

**BYLAWS OF THE SCHOOL OF DANCE  
COLLEGE OF VISUAL ARTS, THEATRE AND DANCE  
THE FLORIDA STATE UNIVERSITY**

Revised September 30, 2009

**Article 1. Purpose, Implementation and Revision**

**Section 1. Purpose:** These bylaws are created to assist the effective and efficient governance of the School of Dance, College of Visual Arts, Theatre and Dance, 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, negotiations with UFF, and the 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; the FSU School of Dance Handbook (Blue Book); and the annual memorandum from the Office of the FSU Dean of Faculties 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 School Assembly and by the Dean of the College of Visual Arts, Theatre and Dance.

**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 School 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 School 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 School Assembly. In the event of an emergency, a proposed amendment may be

adopted at the same meeting in which it is presented if it receives an affirmative vote by a three-fourths majority of the members present.

## **Article 2. School Assembly, Membership and Powers**

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

**Section 2. Membership:** Membership in the Assembly shall consist of faculty in tenured or tenure-earning positions who shall have the right to speak and to vote. Visiting or adjunct faculty, key staff personnel, and the Director of MANCC may attend school meetings and shall have the right to speak but may not vote. The School 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 or be invited to participate in meetings when agenda items are relevant, and 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 School Assembly with the right to speak but not to vote.

## **Article 3. Meetings**

**Section 1. Regular Meetings:** The School 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 School Assembly may be called by the Chair or on written request to the Chair from three voting members of the 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 School Assembly. In the absence of the Chair, another member designated by the Chair shall preside, or a majority of the 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 School Assembly by majority vote, may recognize non-members to address the School Assembly.

**Section 6. Quorum:** Two-thirds of the entire School Assembly will constitute a quorum at any meeting of the School Assembly.

**Section 7. Majority:** A Majority vote will consist of more than one-half of those voting, except where an explicitly higher standard is required.

#### **Article 4. Department 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. 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 scheduling faculty assignments and related responsibilities in a fair and equitable manner.

**Section 7. Budget:** The Chair, working in conjunction with the Advisory Committee (see article 5, section 2), 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 8. Annual Evaluation of Chair:** The School shall conduct an annual evaluation of the Chair. These evaluations will be administered by the Advisory Committee and submitted directly to the Dean.

**Section 9. 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 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 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 consider curricular policies and procedures for both undergraduate and graduate programs, including approval of new course proposals, modifications for existing courses, and associated requirements for all courses. The membership of the committee shall consist of the degree program advisors (BFA, MFA, MA/SRS, MA/ADS), 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 shall have responsibility for matters of promotion, tenure and merit, including periodic review of the appropriate criteria. Changes to these criteria require approval of the School Assembly. The Department Promotion and Tenure Committee shall consist of tenured faculty of the School elected annually by the faculty at the last faculty meeting of the academic year preceding service. The election shall be conducted by secret ballot. The Promotion and Tenure Committee will be comprised of members who

collectively reflect the diverse perspectives of the School faculty as a whole. Untenured faculty may elect one member to meet with the committee, but these persons shall not have the right to vote on matters of tenure. Committee members shall recuse themselves from evaluation of their own progress toward promotion and tenure. Faculty members who have been nominated for promotion or tenure shall not serve on the Promotion and Tenure Committee while their binders are under review.

**Section 5: Representatives to Faculty Senate:** The faculty is represented by Senators elected in College of Visual Arts, Theatre and Dance elections.