

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

Approved by the General Faculty of the Belcher College, 8 January 2020

**ARTICLE I. NAME**

Section 1. The name of this administrative unit shall be the David Orr Belcher 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 David Orr Belcher College of Fine and Performing Arts (hereafter referred to as “the Belcher College,” or “the College”) 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 Belcher College at Western Carolina University is:

*To inspire, educate, and train our next generation of artists, scholars, and teachers in the intellectual foundations and creative processes of the fine and performing arts while fostering excellence and artistic curiosity across western North Carolina and beyond.*

The Belcher College 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 Belcher College 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 Belcher College 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 Belcher College 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 Belcher College 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 Belcher College 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 Belcher College 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 Belcher College.

(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 university-wide 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 a non-voting member of the Awards Committee, and as Chair of the Professional Education Council Advisory Board. He or she shall also serve as a non-voting member of the Elections Committee as described in VII 4.1. In addition, he or she may serve on other college-wide or unit-level committees (standing or ad hoc) and/or special working groups as assigned by the Dean.

(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 Belcher College 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 AND ADVISORY BOARDS**

### Section 1. General

#### VII 1.1 Standing Committees and Advisory Boards

The Belcher College shall have the following Standing Committees and Advisory Boards:

- (1) Collegial Review Committee
- (2) Student Advisory Committee
- (3) Elections Committee
- (4) Awards Committee
- (5) Professional Education Council Advisory Board

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

VII 3.1 The College shall have a Student Advisory Committee consisting of one undergraduate student selected from each School in the College and one graduate student from each unit with a Graduate program. The Associate Dean shall be the Chair.

VII 3.2 The duty of this Committee shall be to advise the Dean on matters of common interest to the Dean, the Dean’s office, and the students. Meetings may be called at any time by the Associate Dean. The Associate Dean shall call a special meeting upon the request 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. Elections Committee

VII 4.1 The Committee shall be composed of three full-time, tenured or tenure-track faculty members: one from the School of Art and Design, one from the School of Music, and one from

the School of Stage and Screen. The Associate Dean will serve Ex officio, non-voting, to communicate election information from the Dean to the committee or from the committee to the Dean and to assure timely functioning of the committee.

#### VII 4.2 Terms of Membership and Meetings

Initially, one person will be elected to a one-year term, one to a two-year term, and one to a three-year term. Thereafter, all members will serve staggered three-year terms and will be eligible for reelection. The Chair will be chosen by the Committee from among its members; he or she may serve a term of not more than three years. It is the Chair's responsibility to communicate election results with various campus-wide entities such as the Provost's Office, the Faculty Senate, and the Committee on Nominations, Elections, and Committees. Those serving on the BCFPA Elections Committee may be nominated for and serve on other college-wide committees.

VII 4.3 The Committee shall meet at the call of its Chair or at the call of the Office of the Dean. All meetings shall be announced and scheduled in such a way that all members and the Associate Dean can attend.

#### VII 4.4 Election Procedures and Methods

VII 4.5 The Committee shall conduct elections as required for BCFPA representatives to university-wide committees such as the Faculty Senate, University Collegial Review Committee, Liberal Studies Committee, and also all committees and councils of the College that have members elected from the college as a whole such as the BCFPA Collegial Review Committee.

VII 4.6 The BCFPA Elections Committee shall codify and disseminate its own rules of procedure. In the event of any discrepancies in policies or procedures with those of the University, those of Western Carolina University shall supersede and govern. Questions of eligibility for nominations shall be resolved by the Committee.

VII 4.7 The main BCFPA elections shall be held during the spring semester on a date set by the BCFPA Elections Committee. However, the committee may hold elections at any time as necessary.

VII 4.8 The Committee shall ensure that all nomination and election processes are open and transparent. It shall be responsible for devising and distributing appropriate and uniform election procedures and timelines; an initial call for nominations (whether self-nominations or peer-to-peer nominations); a confirmation of willingness to serve from all nominees prior to the general election; a ballot distributed online using a system such as JotForm or Qualtrics (the ballot being open and available for no less than five full teaching days with a reminder email sent every day the ballot is open); a final confirmation of willingness to serve from those receiving the highest vote; and a distribution of the names of those elected to the College as a whole.

VII 4.9 When only one nomination is offered for a vacant position, the Chair of the Elections Committee may declare that position filled by acclamation.



VII 4.10 If two or more persons tie for any office, the committee shall conduct a run-off election within one week. The committee shall place on the run-off ballot the names of the two persons receiving the highest number of votes on the first ballot. The run-off ballots shall be prepared, distributed, collected, counted, and publicized as indicated previously. If the run-off election results in a tie, the winner shall be determined by committee coin toss.

VII 4.11 The person who receives the second highest number of votes 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 that may occur. Should the naming of the alternate violate a rule of representation, the Committee shall select the most appropriate person receiving the highest number of votes in the most recent election to fill the vacancy.

VII 4.12 In the event of a tie between two nominees for alternate, the winner shall be determined by Committee coin toss. However, the name of the alternate not chosen shall be retained in case of an opening on the committee for whatever reason.

VII 4.13 In the event of an opening and if a suitable replacement cannot be found following these procedures, the Dean will appoint a replacement to fill the vacancy until the next annual election.

VII 4.14 Committee decisions may be appealed to the Dean.

## Section 5. Awards Committees

VII 5.1 The Teaching Award 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 an 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. The Belcher College Leadership Team shall serve as the Scholarship and Service Award Committee.

VII 5.2 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 5.3 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 5.4 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. Call for nominations and voting shall be done

through Qualtrics surveys, typically in late February or early March to coordinate with the University-wide awards elections process.

VII 5.5 See Appendix 1 for descriptions of requirements of and procedures for the three BCFPA awards: the Robert Kehrberg Service Award, the BCFPA Teaching Award, and the BCFPA Scholarship Award.

#### Section 6. Professional Education Council Advisory Board

VII 6.1 The Committee shall be composed of those faculty members of the College who serve on the Professional Education Council and the Associate Dean of the college. The Associate Dean shall chair the Board.

VII 6.2 The Committee shall advise the Dean's office on all matters relating to the College's responsibilities in the area of teacher education.

VII 6.3 The Committee shall meet, at the call of its Chair or upon the request of at least two of its members addressed to its 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. Academic and Artistic Freedom and Responsibility**

Section 1. As a public institution, the BCFPA is bound by the First Amendment to the United States Constitution. As a collection of artists, we are especially sensitive to all issues of artistic integrity and are aware of the dangers of censorship.

Section 2. The BCFPA recognizes and abides by section 4.02, Academic Freedom and Responsibility of the University Community, noting Section C: "Western Carolina University shall not penalize or discipline members of the University because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility."

Section 3. The BCFPA recognizes and abides by University Policy 104, Governing External Gifts with Academic Implications, which states in part: “These procedures shall be followed in all cases, regardless of how initiated, in which entities external to Western Carolina University, by means of a donation or otherwise, might influence academic programming, planning, course offerings, specific course requirements, or other material aspects of the WCU curriculum.”

Section 4. The BCFPA recognizes and abides by the rules and regulations of Western Carolina University and the University of North Carolina as codified in the WCU Faculty Handbook but also recognizes and is informed by the statement on Academic Freedom and Artistic Expression codified by the American Association of University Professors that is included with these Bylaws as Appendix 2.

## **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, August 2015, August 2016, and January 2020.*

## **Appendix 1. Descriptions of BCFPA Awards**

### **1. Robert Kehrberg Belcher College Service Award**

#### Purpose of Award and Further Information

The Belcher College Service Award is named in honor of Dr. Robert Kehrberg, founding Dean of the College, whose dedication to the arts has had a lasting impact on our community and region. The award recognizes a faculty or staff member who has provided outstanding service to the university, college, community, region, and/or profession that promotes the Mission and Vision of the University and of the Belcher College. Examples include but are not limited to leadership roles on committees at departmental, college, and university levels; service to or leadership in one of the constituent programs of the College such as the Fine Art Museum or Bardo Performing Arts Center; contributions to community boards, organizations, or other public/private agencies; support for educational programs or initiatives; and/or combinations of the above activities.

Teaching excellence and scholarly activity are important aspects of a faculty member's duties; however, these areas will not be considered in this award.

The Awards Committee may choose not to name a winner should the service not rise to the outstanding level that merits special recognition by this award.

#### Eligibility

Full-time faculty status (tenure-track or term appointment) or staff (professional or administrative) in the Belcher College. Nominees may be in any year of their employment.

Service activities must have been completed while employed at WCU in the College of Fine and Performing Arts.

Activities should exceed the traditional expectations for service and should be clearly distinguished from regularly assigned duties or release-time assignments.

The nominee may not have received the Service Award in the last three academic years.

#### Nomination Procedures

A faculty member will be nominated by their Director based on review of the previous year's Annual Faculty Evaluations and consultation with School faculty. A Director may make one or two nominations in a given year, or may choose not to make a nomination in a given year. A faculty member from any unit may submit a self-nomination to the Associate Dean for equal consideration.

The nomination must clearly define the nature and scope of the service activity and how it promotes the Mission and Vision of the University and of the College of Fine and Performing Arts. For this purpose, a text box will be included with the ballot.

### Supporting Materials

The Committee may request further information or supporting documentation from the person making the nomination, the nominee, or both. Supporting documentation will be especially important with regard to service activities undertaken with organizations off campus.

Items may be emailed or placed in a binder or manila folder and delivered to the Associate Dean who will disseminate them to the Awards Committee. *Unless candidates request otherwise, all materials will be shredded at the conclusion of the period of award nominations and selection.*

As the committee typically has less than one month to complete its work, materials should be submitted in a timely fashion.

### Format of the Award

The recipient will receive a \$1000.00 honorarium, a plaque, and public recognition.

## **2. Belcher College Teaching Award**

### Purpose of the Award and Further Information

The Belcher College Teaching Award is given to honor excellence in teaching during the preceding summer (if applicable) and current academic year in the broad array of instructional forms demonstrated across the college: including but not limited to classroom instruction (in lab or lecture format), ensemble, studio instruction, portfolio review, independent study, stage production, and/or thesis supervision.

Scholarship and service are important roles of faculty members; however, these areas will not be considered in this award.

The Awards Committee may choose not to name a winner should the teaching not rise to the outstanding level that merits special recognition by this award.

### Eligibility

Full-time faculty status (tenure-track or term) or a full-time professional staff member in the Belcher College.

*Nominees must have taught at Western Carolina University for one full year prior to their nomination (i.e., be in their second year of teaching) and must be the instructor of*

*record for all courses related to the nomination* during the preceding summer (if applicable) and/or current academic year.

The nominee may not have received the Teaching Award in the last three academic years.

### Nomination Procedures

Faculty will be nominated by students and their peers or may self-nominate through a ballot administered by the Coulter Faculty Commons early in the spring semester. Each student and faculty member will be limited to three (3) nominations in total.

The nomination must clearly define the unique or special nature the teaching and how it promotes the Mission and Vision of the University and of the College of Fine and Performing Arts. For this purpose, a text box will be included with the ballot.

### Supporting Materials

The committee will select three finalists who will be required to submit a short portfolio within two weeks of notification of their status as a finalist that consists of:

1. A statement that articulates a teaching philosophy, goals, or aspirations that considers the vision and mission of Western Carolina University and/or of the Belcher College. This statement should not exceed one page, single-spaced.
2. Student Assessments of Instruction from the previous fall and spring. University policy on SAIs states that faculty members are not required to include open-ended student comments in TPR dossiers. *To assure uniformity in the committee's evaluation of all candidates for the award, candidates should not include open-ended responses in the materials submitted for review.* Should a candidate include student comments, the Associate Dean will redact them before distributing materials to the committee.
3. Syllabi of all courses taught for the previous summer (if applicable), fall, and spring semesters. Nominees may also include supporting material such as tests, quizzes, and requirements for major projects. Excess bulk should be avoided.
4. The director's statement from the previous spring's Annual Faculty Evaluation.

Items should be emailed or placed in a binder or manila folder and delivered to the Associate Dean who will disseminate them to the Awards Committee. *Unless candidates request otherwise, all materials will be shredded at the conclusion of the period of award nominations and selection.*

Should a finalist fail to submit a portfolio within two weeks of notification of their status as a finalist he or she shall be removed for consideration for the award.

## Format of Award

The faculty or professional staff member chosen will receive a \$1000.00 honorarium, a plaque, and public recognition.

### **3. Belcher College Faculty Scholarship Award**

#### Purpose of the Award and Further Information

The Faculty Scholarship Award recognizes outstanding scholarly activity accomplished during the preceding summer and/or current academic year (research, publications, performances, exhibits, and/or other public disseminations) that promote the Mission and Vision of the University and of the Belcher College, that demonstrate peer review (whether traditional or non-traditional that reflects the Boyer model), and/or those that have a demonstrable regional, national, or international impact.

Teaching excellence and service are important roles of faculty members; however, these areas will not to be considered in this award.

The Awards Committee may choose not to name a winner should the scholarship not rise to the outstanding level that merits special recognition by this award.

#### Eligibility

Full-time faculty status (tenure-track or term appointment) or professional staff in the Belcher College. Nominees may be in any year of their employment.

Scholarly activities must have been completed while employed at WCU in the College of Fine and Performing Arts during the preceding summer and/or current academic year.

The nominee may not have received the Scholarship Award in the last three academic years.

#### Nomination Procedures

A faculty member will be nominated by their Director based on review of the previous year's Annual Faculty Evaluations and consultation with School faculty. A Director may make one or two nominations in a given year, or may choose not to make a nomination in a given year. A faculty member from any unit may submit a self-nomination to the Associate Dean for equal consideration.

The nomination must clearly define the nature and scope of the scholarship and how it promotes the Mission and Vision of the University and of the College of Fine and Performing Arts. For this purpose, a text box will be included with the ballot.

#### Supporting Materials

The Committee may request further information or supporting documentation from the person making the nomination, the nominee, or both, such as confirmation of peer review, newspaper reviews and/or articles, contracts, photographs, recordings, copies of publications, etc.

Items may be emailed or placed in a binder or manila folder and delivered to the Associate Dean who will disseminate them to the Awards Committee.

As the committee typically has less than one month to complete its work, materials should be submitted in a timely fashion.

#### Format of Award

The faculty or staff member chosen will receive a \$1000.00 honorarium, a plaque, and public recognition.



## **Appendix 2. Academic Freedom and Artistic Expression**

This is a policy statement from the American Association of University Professors. The statement was endorsed by AAUP's Committee on Academic Freedom and Tenure and by its Council at their meetings in June 1990.

Attempts to curtail artistic presentations at academic institutions on grounds that the works are offensive to some members of the campus community and general public occur with disturbing frequency. Those who support restrictions argue that works presented to the public rather than in the classroom or other entirely intramural settings should conform to their view of the prevailing community standard rather than to standards of academic freedom. We believe that "essential as freedom is for the relation and judgment of facts, it is even more indispensable to the imagination."<sup>1</sup> In our judgment academic freedom in the creation and presentation of works in the visual and performing arts, by ensuring greater opportunity for imaginative exploration and expression, best serves the public and the academy.

The following proposed policies are designed to assist institutions to respond to the issues that may arise from the presentation of artistic works to the public in a manner which preserves academic freedom:

1. *Academic Freedom in Artistic Expression.* Faculty and students engaged in the creation and presentation of works of the visual and the performing arts are engaged in pursuing the mission of the university as much as are those who write, teach, and study in other academic disciplines. Works of the visual and performing arts are important both in their own right and because they can enhance our experience and understanding of social institutions and the human condition. Artistic expression in the classroom, studio, and workshop therefore merits the same assurance of academic freedom that is accorded to other scholarly and teaching activities. Since faculty and student artistic presentations to the public are integral to their teaching, learning, and scholarship, these presentations no less merit protection. Educational and artistic criteria should be used by all who participate in the selection and presentation of artistic works. Reasonable content-neutral regulation of the "time, place, and manner" of presentations should be developed and maintained. Academic institutions are obliged to ensure that regulations and procedures do not impair freedom of expression or discourage creativity by subjecting work to tests of propriety or ideology.

2. *Accountability.* Academic institutions provide artistic performances and exhibits to encourage artistic creativity, expression, learning, and appreciation. The institutions do not thereby endorse the specific artistic presentations nor do the presentations necessarily represent the institution. This principle of institutional neutrality does not relieve institutions of general responsibility for maintaining professional and educational standards, but it does mean that institutions are not responsible for the views or attitudes expressed in specific artistic works any more than they would be for the content of other instruction, publication, or invited speeches. Correspondingly, those who present artistic work should not represent themselves or their work as speaking for the institution and should otherwise fulfill their educational and professional responsibilities.

3. *The Audience*. When academic institutions offer exhibitions or performances to the public, they should ensure that the rights of the presenters and the audience are not impaired by a “heckler’s veto” from those who may be offended by the presentation. Academic institutions should ensure that those who choose to view or attend may do so without interference. Mere presentation in a public place does not create a “captive audience.” Institutions may reasonably designate specific places as generally available or unavailable for exhibitions or performances.

4. *Public Funding*. Public funding for artistic presentations and for academic institutions does not diminish (and indeed may heighten) the responsibility of the university community to ensure academic freedom and of the public to respect the integrity of academic institutions. Government imposition on artistic expression of a test of propriety, ideology, or religion is an act of censorship which impermissibly denies the academic freedom to explore, teach, and learn.

#### NOTE

1. Helen C. White, “Our Most Urgent Professional Task,” *AAUP Bulletin* 45 (March 1959): 282.

### Appendix 3. Diversity and Inclusion Statement

The faculty, staff, students, and leadership of the David Orr Belcher College of Fine and Performing Arts affirm with this statement that we are an inclusive and welcoming artistic and educational community. We strive to create an artistic and scholarly home that reflects the people we serve, now and in the future, a home where everyone feels empowered to realize their full, authentic selves as a valued and contributing member. We foster academic achievement, artistic curiosity, freedom of expression, and personal integrity. We dignify and respect the individual as well as advance the practice of inclusiveness and acceptance of differing cultures, philosophies, identities, and ways of life regardless of race, color, religion, creed, national origin or citizenship status, sex, sexual orientation, gender identity or expression, marital or parental status including pregnancy, political affiliation, age, or ableness. While we recognize historical and cultural struggles to embrace diversity, we believe in the power and passion of the fine and performing arts to positively and proactively influence our changing world, and commit to leveraging that power to ensure the inclusive world we desire.

Our diversity and inclusion efforts will therefore focus on:

- Engaging the university and region with artistic performances, exhibits, and scholarship that celebrate the rich diversity available for us to experience and share;
  - Educating our audiences by highlighting these efforts in programs, pre/post show discussions, and promotional materials;
- Inviting guest artists and scholars from underrepresented populations to interact with our students and community, as well as encouraging faculty collaboration with diverse artists, scholars, and artistic organizations;
- Encouraging and supporting the creation of a variety of student arts organizations, learning communities, and faculty interest groups, including groups for and focused on Women, LGTBQ (Pride & Allies), Native American, African, and Hispanic Ancestries, Veterans, the economically-disadvantaged, and more;
- Revising our curriculum to seriously examine how diversity is made manifest across our academic offerings;
  - Committing to incorporating diversity and inclusiveness into all syllabi, course content, and programming, as well as prioritizing at least one Student Learning Outcome that focuses on diversity and inclusiveness in future assessment cycles;
- Presenting ourselves publicly as an inclusive environment through multi-lingual recruitment and promotional materials and developing application and audition processes that create alternative pathways to our programs;
- Updating policies across the college—including Tenure, Promotion, and Reappointment and Annual Faculty Evaluation—to recognize and reward diversity and inclusiveness

efforts as well as strengthening hiring practices to ensure diverse candidates receive full consideration free from unconscious bias.

These diversity and inclusion objectives, and progress towards achieving them, will be assessed annually to ensure our actions reflect our passion for these values.