

**Bylaws of the College of Fine and Performing Arts  
Western Carolina University**

Approved by the General Faculty of the College of Fine and Performing Arts, 13 August 2015

**ARTICLE I. NAME**

Section 1. The name of this administrative unit shall be the College of Fine and Performing Arts, one of the constituent undergraduate and graduate colleges of Western Carolina University.

**ARTICLE II. ROLE AND MISSION**

Section 1. The College of Fine and Performing Arts operates under the Office of the Provost at Western Carolina University. Its constituent members include the School of Art and Design, School of Stage and Screen, School of Music, and the John W. Bardo Fine and Performing Arts Center. The role of the College is to implement the University's Strategic Vision to "position and market WCU as the cultural heart of Western North Carolina in the creative arts."

The Mission of the College of Fine and Performing Arts at Western Carolina University is to strengthen and broaden the intellectual and cultural horizons of the university and the larger community by providing a creative learning environment in the fine and performing arts.

The College of Fine and Performing Arts is the creative showcase for the University. Through its dedication to excellence and the integration of teaching, scholarship, and service by its faculty, the College offers educational opportunities to a wide variety of students and the larger community. Through musical performances, theatre, dance, motion pictures, videos, scholarly works, design, and the visual arts, the College is a unique and highly visible source of cultural enrichment that reaches far beyond the University community.

Scholarship and creative activity are integral to the mission of the College. The processes of creative thought and activity demonstrated by its faculty and students provide a lasting and sustainable contribution to the life of the mind and spirit. This role challenges the College to reveal and explore avenues of human expression in forms unique to the arts, and to seek innovative and integrated means for faculty and students to discover and create art which expresses both personal and community values.

In support of the mission of the College, the goals of the College of Fine and Performing Arts are to:

- Provide excellent educational opportunities for majors, minors, general university students, and community members through regular and thoughtful evaluation of curriculum and programs.
- Recruit and support a highly qualified and diverse faculty who will serve as models in arts performance, teaching, scholarship, and service, and who clearly communicate their understanding of the values and discipline inherent in artistic education.

- Maintain a physical and social environment that is conducive to teaching, learning, research, and creativity by faculty and students by providing sufficient and appropriate classroom and laboratory space, equipment, materials, and human resources.
- Support the integration of teaching, scholarship, and service for both faculty and students.
- Integrate advancements in technology in the arts into new and current coursework by researching and developing innovative skills and methods.
- Bring to the campus a diverse and significant roster of artists, performers, scholars, and exhibitions to enrich the cultural and intellectual climate for students and the community.
- Create, through all its activities, a level of arts literacy in all constituencies that recognizes the contribution that creative work and scholarship make to the maturation of the individual and a free society.
- Seek, obtain, and maintain professional accreditation in all appropriate areas as a measure of program accomplishment.
- Enhance local, regional, and national awareness of college opportunities and activities through media exposure of all types.

Beyond this, the College of Fine and Performing Arts is committed to:

- Facilitating departmental operations and overseeing a physical plant conducive to its goals.
- Securing funding from sources both within and outside the university.
- Facilitating long-range planning for the creative and cultural disciplines within the college and creating opportunities for their integration where appropriate.
- Recruiting highly qualified students and developing audiences that represent an ever-broader and diverse segments of the community.
- Providing professional guidance for students through advising and career planning.
- Maintaining active relationships with alumni in order to encourage their continuing involvement with the College as guest artists and scholars, success stories, and sources of support.

### **ARTICLE III. FACULTY MEMBERSHIP: ROLES AND RESPONSIBILITIES**

Section 1. Membership in the College of Fine and Performing Arts is by virtue of appointment to the faculty of Western Carolina University in one of the administrative units, allied areas, or programs of the College. The General Faculty of the College of Fine and Performing Arts shall consist of the persons who shall be approved by the Board of Trustees of Western Carolina University for faculty status at the rank of instructor or above, or as further provided by the Board of Governors of the University of North Carolina, including those who are participants in the University of North Carolina Phased Retirement Plan.

#### Section 2. Duties and Responsibilities

III 2.1 As provided by the Faculty Handbook, the General Faculty of the College of Fine and Performing Arts shall have primary responsibility, within broader policy guidelines of the University, for curriculum, courses, and methods of instruction, research, faculty status, and

those aspects of student life that relate to the educational process (See WCU Faculty Handbook, 3.02, The Faculty Constitution of Western Carolina University, Article I)

III 2.2 In addition to any other business, the General Faculty shall consider reports from the Chancellor, the Provost, the Faculty Senate, Faculty Committees, Departments, Colleges, and other units of the University; make recommendations concerning such reports; and discuss matters relating to the welfare of the College and the University.

III 2.3 With the final approval of the Dean, these Bylaws can be amended at any regular meeting of the General Faculty of the College by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing to each faculty member of the College at least two weeks in advance of the meeting or at the previous regular meeting.

III. 2.4 These Bylaws are written with respect to the provisions of the Faculty Constitution, the Bylaws of the General Faculty, the Faculty Handbook, and the provisions of the University of North Carolina System. Should these Bylaws conflict with any of these documents, the official policies of the University shall govern.

## **ARTICLE IV. OFFICERS OF THE COLLEGE: DUTIES AND SELECTION**

### Section 1. Officers of the College

IV 1.1 The officers of the College of Fine and Performing Arts shall be a Dean, an Associate Dean, and members of the College Leadership Team (see IV 1.1(c) below). These officers shall perform the duties prescribed by these Bylaws, the Faculty Handbook, the University Code, and the parliamentary authority adopted by the College.

(a) The Dean of the College is the chief administrative officer of the College of Fine and Performing Arts.

(b) The Associate Dean of the College shall assist the Dean and shall preside in the absence of the Dean or at the request of the Dean.

(c) The College Leadership Team (CLT) shall be made up of the Dean, Associate Dean, Director of the Bardo Arts Center (BAC), Director of the Fine Art Museum (FAM), Director of the School of Stage and Screen, Director of the School of Music, and Director of the School of Art and Design.

### Section 2. Duties

IV 2.1 The duties of the Officers of the College are as follows:

(a) The Dean of the College is charged by the Chancellor and the Office of the Provost to plan, organize, direct, and control the affairs of the College as its chief administrative officer. The Dean shall serve as chair of the General Faculty, College Leadership Team, Dean's Advisory Board, College Collegial Review Committee, Student Advisory Committee, and Strategic

Planning Committee. (See WCU Faculty Handbook, Article IV. The Colleges. Section 5. Dean of the College)

The administrative staff of the Dean's office shall distribute or make available to the faculty any and all announcements, agendas, minutes, and other items necessary to the business of the College.

(b) The Associate Dean of the College reports directly to the Dean and is responsible for assisting the Dean generally in matters relating to the operation of the College. The Associate Dean represents the Dean's office in the absence of the Dean, attends meetings on behalf of the Dean, prepares correspondence and/or reports assigned by the Dean, and assumes responsibility for any other functions delegated by the Dean.

The Associate Dean is responsible for processes related to academic actions such as grade appeals and post-deadline withdrawals, as well as representing the College on such committees as the Registrar's Advisory Board, Academic Space Advisory Board, IT Liaisons Committee, and other committees and boards as needed.

The Associate Dean shall serve as Chair of the Awards Committee, Teacher Education Committee, Technology Committee, and any other committees (standing or ad hoc) and/or special working groups assigned by the Dean.

The Associate Dean shall conduct all elections for College representatives to the Faculty Senate; Graduate Council; University Collegial Review Committee; and all committees and councils of the College that have elected members, according to the Faculty Constitution and the Bylaws of the College.

The Associate Dean shall coordinate election procedures with the Coulter Faculty Commons and shall maintain a record of all elections for the previous five years. In addition, he or she shall keep and confirm records of all College and University committee appointments both standing and ad hoc.

The Associate Dean shall insure that all nominations for elections conducted under his or her supervision are open. Eligibility for nominations shall be distributed by e-mail to the General Faculty of the College. The person who receives the highest number of votes without being elected shall be the alternate for each position decided by the election. The alternate shall be named by the Committee to fill, until the next general election, any vacancy which may occur. Should the naming of the alternate violate a rule of representation, the Associate Dean shall select the most appropriate person receiving the highest number of votes in the most recent election to fill the vacancy.

(c) The CLT is directly responsible to the Dean. Members are the chief administrative officers of their respective units and have general administrative responsibility for matters affecting the academic strength and productivity of their units. It is their responsibility to develop and maintain a faculty and programs of excellence and to assist the Dean in all matters related to the College's strategic planning and mission.

### Section 3. Selection of Officers

IV 3.1 After consultation with the Department Heads of the College and a Search Committee appointed by the Provost, the Provost shall make nominations for appointment to this office to the Chancellor. If the Chancellor agrees, he or she will appoint the Dean. Periodic review of the work of this office shall be conducted, and the time between reviews shall in no case be more than five years.

IV 3.2 Nominations for appointment to Associate Dean of the College shall be made to the Dean by a duly constituted committee appointed by the Dean, and/or formal search or solicitation of the faculty. After consultation with the College of Fine and Performing Arts CLT, the Dean shall select an Associate Dean. Periodic review of the work of the Associate Dean shall be conducted, and the time between reviews shall in no case be more than five years.

IV 3.3 Membership on the CLT is by virtue of an individual being appointed Director of one of the units in the College or through appointment by the Dean.

## **ARTICLE V. MEETINGS OF THE GENERAL FACULTY**

Section 1. The General Faculty of the College shall meet at least once during the fall term and once during the spring term of each academic year. Special meetings may be called by the Dean. The Dean shall call a special meeting upon the written request of ten-percent of the General Faculty of the College. All members of the General Faculty shall have the right to vote. The presence of at least 25% of the members of the General Faculty shall be affirmed through a roll call and shall be necessary for a quorum. All meetings shall be announced and scheduled in such a way that maximum attendance will be possible.

Section 2. The Dean or his appointed representative shall preside at all meetings of the General Faculty.

### Section 3. Goals and Purposes of Meetings

V 3.1 The goal of the meetings shall be to further the concept of a community of scholars and artists working to improve the College and the University through shared governance and shared responsibility. The purpose of the meetings of the General Faculty shall be to explore and discuss major priorities within the College and the University; to develop and facilitate initiatives to advance the College; to report on items related to the good and welfare of the College and its faculty, staff, and students; and to present any other matters related to the functioning of the College.

V 3.2 The Dean may request input on items related to the operation or business of the College; bring to vote items relating to the business of the College; call for specific committee reports to be presented to the General Faculty for discussion; or refer specific concerns to appropriate committees within the College.

V 3.3 Meetings of the General Faculty shall supplement but not replace the work of the Faculty Senate and other units of the faculty governance system.

## **ARTICLE VI. DEAN'S ADVISORY COMMITTEE**

Section 1. The Dean's Advisory Committee shall be composed of the Dean of the College who shall serve as Chair and three full-time members of the faculty including members who are participants in the University of North Carolina Phased Retirement Plan. Members shall be elected from the College at large with no more than one member from any one academic unit.

### Section 2. Terms of Membership

VI 2.1 Terms for faculty shall be for three years with succession only after one year off the Committee. Outside representatives may be appointed annually by the Dean.

VI 2.2 Initially, three members shall be elected respectively to a one-year term, two-year term, and three-year term. The member elected to a one-year term shall be eligible for immediate re-election.

Section 3. The Dean's Advisory Committee shall advise the Dean on any matter of concern to the Dean or to any member of the Committee.

Section 4. The Committee shall meet at least once each term, at the call of the Dean, or upon the request of at least two of its members addressed to the Dean.

## **ARTICLE VII. COMMITTEES**

### Section 1. General

#### VII 1.1 Standing Committees

The College of Fine and Performing Arts shall have the following Standing Committees:

- (1) Collegial Review Committee
- (2) Student Advisory Committee
- (3) Awards Committee
- (4) Teacher Education Committee
- (5) Technology Committee

VII 1.2 Additional standing and/or ad hoc Committees may be appointed by the Dean upon consultation with the CLT and/or the General Faculty of the College.

VII 1.3 Committee chairs are empowered to form subcommittees, either ad hoc or standing, with the consent of the unit Director. Subcommittee members may be appointed by the committee chair and, when appropriate, may include persons not on the committee.

## VII 1.4 Committee Members

(a) Those committee members who are elected will stand for election in the regularly scheduled annual elections held by the College. All committee members beginning a term will take office on the date of the General Faculty meeting preceding the fall term. All committee members are expected to seek the help of faculty members, administrators, or others who have expertise in the area of their committee's responsibilities

VII 1.5 All committee meetings shall be scheduled and announced in such a way that maximum attendance will be possible.

## Section 2. Collegial Review Committee

VII 2.1 The Collegial Review Committee shall be composed of the Dean as the nonvoting Chair and six faculty members: half of whom are elected and half of whom are appointed by the Dean. When making appointments to the Committee, the Dean shall make every effort to balance disciplines and diversity with regard to the General Faculty of the College. All members must be full-time, tenured faculty members of the College. All units must be represented on the Collegial Review Committee. The Associate Dean and Directors of schools are not allowed to serve. No more than two members may represent a single academic unit.

VII 2.2 As stipulated in the WCU Faculty Handbook (4.07 Academic Tenure and Promotion, D. Procedures Guiding Review Committees, 2): "In departments with no tenured faculty members or an insufficient number of tenured faculty members, the department head, in consultation with the Dean, will nominate tenured faculty from other departments within the College or University, to be elected or appointed to serve as a representative(s) for that department."

## VII 2.3 Terms of Membership

(a) Initially, one member shall be elected by the general faculty to a three-year term; one, to a two-year term; and one, to a one-year term. All members shall be eligible for re-election. Subsequently, terms shall be for three years with no limitation on succession or number of terms. Appointments shall be made through the annual College elections.

VII 2.4 The Committee shall review and make recommendations to the Dean on all candidates for re-appointment, tenure, or promotion within the College, following the procedures in the WCU Faculty Handbook. Members of the Committee shall not vote on cases that they have already voted on at the unit level. The Committee shall develop additional procedures, including whether or not members are permitted to discuss cases involving members of their departments or areas.

VII 2.5 The Committee shall meet at the call of the Dean with respect to the Collegial Review Calendar distributed by the Provost (see WCU Faculty Handbook 4.07 Academic Tenure and Promotion, B. Application and Review Process for Tenure and Promotion, 4).

### Section 3. Student Advisory Committee

- a. The College shall have a Student Advisory Committee consisting of one student selected from each department in the College. The Dean shall be the Chair.
- b. The duty of this Committee shall be to advise the Dean on matters of common interest to the Dean and the students. Meetings may be called at any time by the Dean. The Dean shall call a special meeting upon the request of more than one-fourth of the student members of the Committee. All meetings shall be announced and scheduled in such a way that maximum attendance will be encouraged.

### Section 4. Awards Committee

VII 4.1 The Committee shall be composed of three full-time faculty members, including those faculty who are participants in the University of North Carolina Phased Retirement Plan, each with at least five years of service at WCU. Three members shall be elected by the college faculty, no two of whom shall be from the same department or school. The Chair shall be appointed by the Dean. An elected committee member may choose to withdraw from the committee for that year if nominated for the award. If this occurs, the Dean shall appoint a previous year's winner to serve on the committee for that year in the elected committee member's place.

VII 4.2 Initially, one member shall be appointed to a three-year term; one to a two-year term; and one to a one-year term with the Dean appointing a Chair for the committee. Thereafter, all elected members shall rotate accordingly with an appointment by the Dean to replace the one-year term member.

VII 4.3 The Committee shall, in close co-ordination with the Dean's Office, refine, implement, and evaluate annually the plan and schedule for administering awards for the College. It shall be responsible for arranging for appropriate recognition for the finalists for awards and for making arrangements to have the awards presented in the appropriate forum.

VII 4.4 The Committee shall meet on a regular basis, at the call of its Chair, or upon the request of one of its members addressed to its Chair.

VII 4.5 The following protocols shall govern the selection process.

1. To be considered for the Fine and Performing Arts Teaching award the Nominee must be a full-time faculty member from the College of Fine and Performing Arts and have taught at Western Carolina University for three years or be in the third year of teaching.
2. A call for on-line nominations from students, staff and faculty shall be completed by February 1 annually.
3. The committee will select three to ~~five~~ six finalists.
4. Finalists must submit a portfolio consisting of a teaching philosophy statement limited to two pages, AFE summary statements from the previous two years, and three to five

course syllabi either in hard copy or electronic links, teaching schedule for defined classroom visitations at timeframe determined by the Committee

5. Finalists may be called to a committee interview – optional at the committee’s recommendation.

#### Section 5. Teacher Education Committee

VII 5.1 The Committee shall be composed of those faculty members of the College who serve on the University Teacher Education Council and the Associate Dean of the college. The Associate Dean shall chair the committee.

VII 5.2 The Committee shall advise the Dean’s office on all matters relating to the College’s responsibilities in the area of teacher education.

VII 5.3 The Committee shall meet at least once each term, at the call of its Chair, or upon the request of at least two of its members addressed to its Chair.

#### Section 6. Technology [Advisory](#) Committee

VII 6.1 The Committee shall be composed of six full-time faculty members, including those faculty who are participants in the University of North Carolina Phased Retirement Plan, constituted such that there is a representative for the Coulter Building, Hoey/Stillwell/Breese Building, Fine & Performing Arts Center, the CAT programs, FTP programs, and the Graphic Arts and IDES programs. The Associate Dean or said representative from the Dean’s office shall serve as a non-voting member and Chair. Instructional Technology will be represented by member(s) recommended by said Division. The Committee may elect, at its discretion, a secretary for purposes of keeping attendance records, taking minutes and other prescribed duties as named by the Chair.

VII 6.2 Initially, members subject to the conditions specified earlier will be appointed by the Dean. All members shall be eligible for re-appointment with no limitation on succession or number of terms.

#### VII 6.3 Duties

(a) The Committee shall advise the Dean on any issues of concern to the Dean or the Committee related to technology.

(b) The Dean may refer problems related to technology to the Committee for its advice. Faculty members may present to the Committee statements of need and perceived problems in the area of technology.

VII 6.4 The Committee shall meet at the call of the Dean, its Chair, or upon the written request of two of its members addressed to the Committee Chair.

## **ARTICLE VIII. ANNUAL SPECIAL WORKING GROUPS**

Section 1. The following special working groups may be called on an annual basis as needed but are outside the standing committees: Quality Enhancement Plan, Development and Advocacy, Recruiting, Marketing and Retention, Strategic Planning, Assessment, Curricula, and Administrative Evaluation.

Section 2. The Dean or his designee shall chair the special working groups and provide a definitive charge for members.

Section 3. Members may be appointed to serve on the special working groups upon recommendation from the CLT.

Section 4. Additional special working groups may be called as needed by the Dean.

## **ARTICLE IX. ARTISTIC INTEGRITY**

[Article IX will be discussed throughout the 2015-16 academic year with revisions to be voted on at the spring 2016 meeting of the General Faculty.]

As a public institution, the CFPA is bound by the 1<sup>st</sup> Amendment to the United States Constitution. As a collection of artists, we are especially sensitive to all issues of artistic integrity and aware of the dangers of censorship.

The CFPA will not accept any gift, donations, or other emolument which obliges the CFPA or any of its constituent parts to perform, disseminate, or otherwise present any work based on its advocacy of any political, sexual, or social orientation. No faculty member shall be denied tenure based on their political, sexual, or social point of view.

## **ARTICLE X. PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the College in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the College may adopt.

*These Bylaws were initially adopted at the general faculty meeting on April 15, 2008, and were subsequently amended in August 2008, April 2009, August 2010, April 2013, and August 2015.*