

Columbus State University
Schwob School of Music Bylaws

Purpose: To define the roles of the School's governance personnel (including Area Representatives and the Director), the structure and charge of standing and *ad hoc* committees, and the criteria for promotion and tenure with the School.

Possible Outline for SSOM Bylaws:

Faculty meetings:

All curricular and policy recommendations of the School will be reported to the faculty at faculty meetings. Items requiring action by the faculty will be placed on the agenda, while items that do not require faculty comment or do not affect more than one area only will be announced at the meeting.

Agendas will be the responsibility of the Director, and will be made available to all faculty at least three days preceding the meeting.

Any faculty member may initiate consideration of proposed changes in School policy by sending a written proposal to any appropriate Standing Committee or to the Director at least seven days preceding a meeting.

- 1) All faculty are invited to convene once per month during the regular academic year according to a schedule coordinated by the Director no later than July of the preceding year.
- 2) Quorum: A quorum will consist of a simple majority
 - a. Secretary: Minutes will be the responsibility of office personnel as assigned by the Director.

Governance Structure and Operating Methods (*definitions, to-be-determined*)

- a. Director, presiding officer
- b. Other policy making bodies

Procedures for Development and Revision of Procedures, Criteria, Standards and Bylaws for Tenure, Promotion and Reappointment

Status: Terms to be constructed by the Tenure and Promotion Committee in compliance with pre-tenure, tenure, and post-tenure review policies as stated in the CSU Faculty Handbook (106.1-4, 106.10-11).

Standards and Criteria for Tenure, Promotion and Reappointment

Document to be reviewed by the Tenure and Promotion Committee.

SCHOOL COMMITTEE STRUCTURE

2007-08 Standing Committees:

Standing committees are advisory to the full faculty. Membership in committees will be open to all faculty members within approved composition guidelines. Elections will be held during Planning Week. Each committee will present a written report to the Faculty at the first meeting of the fall semester on its activities during the year.

Promotion and Tenure Committee

Charge:

The committee is responsible for ensuring that faculty in the School remain in compliance with pre-tenure, tenure, and post-tenure review policies as stated in the CSU Faculty Handbook (106.1-4, 106.10-11). The committee shall review and advise the faculty regarding appropriate policies for criteria for evaluation, tenure and promotion within the School.

Proposed Composition:

All tenured faculty are required to serve unless on sabbatical or holding administrative positions.

Recruitment, Admissions, Scholarship and Retention (RASR)

Charge:

The committee is responsible for preparing recommendations on admission and recruitment policy. Acting within these policies, the committee will provide general guidelines for the work of the faculty and office staff. Based on budget information available from the Director, the committee will consider applications to the School, including special appeals, and will receive and act upon full and regular reports on the status of admissions and recruitment to be provided by office staff.

Proposed Composition:

Representative faculty from each major performance area (woodwinds, brass, percussion, strings, guitar, keyboard, voice), major ensembles (band, chorus, jazz, orchestra), academic area (music education), and office staff (ex-officio).

Technology and Web Advisory Committee

Charge:

The committee is responsible for setting policies related to Information Technology and for advising the faculty in matters such as support, budget, and program direction. The committee also oversees the official School web pages, and advises the Webmaster on matters of design and organization.

Proposed Composition:

Five faculty at-large.

Head of Music Library

Office staff, including Advancement Coordinator, Webmaster (ex-officio)

Performance Coordinating Committee

Charge:

The committee will facilitate and oversee all aspects of performance within and, where appropriate, outside the School. This will include, but not be restricted to, construction and approval of the Performance Calendar, coordination of repertoire for all major ensembles, coordination of faculty, guest and student recitals, hall usage, scheduling, and other matters related to logistics of performance.

Proposed Composition:

Faculty representative from band, choral, jazz, opera, orchestra, voice, keyboard, guitar, strings, woodwinds, brass, percussion, audio recording, music education.

Student representative nominated by the Student Advisory Committee and appointed by the director.

Concert manager (ex-officio)

Curriculum Committee

Charge:

To facilitate the annual coordination and long-range planning of undergraduate and graduate course offerings in the School.

Proposed Composition:

Faculty representatives from Music Education, Theory, History, Performance, Ensembles, Associate Director of Administration, Director of Graduate Studies, and office staff (ex-officio).

Travel Funding Committee

Charge:

The committee will advise the director on the disbursement of monies for professional travel by faculty and staff. It will consider individual cases and make recommendations to the director in accordance with the published travel policies of the School.

Proposed composition:

One faculty representative from the academic area.

Two faculty representatives from the performance areas.

Proposed 2007-08 Ad Hoc Committees:

Piano search committee

Viola search committee

Bylaw Mechanics:

Waiving Provisions of the Bylaws. Any provision of these bylaws may be waived at any meeting of the School for the duration of that meeting or part thereof, by the consent of two-thirds of the voting members present. Any provision may be waived outside a School meeting if two-thirds of the voting members of the School consent. Voting shall be by written and signed ballot in response to a written proposal to waive the provision, indicating the duration of the proposed waiver.

Amendments. Amendments to these bylaws may be proposed upon petition by at least five faculty members School. Copies of the proposed amendment shall be distributed to all members of the School, and the date of the meeting in which it is to be acted upon shall be announced at least two weeks in advance of any formal action. A majority of two-thirds of the votes cast shall be required for passage of an amendment.

**APPROVED BY SCHWOB SCHOOL OF MUSIC FACULTY
AUGUST 15, 2007**