. Membership: Membership in the Faculty Assembly shall consist of faculty in tenured or tenure-earning positions and members of the Faculty Assembly shall have the right to speak and to vote. Visiting, specialized, and adjunct faculty, key staff personnel, and the Director of MANCC may attend Faculty Assembly meetings and shall have the right to speak but may not vote. The Faculty Assembly may, by majority vote, offer the Director of MANCC a vote on issues relevant to MANCC.

Section 3. Student Representation: Student representatives, chosen by their graduate or undergraduate advisory councils, may request permission or be invited to address the Faculty Assembly to present topics of special interest to students. They shall have the right to speak but may not vote.

Section 4. Outside Consultants and Professional Advisory Boards: Outside consultants and members of professional advisory boards may be invited to participate in the deliberations of the Faculty Assembly with the right to speak but not to vote.

ARTICLE 3. Meetings

Section 1. Regular Meetings: The Faculty Assembly shall meet monthly during the regular academic year, and may meet on special call during the summer. Dates and times of meetings shall be established by the Chair at times free from conflicting School classes and other activities.

Section 2. Special Meetings: Special meetings of the Faculty Assembly may be called by the Chair or on written request to the Chair from three voting members of the Faculty Assembly. The Chair will schedule the meeting at a time free from conflicting School classes and other activities.

Section 3. Supervision of Meetings: The Chair shall normally preside at meetings of the Faculty Assembly. In the absence of the Chair, another member designated by the Chair shall preside, or a majority of the Faculty Assembly may elect an alternate meeting facilitator.

Section 4. Agenda: The Chair will invite submissions for the meeting agenda in advance. The Chair will distribute the agenda at least one day before the meeting. Agenda items may be added during the meeting with the approval of a majority of the members attending. On matters of major importance, an effort will be made to inform faculty members who are out of town about the issue(s), and to invite their input.

Section 5. Participation by Others: The Chair, or the Faculty Assembly by majority vote, may recognize non-members to address the Faculty Assembly.

Section 6. Quorum: A simple majority of the entire Faculty Assembly will constitute a quorum at any meeting of the Faculty Assembly.

Section 7. Voting: Motions may be passed by a simple majority, more than one-half of those voting, except where an explicitly higher standard is required.

ARTICLE 4. School Chair

Section 1. Purpose: The Chair shall collaborate with the faculty in creating, upholding, and promoting the mission, artistic vision, and bylaws of the School of Dance. The Chair shall be the chief administrative officer, operating the business of the School with efficiency and dispatch.

Section 2. Liaison: The Chair, or a designated representative, shall serve as liaison between the School and officers and bodies outside the School.

Section 3. Strategic Plan and Program Review: The Chair, in collaboration with the faculty, shall oversee the development, implementation, and review of the School's programs and strategic plan.

Section 4. Faculty Handbook: The Chair shall ensure that the School of Dance Faculty Handbook is updated each year.

Section 5. Faculty Development and Advocacy: The Chair shall foster faculty professional development, including research and creative investigations, advocate for faculty on matters of college, university, state, and national concern. The Chair shall mentor faculty in preparation for promotion and/or tenure.

Section 6. Annual Evaluation of Faculty: Each year, the Chair shall evaluate all faculty using the standards established by the Office of the Vice President for Faculty Development and Advancement, the annual Evidence of Performance document prepared by each faculty member, and input provided by the School of Dance Promotion and Tenure Committee for faculty below the rank of tenured, full professor. The Promotion and Tenure Committee shall also make recommendations to the Chair for merit determinations.

Section 7. Academic Programs and Faculty Duties: The Chair shall coordinate the academic program(s) of the School. Accordingly, in consultation with the faculty, the Chair shall be responsible for assigning faculty duties in a fair and equitable manner. The Chair shall be responsible for preparing and submitting the annual Assignment of Responsibilities form for each faculty member.

Section 8. Budget: The Chair, working in conjunction with the Advisory Committee, shall set priorities and goals for School financial allocations. Financial documents will give clear information and shall be kept up to date and made available to the faculty at reasonable times.

Section 9. Selection of the Chair: The Chairperson is appointed by, and serves at the pleasure of, the Dean of the College. The School Advisory Committee, in consultation with the faculty, shall make recommendations to the Dean regarding membership of the search committee and the official

job description. The Search Committee shall make a formal nomination to the Dean, accompanied by a vote of confidence generated by the Faculty Assembly.

Section 10. Annual Evaluation of Chair: The School shall conduct an annual evaluation of the Chair. The surveys will be administered by the Advisory Committee and submitted directly to the Dean.

Section 11. Appointment of Other Officers: The Chair may appoint other officers to assist in the performance of the official duties, provided such individuals are willing to assume the designated responsibilities. These officers serve at the discretion of the Chair and may be removed at the Chair's sole initiative.

ARTICLE 5. Committees and Faculty Senate

Section 1. Membership: Several committees shall be elected by the faculty. Other committees may be appointed by the Chair. For a complete list of School committees, their membership and duties, refer to the School of Dance Faculty Handbook.

Section 2. Advisory Committee: The Advisory Committee shall serve as a liaison between the faculty and the Chair. Advice may be requested by the Chair or offered by the committee as appropriate. Faculty, students and staff may request a meeting with the committee on any matter deemed to be within the committee's purview. The Advisory Committee shall be elected from the tenured faculty at the first faculty meeting of the academic year by written ballot. The committee shall consist of three (3) faculty members serving staggered appointments of two years to ensure continuity. During even years, one (1) will be elected; during odd years, two (2) will be elected. The School Chair shall not be a member of the Advisory Committee. The Advisory Committee elects its own chair who shall conduct meetings of the Committee.

Section 3. Curriculum Committee: The School Curriculum Committee shall consider all issues related to course and program development and facilitate curricular changes appropriate to the mission of the School. The committee shall review and develop proposals to refine curricular policies, procedures and requirements at the graduate and undergraduate levels and proposals to create new courses and modify existing ones. Recommendations by the committee require approval by the Faculty Assembly.

The membership of the committee shall consist of the degree program directors and two (2) members elected from the faculty at large to serve two (2) year terms. The committee shall meet at least twice a semester, and more frequently if needed. At least once during the school year the committee shall have time allotted to discuss curricular issues during faculty meetings.

Section 4. Promotion and Tenure Committee: The Promotion and Tenure Committee has responsibility in matters of promotion, tenure, and merit, including periodic review of the appropriate criteria, as set forth in this document, the university faculty handbook, the collective bargaining agreement, and in memoranda from university administration.

The School of Dance Promotion and Tenure Committee shall consist of five members elected from the tenured and tenure-earning faculty, with the majority of the members being tenured by the calendar year in which they serve. The Chair of the School will not be eligible for election to

this committee. The members of this committee shall be elected annually no later than the final faculty meeting of the fall semester, for service beginning in the following spring semester. If an elected member is unable to serve, an election to replace that member shall be held during the next possible faculty meeting. Specialized faculty will also elect one representative to serve as a voting member of the committee, but this representative may only participate in discussion and vote during:

- a. Consideration of Specialized Faculty as part of the promotion process.
- b. Ratings on merit for the faculty at large.

Section 5. Representatives to the College of Fine Arts Promotion and Tenure Committee:

Only tenured faculty may be elected to the College of Fine Arts Promotion and Tenure Committee.

Section 6. Representatives to Faculty Senate: The faculty is represented by Senators elected in College of Fine Arts elections.

ARTICLE 6. Promotion, Tenure, Sustained Performance, and Merit Procedures

Section 1. Evaluation of Tenured and Tenure-Track Faculty: The School of Dance Promotion and Tenure Committee shall conduct annual evaluations of all faculty below the rank of tenured full professor in order to assess progress toward promotion and/or tenure eligibility. The committee shall nominate eligible faculty for promotion and/or tenure based on the standards set by the Office of the Vice President for Faculty Development and Advancement, and specified in the School of Dance Criteria for Promotion and Tenure document (Appendix A).

Section 2. Sustained Performance Evaluation: In accordance with the Office of the Vice President for Faculty Development and Advancement procedures every regular tenured faculty member who has been in rank for at least seven years since being promoted or since achieving tenure shall be reviewed once every seven years to document sustained performance during the previous six years of assigned duties and to encourage continued professional growth and development. The School of Dance Chair, with input from the School Promotion and Tenure Committee, shall be responsible for conducting Sustained Performance Evaluations in compliance with University policy. Sustained performance evaluations for the Chair will be conducted by the Dean of the College with input from the faculty.

Section 3: Evaluation of Specialized Faculty: Specialized faculty shall be evaluated annually by the Chair with input from the School Promotion and Tenure Committee. The Chair shall determine eligibility for promotion and forward recommendations to the Dean of the College.

Recommendations for promotion of Specialized Faculty shall be based on the standards set by the Office of the Vice President for Faculty Development and Advancement, the annual School of Dance Evidence of Performance document prepared by each faculty member, and input provided by the School of Dance Promotion and Tenure Committee.

Section 4. Merit Pay: The distribution of merit pay within the School of Dance is based on meritorious performance—performance that meets or exceeds the expectations for the position classification and department/unit. All faculty of the School of Dance are required to submit an annual Evidence of Performance document in which they list and denote their activities and achievements for the calendar year, an updated curriculum vita, and copies of their course evaluations. Distinctive levels of merit that reflect differences in performance are determined by

the Promotion and Tenure Committee's rating of each faculty, except the Chairperson, based on these documents. The committee's review considers:

- a. The individual's contributions to achieving the School mission.
- b. The individual's contributions to the field of dance (allowing for areas of specialization).
- c. The individual's contributions to our collaborative effort to train dance artists, scholars and researchers.

The committee's individual ratings shall be turned over to the Chair to be collated and organized into a ranking for recommendations for the distribution of merit funds.

Unless directed otherwise by the Dean's office, university administration, the collective bargaining agreement or the legislature, the Chair will be considered for merit by the Dean's office.

ARTICLE 7. Faculty Governance

Section 1: Recruitment of New Faculty: Faculty shall be recruited using procedures that comply with the guidelines of the Office of the Vice President for Faculty Development and Advancement and relevant accrediting agencies. The School of Dance Chair may directly appoint short-term faculty members but shall appoint a hiring committee of representative faculty to recruit all faculty whose appointments will last longer than a semester. Tenure-earning and other permanent faculty appointments must be approved by the Faculty Assembly.

Section 2. Faculty Involvement in Unit Reorganization: The development and approval of unit reorganization shall be determined by majority consent of the Faculty Assembly.

Section 3. Graduate Faculty Status: Criteria for appointment to Graduate Faculty Status shall satisfy the criteria specified by the Office of the Dean of the Graduate School and be included in the School of Dance Faculty Handbook.

Section 4. Rotation Policy for Summer Appointments: Supplemental summer appointments are offered through an equitable rotation system for those faculty who express an interest in teaching during the summer and who are qualified to teach the courses being offered. Decisions on courses offered are based on programmatic needs, student demand, and budget availability. Summer assignments are offered to qualified faculty members before anyone who is not a faculty member.

ARTICLE 8. Substantive Change Policy

Faculty and staff members are expected to be familiar with and to follow the Florida State University Substantive Change Policy, as posted on the Florida State University web site (<https://sacs.fsu.edu/substantive-change-policy>).