

WESTERN OREGON UNIVERSITY  
BYLAWS OF  
THE DIVISION OF CREATIVE ARTS

ARTICLE I

Division Chairperson

Section I:     Nomination

- a.     Nomination, or nominations, for the office of chairperson of the Division of Creative Arts shall be made by a Chairperson Nominating Committee.
- b.     The Chairperson Nominating Committee shall be comprised of five (5) faculty members elected by majority vote of the faculty of the Division of Creative Arts.
- c.     The Committee shall choose its own chairperson and secretary.
- d.     The Committee shall be selected and convened within Fall term of the third year of a given chairperson's term of office or convened at an equally appropriate time should the occasion arise.
- e.     The Committee shall exert every reasonable effort to conclude its work of nominations by the end of Winter term.
- f.     The Committee shall nominate one or more persons for the Chairpersonship. The Committee nomination or nominations shall be confirmed by majority vote of the Division of Creative Arts before the nomination(s) is/are forwarded for action by the administration. In the event of rejection by the administration of the nomination(s), new nominations shall be submitted in a reasonable period of time.
- g.     The Committee shall consult with the incumbent, with all members of the Division, in the processes of selection and nomination.

Section II.    Appointment

- a.     The Chairperson shall be appointed by the institutional President.

Section III:   Term of Office

- a.     The term of office for chairperson shall be three (3) years. Recommendation for reappointment may be made by the Chairperson Search Committee and by majority vote of the faculty of the Division of Creative Arts.

- b. The chairperson's tenure in office shall be limited to two (2) consecutive three-year terms.

#### Section IV: Evaluation

- a. An evaluation of the chairperson's performance in office shall be conducted the year of review for re-appointment.
- b. Said evaluation shall be conducted by the Division Personnel Review Committee with a substitute faculty member for the division chair.
- c. Initiative for conducting the evaluation shall rest with that committee.
- d. The Personnel Review Committee shall gather information from each faculty member with appointment of .5 FTE or more of the Division of Creative Arts, including the chairperson.
- e. The Personnel Review Committee, upon conclusion of its deliberations, shall share its finding with the Dean of Liberal Arts and Sciences.

#### Section V: Re-Appointment

- a. Should the Nominating Committee wish to nominate the incumbent for re-appointment and the incumbent agrees to serve a second 3-year term, the Committee will bring the nomination for a vote of the division of creative arts faculty.
- b. Upon confirmation by majority vote of the division of creative arts faculty, the Nominating Committee shall forward the nomination for action by the Dean of Liberal Arts and Sciences.

## ARTICLE II

### Department Heads

#### Section I: Nomination and Election

- a. The faculty in the three departments comprising the Division of Creative Arts (Art, Music, and Theatre/Dance), will each elect by a majority vote a Department Head. This individual will assist the chairperson by coordinating the scheduling of classes in their respective departments, coordinating the recommendations for the acquisition of supplies and equipment, chairing the department meetings, supervising the physical needs of the department facilities, and executing any additional duties assigned by the chairperson.

Section II: Term of Office and Evaluation of the Department Heads

- a. The normal tenure for the department heads will be one (1) to three (3) nine-month academic years, with the length of term specified prior to election, renewable indefinitely. The department head must receive the support of a majority of the department faculty in order to maintain this position. All faculty members with appointment of .5 FTE or more will participate in the evaluation of the department head of that particular department. These annual evaluations will take place in spring.

ARTICLE III

New Faculty Appointments

Section I: Searches

- a. In the event of a tenure-track position The Division Chairperson shall convene a Search Committee comprised of faculty of the affected department, the Department Head, the Division Chairperson, a student, and an at-large campus faculty member.
- b. A similar committee may be formed for non-tenured track positions at the discretion of the Division Chair.
- c.
- d. The Search Committee shall choose its own chairperson.

Section II: Appointment

- a. The Search Committee will recommend the selected applicants, in priority order, to the Division Chairperson.

ARTICLE IV

**Review and Evaluation of Faculty**

- Section I: Faculty of the Division of Creative Arts performance evaluations shall be conducted by the Personnel Review annually for non-tenured and once every three years for tenured faculty
- Section II: Formal evaluations shall be written summaries including a statement of the current duties and responsibilities of the faculty member, comments on the faculty member's progress in teaching, scholarship and service, and other factors related to performance. Formal evaluations shall be conducted in accordance with the current Collective Bargaining Agreement.
- Section III: Evaluations are based only on information that is appropriate to the faculty member's performance of duties and responsibilities within the review period.
- Section IV: The faculty member shall be provided with the opportunity to read and initial the written summary, and to attached written comments, explanations, or rebuttals to the evaluative statement. The written summary and any written attachments shall be kept on file.
- Section V: The Personnel Review Committee of the Division of Creative Arts shall be responsible for the collection of reviews and evaluations of faculty members, and shall recommend action concerning reappointment, tenure and promotion

## **ARTICLE V**

### **Committees**

Section I: The division committees shall be three in number.

A. Personnel Review Committee

1. Membership

Each division shall have a personnel review committee (PRC) comprised of the Division Chair and a representative group of tenured faculty. The Division Chair shall serve as a voting and participating member of the PRC.

2. Duties

- a. The division Personnel Review Committee shall review the requests of all individuals from that division who seek promotion and/or tenure. The PRC shall make a recommendation to the School Dean in each case with appropriate supporting information.
- b. Grievances will be resolved according to the current collective bargaining agreement.

3. Length of term

- a. Members shall serve for three years. Only one department a year shall elect a member, thus assuring continuity in the committee's work. In the event of early resignation or removal, the department concerned shall elect a new member to serve out the remainder of the term.

B. Curriculum Committee

1. Membership

- a. The committee shall be made up of the division chair and three faculty members. One faculty member shall be elected from each of the following departments: Art, Music, and Theater/Dance.
- b. The members shall be chosen by majority vote in department elections.

2. Duties

- a. The committee shall review all proposals for changes to the curriculum in the division before presentation to the Campus Curriculum Committee.

3. Length of term

- a. Members shall serve for three years. Only one department a year shall elect a member, thus assuring continuity in the committee's work. In

the event of early resignation or removal, the department concerned shall elect a new member to serve out the remainder of the term.

**C. Incidental Fees Committee (IFC) Funds Committee**

1. Membership

- a. The Incidental Fee Committee (IFC) Funds Committee shall be made up of the division chair and representative faculty members from each of the departments or programs that are directly funded by the WOU Student Incidental Fee Committee. Each faculty member shall be elected by the departments or programs.-

2. Duties

- a. Oversee the development of program budgets.
- b. Present the division of creative arts budget to the IFC.
- c. The committee shall monitor IFC meetings, and act as liaison to the division chairperson as to program budget requests.

3. Length of Term

- a. Members shall serve for three years.

## **ARTICLE VI**

### **Membership of the Faculty Senate**

Section I: Nomination and Election

- a. The faculty of the Division of Creative Arts will elect four representatives to serve in the Faculty Senate. Members shall be elected by majority vote in division elections with one representative from each of the academic departments (i.e. music, art, theatre/dance)

and one at-large faculty member. Alternates may attend and participate as voting members in the senate in the event the elected member is unable to attend.

## Section II: Term of Office

a. The terms of office for all voting members of the Faculty Senate shall be two years. Members may be elected for multiple terms.

## **ARTICLE VII**

### **Voting**

Faculty who are employed half-time or more will have full voting privileges in all divisional and departmental meetings. Voting will normally be by show of hands or, on request, either roll call or secret ballot. Meetings will be conducted according to the (revised) Robert's Rules of Order. A quorum shall constitute no less than 50% of the tenure-track division faculty for division meetings and no less than 50% of the tenure-track department faculty for department meetings. A majority of those present and voting is necessary to pass a motion.

## **ARTICLE VIII**

### **Records**

Section I: The division program coordinator will take and distribute minutes of division meetings. These minutes will not include detailed discussion, but will provide a written record of faculty decisions and all formal actions. Minutes of department meetings may or may not be required subject to the wishes of that faculty, other than formal action requiring a written documentation of that action.

Section II: All formal records shall be filed in the Division of Creative Arts office.

## **ARTICLE IX**

## **Amendment**

- Section I: An amendment to these bylaws may be proposed by either (a) a majority of the faculty of the Division of Creative Arts, or (b) by a petition signed by twenty (20) percent of the faculty of the Division of Creative Arts.
- Section II: An amendment thus submitted shall become part of these bylaws when approved by a majority of the faculty of the Division of Creative Arts.

## **ARTICLE X**

### **Ratification**

These bylaws of the Division of Creative Arts shall be officially established when they shall have been approved by a majority of the faculty of the Division of Creative Arts. Bylaws of the Division of Creative Arts were ratified by a majority vote as presented in the Division meeting June 1, 2010.