

**BY-LAWS OF THE PERFORMING ARTS PROGRAM
CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
APRIL 21, 2008**

ARTICLE 1: Name

The name of the unit shall be the Performing Arts Program of California State University Channel Islands (hereafter referred to as “the Program.”)

ARTICLE 2: Mission Statement

The Performing Arts Program emphasizes interdisciplinary, multicultural, and international perspectives as it strives to engage the local as well as national and global communities through performance, exchange, and outreach, while embracing the integration of dance, music, and theatre. The program fosters a collaborative atmosphere which nurtures the creativity and critical thinking necessary for further study and professional careers, and that prepares students to take their places as well informed local and world citizens.

ARTICLE 3: Program Outcomes

CSUCI Performing Arts Program graduates will be able to:

- Perform in one or more of the Performing Arts emphases of dance, music and theatre;
- Demonstrate critical thinking through analysis, interpretation, and evaluation of written, visual, and audio texts in an interdisciplinary context;
- Understand and appreciate the roles of the performing arts in contemporary as well as historical cultures and societies;
- Work collaboratively with people from a diverse range of artistic and cultural backgrounds;
- Express themselves effectively in written, physical and spoken forms in response to a variety of personal, local, global, and historical events; and
- Apply multiple theoretical perspectives to their own performances and performances of others.

ARTICLE 4: Faculty Membership and Duties

- A. All tenured and probationary faculty hired within the Program of Performing Arts are voting members of the Program.
- B. Voting members shall attend Program meetings.
- C. Lecturers teaching Performing Arts courses are non-voting members and are invited to attend all Performing Arts Program meetings.
- D. FERP faculty shall be non-voting members and invited to attend all Performing Arts Program meetings.

- E. Tenure track faculty members are expected to participate in at least one Academic Senate or University committee or task force.
- F. Tenure track faculty members are expected to participate in Performing Arts Program committees or individual assignments. Examples include serving on the Program Lecturer Evaluation Committee, serving on a sub-group working on the Five Year Review, or serving as the Performing Arts Club advisor. In addition, tenured faculty members are expected to perform peer evaluations, if possible, when requested by the Chair.
- G. Assigned time for advising and some other assignments comes from the Office of the Dean of Faculty. The Chair shall be responsible for requesting assigned time as needed and for assigning faculty as advisors or other duties with assigned time.
- H. Each faculty member (tenure track and lecturer) shall obtain student evaluations for each class taught.

ARTICLE 5: Program Officers

- A. The elected officers of the Program consist of a Chair and a Vice Chair chosen from the tenure track membership. Each officer may be re-elected, but not for more than three (3) three-year consecutive terms.
- B. Election of Officers and Terms of Office
 - 1. Terms of Office for the Chair and Vice Chair of the Performing Arts Program are for three consecutive years.
 - 2. Election of the Chair: From among its membership, the Program shall elect a Chair, who is then recommended by the faculty to the Dean of the Faculty.
 - 3. The Chair shall take office on July 1st and serve until the successor assumes office.
 - 3. Election of the Vice Chair: The Vice Chair shall be elected in the same manner as the Chair and shall serve the same term of office as the Chair. In case the office of Chair becomes vacant, the Vice Chair shall assume the duties of the Chair. The new Chair shall remain in office until the expiration of the former Chair's term. At that time, a new election shall be held.
 - 4. If the office of Vice Chair becomes vacant during the term of office, the Program shall fill the office as soon as possible in the manner prescribed above. The new Vice Chair shall remain in office until the expiration of the former Vice Chair's term. At that time, a new election shall be held.
 - 5. Evaluation of Chair and Vice-Chair:
 - Evaluations shall be undertaken in the spring semester of each odd-numbered year.
 - Evaluations shall be in written form.
 - Evaluations will be delivered by the faculty coordinator to the Dean of the Faculty.
- C. Election Procedures for Chair and Vice-Chair

1. At the end of the Chair and Vice-Chairs' terms, nomination and election for offices of the Program shall be conducted during the last Program meeting of the academic year.
2. Nominations shall be submitted verbally, and the nominee shall state whether or not he/she is willing to serve.
3. The nominee shall be elected by a majority of the votes cast by secret ballot. Where no nominee receives a majority of the votes cast, a subsequent ballot shall be prepared. The two nominees who receive the highest numbers of votes on the previous ballot shall appear on the next ballot. If there is more than one nominee with the highest number of votes, the winner will be selected by lot.
6. Members shall vote for no more than one (1) nominee for each position on the first and any subsequent ballot

D. Duties

1. The Chair is responsible for presiding over meetings of the Program and, when necessary, for selecting and referring proposals to appropriate program committees. The Chair shall transmit all official actions of the Program to the Dean of the Faculty or other appropriate administrative officer.
2. The Vice Chair will assume all of the responsibilities of the Chair in the absence of the Chair.
3. For a list of Chair duties, see Appendix A of these bylaws.

ARTICLE 6. MEETINGS

1. Meeting Days

The Program shall meet at least once every month during the academic year.

2. Quorum

A quorum shall consist of a simple majority of the voting members of the Program for regularly scheduled meetings and a simple majority for special meetings of the Program.

3. Special Meetings

Special meetings may be called by the Chair of the Program. A special meeting may also be called by Program Members; this will require approval of 50% of the voting membership of the Program.

4. Cancellation of Regularly Scheduled Meeting

The Chair may cancel regularly scheduled meetings.

5. Policies and Resolutions

A. Procedure for introducing legislative measures or advisory resolutions to the Program

1. Proposed new measures and resolutions shall be presented to the Chair of the Program for placement on the agenda.
2. Unless referred to an appropriate committee, the original drafts of these measures and resolutions will be reproduced and attached to the agenda of the Program meeting during which they are scheduled for action.
3. All votes on motions to approve policies and resolutions shall be by a show of hands unless the Program Chair or one of the members requests a secret ballot. Hand counts and ballot counts shall be done by the Program's Faculty Coordinator.
4. All elections and other votes shall be by simple majority.

6. Recording of Discussion and Motions

The Program's Faculty Coordinator shall keep minutes for each meeting of the Program. Every motion which has been made at the meeting shall be contained in the minutes and the disposition of each one of them shall be made clear. Any counting of votes made at the meeting shall be recorded in the minutes.

7. Procedural Rules

Rules on Discussion and Debate

- A. Generally, Program meetings will take the form of discussions led by the Program Chair and will be of a less formal nature than that of Academic Senate meetings.
- B. The Chair may determine that a more formal procedure is necessary for specific discussions and call for formal discussion procedures. In those instances, the following shall apply:
 - i. Members of the Program must be recognized by the Chair prior to beginning to speak.
 - ii. Discussion requires a motion be made by one of the members. The member who made a motion has the right to speak to the motion first.
 - iii. A member may speak only twice to the same motion on the same day.
 - iv. Each member may speak no more than ten minutes. Any unused time is forfeited and cannot be applied to a subsequent debate by this same member or yielded to another member.
 - v. Debate of a motion must be relevant to the motion. The Chair shall determine whether debate has deviated from the motion being considered.
 - vi. The Chair shall keep a speaker's list. If the Chair wishes to speak to the issue, he/she must place his/her name on the list.

- C. Respectful collegiality is expected of all tenure-track and temporary members of the Program of Performing Arts.
- D. All elections shall be by simple majority rule.

ARTICLE 7. Committees

- A. The Program shall have the power to create *ad hoc* committees for specific assignments that cannot be handled adequately by the Program at large or by the Chair. *Ad hoc* committees and all subcommittees shall cease to exist upon completion of their specific assignments or at the end of the academic year unless specifically authorized by the Program to continue beyond that date.
- B. The Program Personnel Committee shall be constituted as follows:
 - 1. A three member Performing Arts Program Personnel Committee (PPC) shall be elected in the first month of the fall semester of each year. Members of the Performing Arts PPC shall be from the tenured faculty of CSUCI.
 - 2. For joint-appointment faculty, at least one PPC member shall be from the discipline of joint appointment.
 - 3. Members of the Performing Arts PPC shall be elected by a simple majority vote of the full-time, tenure-track Performing Arts program faculty.
 - 4. In promotion considerations, Performing Arts PPC members shall have a higher rank or classification than those being considered for promotion.
 - 5. If the Performing Arts program has less than three available full-time, tenured faculty members, a list of tenured faculty from across the university shall be generated by the Performing Arts full-time, tenure-track faculty, who will then vote, by simple majority vote, for as many members as necessary to constitute each Performing Arts PPC. The Performing Arts faculty on the PPC will remain the same in all PPCs during a given cycle, but outside members of the committees may differ for each faculty member applying for retention, tenure or promotion.
 - a. The list of outside members may include faculty from related disciplines, and when agreed upon by the Performing Arts full-time, tenure-track faculty, one committee member may be from another, comparable university.
 - b. Nominations by the faculty member under review will be given primary consideration.
 - 6. The Chair may serve on the PPC and not write a letter from the chair as part of the review sequence; or, the Chair may not be on the PPC and write a letter from the chair as part of the review sequence. This choice shall be at the discretion of the candidate.
 - 7. If the Chair is a current member of the University Retention, Tenure and Promotion (RTP) Committee, he or she may recuse himself or herself from the PPC in order to retain voting rights on the RTP Committee.
 - 8. The program's Program Personnel Standards may be revised.
 - a. Revisions may be suggested by any tenure track Performing Arts Program faculty member.

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b. Revisions shall be made by a simple majority vote.

C. Temporary Faculty Evaluation Committee:

- i. The Temporary Faculty Evaluation Committee shall be made up of at least two tenured faculty members, including the Program Chair.
- ii. The Temporary Faculty Evaluation Committee shall meet each semester to review the peer evaluations and the student evaluations for each non-contingent lecturer.
- iii. The Chair shall write the review of each non-contingent lecturer's performance, which will be reviewed by the other members of the committee. All committee members will sign the letters.
- iv. The Chair shall write the review of each contingent lecturer's performance and submit it to the lecturer's WPAF.

ARTICLE 8. Process for Curriculum Changes and New Course Adoption

Changes to the Performing Arts Program Curriculum shall be adopted according to the following procedure:

- A. Any voting member of the Performing Arts Program may suggest an amendment to the Performing Arts Program's curriculum. The member shall request that the Chair place the amendment on the agenda for a regular or a special meeting of the Program.
- B. After discussion and modifications, if any, to the amendment, the voting members of the Program will decide by simple majority.
- C. Responsibility for initial preparation of the course proposal, course modification, or program change forms will rest with the faculty member(s) best suited for the charge.
- D. The Chair will assist in the preparation of the forms and take responsibility for seeing it through the Curriculum Committee and, if necessary, the General Education Committee.

ARTICLE 8. Criteria for Performing Arts Program Honors

Students receiving Performing Arts Program Honors shall be determined as follows:

- A. Any Performing Arts Program faculty member may nominate a student for Performing Arts Honors.
- B. Criteria for selection may include:
 1. Evidence of
 - a. leadership
 - b. service to program
 2. writing and/or performance excellence as evidenced in the student's body of work in the program
 3. improvement, growth and/or potential for ongoing success
 4. activities that exemplify the university mission
 5. analytic thinking
 6. creative thinking and problem solving
 7. broad participation (class, program, university)
 8. potential for advanced work in Performing Arts after graduation

- C. Honors students will be chosen by simple majority vote by the Performing Arts Program.
This vote shall be held at the Performing Arts Program meeting in the spring semester.

ARTICLE 9. Amendment of Bylaws

These bylaws may be amended by a two-thirds majority vote of the English Program's voting members.

APPENDIX A: Duties of the Chair

Duties of the Chair include the following:

- attend Chairs' / Coordinators' meetings
- liaise between program faculty and the Dean of faculty
- represent program needs to the Dean/Administration
- oversee program dedicated facilities (labs, studios, space)
- supervise staff associated with program
- communicate with advising, records, and recruitment
- represent the program to the local community
- prepare budget
- administer program budget, oversee expenditure of funds
- authorize program equipment purchases
- approve travel/ procard expenses
- manage facilities, labs, studios
- manage technical staff (beyond clerical)
- schedule classes
- schedule facilities, labs, studios
- oversee full-time/ part-time faculty hiring search, posting of position descriptions, ensuring adequate pools
- oversee tenure-track hiring, including position descriptions and oversight of search/ hiring process
- full-time/ part-time faculty evaluation
- tenure-track faculty evaluation (new RTP document)
- provide orientation to full-time/ part-time faculty
- oversee development of program policies
- ensure safety of program facilities and OSHA compliance
- lead program review
- schedule and lead program faculty meetings
- oversee curriculum modification
- oversee catalog preparation/ proof
- course schedule preparation oversight/ final proof
- articulation approvals
- course substitutions, degree audit approvals, exceptions
- coordinating the program advising process
- updating program advertising/ promotional materials
- preparation of workload reports
- approve and disseminate program handbooks, if any
- assist faculty in understanding and following RTP/ evaluation processes

- oversee grievance process in sexual harassment complaints
- oversee grievance process in student complaints
- oversee grievance process in staff complaints
- ensure program representation at student orientation events
- mediate conflicts between students, staff, and faculty
- oversee program responsibilities and establish program committees, as needed
- hold regular program meetings
- encourage faculty to communicate ideas for improving the program
- oversee efforts to meet enrollment and SFR targets
- work with Dean's office to plan for new facilities
- develop and implement procedures for use, maintenance and repair of equipment
- uphold expectations and standards for instruction and for curriculum integrity
- promote student awards and professional organizations and clubs
- promote effective advising of students (advising of students)
- resolution of administrative and academic difficulties students may encounter
- act on student petitions for waiver of or exception to program or degree requirements
- exercise leadership in appointment of staff personnel and student assistants
- conduct staff performance reviews
- encourage and support staff training and development
- foster collaborative and productive relationships among faculty, staff, and students
- on-going efforts to improve professional development as chair
- Other duties as assigned by the Dean, Provost or Presidents of the University.