

School of Music
Kennesaw State University
BYLAWS

PREAMBLE

The School of Music, housed within the College of the Arts at Kennesaw State University, includes students, faculty and staff working together in a program fully accredited by the National Association of Schools of Music (NASM). Our resident faculty of active composers, scholars, educators, performers and conductors partner with artist-teachers from the Atlanta Symphony Orchestra, the Atlanta Opera and other prominent musical organizations to provide students with a comprehensive education. The School currently operates under the following mission statement:

The Kennesaw State University School of Music creates a musical community that is rich with cultural, social, and intellectual diversity highlighted through its community engagement and outreach. We recruit the best students possible, provide an intensive professional education, and graduate effective cultural leaders. We prepare each student with a solid foundation in music through the promotion of excellence and innovation in pedagogy, performance, scholarship, and service, and maintain a welcoming environment that promotes the professional development of its students, faculty, and staff. We effectively utilize our current resources and pursue opportunities for expansion.

ARTICLE I. Administration

A. School Director

- a) The Director shall be appointed by the Dean of the College of the Arts and serves at the pleasure of the Dean.
- b) The Director shall provide academic and administrative leadership for the School and perform duties including, but not limited to: supervising the operation of the School, administering School budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and studio space, evaluating faculty and staff, presiding over School meetings, representing the School in College and University affairs, informing the faculty of events affecting the School or welfare of the faculty, and performing such duties as assigned by the University or the Dean of the College of the Arts. Acting/interim Directors will assume all duties and responsibilities of the School Director, except as modified by the Dean.

B. Associate Director for Administration

- a) The School Director may appoint an Associate Director for Administration.
- b) The Associate Director for Administration shall carry out such duties as assigned by the Director. These duties include, but are not limited to, activities such as: advising, budgeting, scheduling, monitoring enrollment, assisting part-time faculty, representing the Director at college and/or university meetings, and completing special projects as assigned by the School Director.

- c) The Associate Director for Administration will serve as Acting Director of the School at any time the Director is out of town, unavailable, or incapacitated and unable to administer the affairs of the School. If the Associate Director for Administration is required to serve as Acting Director because the Director is incapacitated for a long period of time, the Dean of the College of the Arts will as quickly as possible, and in consultation with the music faculty, appoint a tenured faculty member to serve as the Interim Director of the School of Music. Until such time as an Interim Director is appointed, the Acting Director will make important decisions in consultation with the faculty.

C. Director of Programming and Facilities

- a) The School Director may appoint a Director of Programming and Facilities.

- b) The Director of Programming and Facilities for the School of Music (SOM) is responsible for the management of all non-curricular artistic programming initiatives and special projects, oversight of SOM performance and rehearsal venues, and management of staff and budgets related to SOM performances and events. The Director oversees artistic planning and the creation of educational services related to guest artist engagements, manages budgets, and develops grant proposals. This position works closely with the SOM leadership, faculty, and staff, and reports to the Director of the School of Music.

D. Area Coordinators

Area Coordinators include, but are not limited to, performance, theory/history, voice, piano, and music education. Area coordinators may be appointed for courses that are frequently taught by multiple faculty. The coordinator shall determine general course policy and content for lecture and laboratory courses in consultation with other faculty in the content area. They will take a lead role in writing handbooks, calling meetings, and communicating to the School of Music Administration. Area coordinators will be appointed by the School Director and may, at the discretion of the Director, be given release time for their duties.

E. Program Coordinators

Program Coordinator positions will be appointed by the School Director. The program coordinators shall be appointed for the Music Education degree program and others as the need arises. The Music Education Program Coordinator will be responsible for writing CAEP (Council for the Accreditation of Educator Preparation), PSC (Professional Standards Commission) and other required reports, and will act as official School representatives to the EPP (Educator Preparation Provider). Program coordinators at the discretion of the Director, can be given release time for their duties.

F. Course Coordinators

Course coordinators may be appointed by the School Director as appropriate and necessary, for example, General Education courses (1107), Music Education (3340), chamber music, aural skills, theory, jazz combos, and music history. Course coordinators, at the discretion of the Director, can be given release time for their duties.

Part-time faculty may also be compensated at the discretion of the Director for these duties.

ARTICLE II. Committees

A. Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may volunteer to serve on any committee except for Tenure and Promotion, but are never obligated to do so. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee members will be selected via an election held in the fall semester of each year. Each committee shall elect its Chair annually, effective fall semester of the academic year. The Chair of the previous year's committee shall convene the first fall semester meeting.

a) School of Music Faculty Council (SFC)

- i) Meeting times: The committee will meet at least twice a semester with the Director.
- ii) Voting rights: The SFC does not serve as a voting body.
- iii) The SFC can meet independently of the Director at any time.
- iv) Membership: Three tenure track-faculty; a majority of the members should be tenured, if possible. The Chair of the SFC will be a tenured faculty member elected by members of the committee. The committee will serve 3-year staggered terms.
- v) Minutes: Minutes will be taken by the chair and submitted to the proper SOM party.
- vi) Member replacement: Members will be replaced by special election.
- vii) Reporting: The SFC will report to the Director.

b) School of Music Curriculum Committee (SCC)

- i) Meeting times: The committee will meet monthly during each semester, but not during the summer term. The Director of the SOM is welcome to attend.
- ii) Voting rights: The committee will make decisions by arriving at consensus, whether in face-to-face or online meetings.
- iii) Reporting: The SCC will report to the Director.
- iv) Membership: Three lecturers, tenured, or tenure-track faculty representing Music Education, Performance, and Theory/History, one of which will be elected chair by the members of the committee. The committee will serve 3-year staggered terms. The chair will also serve on the COTA Curriculum Committee.
- v) Minutes: Minutes will be taken by the chair and submitted to the proper SOM party.
- vi) Member replacement: Members will be replaced by special election.

c) School of Music Scholarship Committee (SSC)

- i) Meeting times: The committee will meet several times per year, most meetings will occur during the spring semester following entrance auditions.

- ii) Voting rights: The committee will make decisions by arriving at consensus, whether in face-to-face or online meetings.
 - iii) Reporting: The committee will report to the Assistant Dean for Admissions and Student Services.
 - iv) Membership: Eight full-time faculty, one from each academic/performance area (string, instrumental, jazz, piano, voice, music education, theory/composition/history, and ensemble). Members will serve 3-year staggered terms. The committee will select a chair annually after SOM elections are held. The SOM Director and Assistant Dean for Admissions and Student Services will serve as ex-officio members.
 - v) Minutes: Minutes will be taken by the chair and submitted to the proper SOM party.
 - vi) Member replacement: Members will be replaced by special election.
- d) School of Music Tenure and Promotion Committee (T&P)
- i) Meeting times: The committee will meet several times per year as needed to review portfolios per the university's established review schedule.
 - ii) Voting rights: The committee will make decisions by arriving at consensus, through conversation, and negotiation, in face-to-face meetings.
 - iii) Reporting: The committee does not officially report to another SOM source.
 - iv) Membership: Three full-time tenured faculty; individuals going up for review and COTA P&T committee members may not serve. Members serve 3-year staggered terms. The committee will select a chair annually after SOM elections are held.
 - v) Minutes: Minutes will be taken by the chair and submitted to the proper SOM party.
 - vi) Member replacement: Members will be replaced by special election.

B. Ad hoc committees

Ad hoc committees shall be appointed by the Director of the School of Music for a specific term. The School Director shall notify the School faculty of the existence of any *ad hoc* committees.

C. Part-Time Faculty Council

The School of Music shall provide a representative from the part-time faculty to this council.

D. Operation of Committees

- a) Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.
- b) Requirements for committee vote shall conform to Article IV, Sections 2, 3 and 4.
- c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to a place where all faculty have access.

ARTICLE III. School Meetings

- A. Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of Fall and Spring semesters.
- B. The Director of the School shall call such additional meetings as deemed necessary.
- C. All full-time faculty and staff are required to attend School meetings. For excused absences, notification must be given to the School Director prior to meeting.
- D. Minutes of each School meeting will be taken, reviewed by the School Director and distributed to all faculty and staff.

ARTICLE IV. Voting

Voting on matters of School policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, School representation, nominations for college and university positions and revision of School bylaws shall be determined as follows:

A. Eligibility

- a) All Music faculty who are not part-time or on temporary full-time appointments are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
- b) Absent faculty/staff may vote by written proxy.

B. Quorum

- a) A quorum shall consist of two-thirds of those eligible to vote.
- b) Proxies shall not count toward a quorum.

C. Passage of a Motion

- a) A simple majority of those voting shall be required to pass a motion.

D. Ballots

- a) Secret ballots or electronic voting shall be used for all votes.

If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

ARTICLE V. Changes in the Curriculum

New course offerings, course deletions, changes in requirements for the B.A, B.M. and B.M.E and any future master's degrees and changes in the requirements for a minor in Music:

- a.) The School Director or any tenured or School faculty may propose such changes.
- b.) A completed copy of the proposal must be distributed to the faculty at least one week prior to discussion and vote. A majority of the eligible voting faculty is required to approve and to adopt proposals for major revisions in new courses, course deletions, major course revisions and changes in the curriculum and in degree requirements. Minor revisions can be sent straight to the Curriculum Committee and School of Music administration.
- c.) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.

ARTICLE VI. Guidelines for Tenure-track Faculty Searches

A. Search Committee Designation

- a) After discussion with the School faculty (either as a whole, or with the appropriate area faculty) about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the dean, a search committee that includes at least five tenured or tenure-track faculty shall be appointed by the School Director in consultation with the School Faculty Council.
- b) The School Director shall appoint a Chair of the search committee. The search committee Chair, working in concert with the School of Music Administrative Staff and School Director, will work to gather applicants' files, reviewing their completeness, and making them accessible to committee members and other faculty, and in completing paperwork related to EEO and other required documentation. The School Director shall provide the committee with specific guidelines about conducting searches.

B. Potential Conflicts of Interest.

Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with whom the member has had a prior close personal relationship, s/he should make this known to the committee and the School Director and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE VII. Summer Session Teaching.

The following guidelines shall be used to determine priority for teaching during summer session.

- A. Through written solicitation, the School Director shall determine which faculty members wish to teach during summer sessions.

B. The following ranked criteria shall be considered when making teaching assignments during summer sessions.

- a.) Course demand and faculty specialization.
- b.) Budget conditions.
- c.) Preference will be given to full-time, tenure-track faculty.
- d.) When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

ARTICLE VIII. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to the School Faculty Council or the School Director and shall be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.

ARTICLE IX. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Vice President of Academic affairs and/or of the College of the Arts.