

Appendix A – Department of Dance By-Laws

DEPARTMENT OF DANCE

A. NAME

The name of this organization shall be "the Department of Dance" in the College of Fine and Applied Arts of the University of Illinois, Urbana-Champaign (hereafter, "the Department").

B. PURPOSE

The purpose of these bylaws is to promote self-governance, collegiality, the orderly conduct of business in the Department. These bylaws supplement the Bylaws of the College of Fine and Applied Arts and the Statutes of the University of Illinois. If they conflict with either the College Bylaws or the University Statutes, the College Bylaws and the University Statutes shall prevail.

C. INCORPORATION OF EXISTING POLICIES

The Department documents entitled Policies, Criteria, and Procedures for Academic Promotion and Tenure and Department of Dance Grievance Procedures are hereby incorporated by reference as they currently exist and as they may subsequently be amended. These bylaws shall override any contrary policy or procedure of the Department.

D. FACULTY

By-Laws – Voice and Vote Discussion. APPROVED 4-8-22

- For purposes of governance, the term "faculty," as used in these bylaws, refers to those with tenure or in the probationary tenure period.
 - All tenure/tenure track faculty holding at least a 50% appointment in the Department of Dance shall have the privileges of voice and vote.
 - Only tenure/tenure track faculty may vote to modify the bylaws or the granting of voice and vote.
 - Only tenured faculty at the appropriate rank can vote on P&T cases.
- Specialized Faculty as defined by Provost Communication NO. 25 (Instructors, Lecturers, and Teaching, Research or Clinical Professors) who hold 100% appointments in the Department of Dance shall be considered "members of the Department" and extended the privileges of voice and vote.
- Academic Professionals with 100% positions with at least 25% teaching responsibilities will have voice and vote.
- Those holding appointments of Academic Professionals with no teaching responsibilities will have voice but no vote.
- Those Academic Professionals and Specialized Faculty) holding short-term positions (less than one year) shall have voice, but no vote.
- Those Academic Professionals and Specialized Faculty) holding non-renewable contracts have voice, but no vote.

E. OFFICERS

The presiding officer of the Department shall be the Head. Other administrative officers shall be appointed by the Head, in consultation with the Executive Committee, Directors Council and the faculty

F. MEETINGS OF THE FACULTY

1. Regular Faculty Meetings--The faculty and additional voting members of the Department shall meet regularly during the semester to discuss the business of the Department and to vote on such matters as are required. Additional members with voice but no vote shall be invited but not required to attend these meetings. . The Head or the designee of the Head shall chair meetings of the faculty. The Head shall distribute a calendar of Department regular meetings and other events in the first month of the academic year and may modify it as needed.

2. Agenda--The Head shall provide faculty and additional members of the Department with an agenda of matters to be considered at the faculty meeting two days in advance of the meeting. Faculty and additional members of the Department may make requests for items to be placed on the agenda of the faculty meeting. Items may be added or deleted from the agenda by agreement or by majority vote of the faculty and other voting members of the Department present at the meeting.

3. Called Meetings--A non-scheduled meeting of the Department may be called by the Head or at the Head's discretion pursuant to the request of the faculty. Notice of such called meetings shall be given to each faculty and additional voting members of the Department.

4. Quorum--A quorum at a regular meeting shall consist of no less than 60 percent of those eligible to vote on the matter at hand.

5. Consensus or Voting--Decisions of the faculty shall generally be by discussion and consensus. Voting shall occur when required by University statutes or College by-laws, at the discretion of the Head, or as requested by faculty or additional members of the faculty on a particular question. The Head may exercise discretion on any particular vote, by permitting written votes from faculty and additional voting members of the Department not present at the meeting.

6. Meeting Tone--General decorum and courtesy shall be observed by the faculty and additional members of the Department.

7. Minutes--The Head shall have minutes prepared that reflect the nature of discussion and any decisions made or announced at the faculty meeting. Minutes shall be distributed to faculty and staff in a timely fashion, and a copy shall be kept on file by the Department Head.

G. COMMITTEES

1. Executive Committee

- a. The Department of Dance Executive Committee shall consist of three tenured faculty and one either tenured or tenure-track faculty member elected annually. The Department Head shall not be a member of the Executive Committee. The Committee will meet with the Department Head at the request of the Head, who will chair these meetings. The Committee may also meet without the Department Head.
- b. Executive Committee members shall be elected at the first Department meeting of the year by written ballot, to serve a two-year term. One tenured faculty member of the Executive Committee will be elected at the first Executive Committee meeting by written ballot to serve as Chair for those meetings not called by the Department Head.
- c. Purpose: In addition to the responsibilities listed in the University Statutes, the Executive Committee shall serve the following functions:
 - (i) Advise the Head on major policy decisions, which may include special budget situations such as reductions and/or major financial shifts; strategic planning; and sensitive personnel issues. This advice may be requested by the Head, or offered by the Committee when it feels it is appropriate. Faculty, students, and staff of the Department may request a meeting with the Committee on any matter, which they feel may be within the purview of the Committee.
 - (ii) Serve as a committee to hear formal complaints of grievance within the Department, which have not been amenable to informal solution and to make recommendations to the Head or Dean as to how such grievances may be resolved. (See Department Grievance Procedures.)
 - (iii) Advise the Dean of the College of Fine and Applied Arts on the appointment of a committee to evaluate the performance of the Head every five years in accordance with the College Bylaws and the College's Guidelines for Reviews of Administrators.
 - (iv) Conduct an annual review of the Head. Review the annual review statement submitted by the Head. Solicit comments from the staff, faculty and additional members of the department. Meet annually with the Dean to discuss and evaluate the performance of the Head.
 - (v) Meet with the Department Head periodically to discuss and refine annual review criteria and procedures, and report the results of that meeting in the following faculty meeting.
 - (vi) Tenured members of the committee shall consult with the Head in junior tenure-track faculty annual review processes.

2. Directors Council

The Directors Council shall consist of the Head, Undergraduate Director(s) and Graduate Director(s). Responsibilities include overseeing the integration of the undergraduate and graduate programs, publicity, scheduling of classes and teaching assignments as pertaining to the curricular objectives of their respective programs. The Directors Council shall also evaluate and make recommendations about merit raises of faculty to the Head.

3. Promotion And Tenure Committee

This Committee shall consist of three tenured faculty members appointed by the Head in consultation with the Executive Committee. When the case is promotion to Professor, the committee shall consist of three full professors. The Promotion and Tenure committee shall evaluate the documentation and submit a written opinion to tenured faculty above the rank of the candidate as to whether or not the Committee considers the candidate qualified for promotion. (See Appendix D Department of Dance Policies, Criteria and Procedures for Academic Promotion and Tenure.)

4. Specialized Faculty Promotion Committee

This committee shall consist of two tenured faculty members and one Specialized Faculty as defined in Office of the Provost Communication No. 25, and of sufficient rank to review the case at hand. The Promotion committee shall be appointed by the Head in consultation with the Executive Committee. The Promotion committee shall evaluate the documentation and submit a written opinion to all voting members of the faculty and Specialized Faculty above the rank of the candidate as to whether or not the Committee considers the candidate qualified for promotion. (See Appendix D.1 Department of Dance Policies, Criteria and Procedures for Academic Promotion of Specialized Faculty.)

5. Standing And Ad Hoc Committees

The Head shall initiate the formation of standing and ad hoc committees as necessary for the conduct of Department business. Committee formation may also be recommended by the faculty or Executive Committee. Composition of the committees will be determined by the Head in consultation with the Executive Committee. Additional members of the faculty, staff, and students may be included on Department committees, as appropriate.

6. Search Committee

For faculty searches, the Head shall appoint at least three faculty members from within the Department with the rank of Assistant Professor or above, including at least two tenured faculty members.

H. DEPARTMENT REPRESENTATIVES

1. Elected Representatives Of The Department

- i. College of Fine and Applied Arts Executive Committee Representative:

- (1) Every other spring semester a written ballot election by all voting members of the department shall be held to choose the Department's representative on the College of Fine and Applied Arts Executive Committee. Only faculty are eligible to serve as the representative. Term of service shall be two years, with no representative serving more than two consecutive terms.
- ii. College Of Fine And Applied Arts Promotion And Tenure Committee Representative
- (1) Every three years, the Department will elect a representative to serve on the College of Fine and Applied Arts Promotion and Tenure Committee. Only faculty are eligible to vote in this election, and only faculty with indefinite tenure are eligible to serve as the Department's representative.
- iii. Senator In The University Senate
- (1) In accordance with University Statutes and the rules of the University Senate, the Department, together with any unit combined with Dance to form a single voting unit, shall elect a representative to the Champaign/Urbana Senate. Only faculty in Dance (or from a unit combined with Dance) are eligible to vote in this election and serve as the representative.
- iv. Appointed Representatives Of The Department
- (1) The Head shall nominate or appoint Department representatives to serve on standing committees of the College of Fine and Applied Arts.

I. ANNUAL REVIEWS

1. All faculty and additional members of the Department shall follow procedures and policies for annual reviews listed in Provost Communication No. 21
<http://provost.illinois.edu/Communication/21/index.html>
- i. Communication No. 21 includes:
 - ii. Review Requirements
 - iii. Exemptions from annual reviews
 - iv. Required Elements
 - v. Option for Broader Review
 - vi. Grievances

J. AMENDMENTS

1. Proposals for amendment to the Bylaws may be made by any member of the faculty at any regular or called meeting of the faculty, provided that the amendment has been previously submitted to the Executive Committee.
2. A vote on an amendment to the Bylaws may not be held at the meeting at which the amendment is first proposed unless this rule is waived by an affirmative vote of three-fourths of the faculty.
3. An amendment may be approved only by an affirmative vote of two-thirds of the required quorum present and voting.

K. BYLAW REVIEW

Department Bylaws will be reviewed by the faculty and additional voting members of the Department every five years. The review will be initiated by the Department Head.

5-5-17 (passed by Faculty)