

COLLEGE-CONSERVATORY OF MUSIC
BYLAWS OF THE FACULTY

EFFECTIVE JANUARY 1,1995

- I. This college, one of the component colleges of the University of Cincinnati, shall be called the College-Conservatory of Music.
- II. The Faculty of the College-Conservatory of Music shall consist of the following: the President of the University, the Senior Vice President and Provost for Baccalaureate and Graduate Education, and the Dean, Associate Dean(s), Professors, Associate Professors, Assistant Professors, and Instructors whose appointments are within the college, including those with adjunct or visiting appointments. Upon nomination by the Dean, other individuals may be elected to the Faculty by the Faculty.
- III. There shall be a dean who shall serve as the academic, administrative, and artistic leader of the college and shall have final responsibility in all matters at the college level. The Dean shall represent the college to the university's central administration, and shall represent the central administration to the college faculty. Procedures for searching for, appointing, and reviewing a dean are described in the *Rules of the University of Cincinnati* (section 3361-50-01-02).
- IV. There shall be an associate dean or deans whose principal responsibilities shall be the formulation and implementation of administration policy as defined in a written job description. An associate dean shall hold faculty rank and shall be appointed by the Dean to a term of not less than four nor more than seven years. In considering such an appointment, the Dean shall solicit the advice and written recommendation of a search committee consisting of the following:
 - 1) Three members of the faculty elected by the faculty;
 - 2) Two members of the faculty or administration appointed by the Dean;
 - 3) This committee shall elect its own chair.A performance evaluation, based on the written job description, shall be conducted annually by the Dean. If an associate dean wishes to stand for reappointment, the Dean shall conduct a reappointment review during the penultimate year of the term. As part of this review, the Dean shall solicit the advice and written recommendation of a review committee consisting of the following:
 - 1) Three members of the faculty elected by the faculty;
 - 2) One member of the faculty appointed by the Dean;
 - 3) One undergraduate student elected by the College-Conservatory of Music undergraduate Tribunal;
 - 4) One graduate student elected by the College-Conservatory of Music Graduate Student Association;
 - 5) One person selected by the incumbent, who may be outside the College-Conservatory of Music;
 - 6) This committee shall elect its own chair.
- V. There shall be an assistant dean or deans whose principal responsibilities shall be the formulation and implementation of administration policy as defined in a written job description. An assistant dean shall be a member of the University of Cincinnati unclassified staff not holding faculty rank, and shall be appointed by the Dean to a term of not less than four nor more than seven years. In considering such an appointment, the Dean shall solicit the advice and written recommendation of a search committee consisting of the following:

- 1) Three members of the faculty elected by the faculty;
- 2) Two members of the faculty or administration appointed by the Dean;
- 3) This committee shall elect its own chair.

A performance evaluation, based on the written job description, shall be conducted annually by the Dean. If an assistant dean wishes to stand for reappointment, the Dean shall conduct a reappointment review during the penultimate year of the term. As part of this review, the Dean shall solicit the advice and written recommendation of a review committee consisting of the following:

- 1) Three members of the faculty elected by the faculty;
- 2) One member of the faculty appointed by the Dean;
- 3) One undergraduate student elected by the College-Conservatory of Music undergraduate Tribunal;
- 4) One graduate student elected by the College-Conservatory of Music Graduate Student Association;
- 5) One person selected by the incumbent, who may be outside the College-Conservatory of Music;
- 6) This committee shall elect its own chair.

VI. The College-Conservatory of Music shall be organized into academic divisions that embrace areas of related responsibilities and activities. The Dean shall establish divisions after consultation with the faculty concerned and after confirmation by the Executive Council and Faculty Committee.

VII. There shall be a division head for each division whose chief responsibility shall be the administrative and academic leadership and operation of the division as defined in a written job description. A division head shall normally be a faculty member from within the division, and shall be appointed by the University Board of Trustees in accordance with the *Rules of the University of Cincinnati* and the UC/AAUP contract. Nominations shall be made through the Senior Vice President and Provost for Baccalaureate and Graduate Education by the Dean, and shall be for a term of not less than four nor more than seven years. In considering such a nomination, the Dean shall solicit the advice and written recommendation of a search committee consisting of the following:

- 1) Three members of the division faculty elected by the division faculty, although smaller divisions may choose to elect faculty members from outside the division;
- 2) Two members of the faculty or administration appointed by the Dean;
- 3) This committee shall elect its own chair.

A performance evaluation, based on the written job description, shall be conducted annually by the Dean. If a division head wishes to stand for reappointment, the Dean shall conduct a reappointment review during the penultimate year of the term. As part of this review, the Dean shall seek the advice and recommendation of a review committee consisting of the following:

- 1) Two members of the division faculty elected by the division faculty;
- 2) Two members of the Faculty Committee, outside the division, appointed by the Chair of the Faculty Committee;
- 3) One member of the Executive Council, appointed by the Dean;
- 4) Two students from the division (one undergraduate and one graduate, if possible), appointed by the Dean;
- 5) The committee shall elect its own chair.

VIII. There shall be department chairs, program directors, and program coordinators as necessary, whose functions shall be to give direction and organization to a particular area, normally within a division, as defined in a written job description. They shall be appointed by the Dean after nominations have been received from the division head(s) following consultation with appropriate faculty members. The term of such appointments shall be not less than four

nor more than seven years. A performance evaluation, based on the written job description, shall be conducted annually by the division head(s). If a chair, director, or coordinator wishes to stand for reappointment, the Dean shall conduct a reappointment review during the penultimate year of the term. As part of this review, the Dean shall solicit the advice and written recommendation of the division head(s), who shall have consulted, as appropriate, with faculty and students.

IX. There shall be at least one regular meeting of the full faculty during each quarter of the academic year to be called by the Dean or an authorized representative. A notice of such meetings shall be sent to the faculty one week before the meeting, and an agenda shall be distributed at least two days before the meeting. There shall be additional meetings of the full faculty when deemed appropriate.

X. There shall be an Administrative Council consisting of the following:

- 1) The Dean, chair;
- 2) Associate dean(s);
- 3) Assistant dean(s);
- 4) Those other college administrators and staff deemed appropriate and appointed by the Dean.

The function of this body shall be to advise the Dean and to administer policies and procedures regarding the operation of the college.

XI. There shall be an Executive Council consisting of the following:

- 1) The Dean, chair;
- 2) Associate dean(s);
- 3) Assistant dean(s);
- 4) Division heads;
- 5) The Chair of the Faculty Committee.

The function of this body shall be to advise the Dean and to administer policies and procedures regarding the academic and administrative operation of the college.

XI. A. There shall be an Academic Council consisting of the following:

- 1) The Associate Dean for Academic Affairs, chair;
- 2) Division heads;
- 3) One additional member and one alternate from divisions with ten or fewer members of the bargaining unit;
- 4) Two additional members and two alternates from &visions with eleven or more members of the bargaining unit;
- 5) The Dean and all associate and assistant deans (nonvoting).

Faculty representatives and alternates referred to in 3) and 4) above shall be elected by their respective divisions during Spring Quarter for a one-year term beginning September of the following academic year. Faculty members may not be elected to serve as members for more than two consecutive terms.

B. The function of the Academic Council is to review and act on all curricular and instructional policy matters for the college. Proposals may be submitted to the council by:

- 1) One or more faculty members;
- 2) A division;
- 3) A standing subcommittee of the council;
- 4) The graduate faculty;
- 5) The dean, associate dean(s), or assistant dean(s).

The Council shall consider any matter after it has been fully studied by the individual department or division concerned, and an analysis and recommendation is ready to be presented to the Council by the appropriate division head. In the case of matters which cross

divisional lines, the Chair of the Council shall appoint an appropriate ad-hoc committee to study the proposal and make recommendations. The report of any ad-hoc committee shall then be considered by the faculty of each respective division before being brought to the Council.

- C. Regular meetings of the Academic Council shall be scheduled for twice during each of Fall, Winter, and Spring Quarters, and additional meetings shall be scheduled when warranted. Any faculty member may attend council meetings as an observer. A quorum of the Academic Council shall consist of two-thirds of the members eligible to vote. The agenda for all meetings of the Academic Council shall be distributed to the entire faculty at least two days before a scheduled meeting. Minutes of the meeting shall be available to the entire faculty and forwarded to the Dean immediately after each council meeting. From the date of distribution of these minutes there shall be a two-week period before decisions of the council are considered final. During this period, any faculty member who has objections to any of the proposed decisions may make these objections known to the chair of the Academic Council and the Dean in writing. Any objections presented shall become permanent parts of the minutes of the next meeting of the Council. If five or more faculty members present written objections to any actions or request reconsideration, said action shall not become finalized until the Dean has convened a meeting of the full faculty (or the graduate faculty in the case of matters of exclusive graduate concern) at which the matter under protest can be considered. A final decision shall be made by majority vote of those faculty present and voting. The Dean has the right to veto a decision of the Academic Council. In any cases where the Dean may exercise this right, the Dean shall present reasons in writing to the Council and this body shall reconsider the issue in question.
- D. The Academic Council shall have several standing subcommittees, the membership of which shall be assigned by the Chair of the Council; these committees include, but are not limited to, the following:
- 1) Undergraduate admissions and awards committee;
 - 2) Graduate admissions and awards committee;
 - 3) Graduate thesis and research committee;
 - 4) Academic performance evaluation committee;
 - 5) Library committee.

XIII. The graduate faculty in the College-Conservatory of Music shall include those persons who have been appointed to the graduate faculty of the University of Cincinnati and any faculty member in the College-Conservatory of Music who teaches either graduate classes or graduate students in applied music. This body shall meet when appropriate to advise the associate dean or other administrator in charge of graduate studies and to develop proposals for consideration by the Academic Council. Membership on all subcommittees of the Academic Council which deal exclusively with graduate matters shall be drawn from the graduate faculty.

- XIV. A. There shall be a Faculty Committee consisting of the following:
- 1) One representative from divisions with ten or fewer members of the bargaining unit;
 - 2) Two representatives from divisions with eleven to twenty members of the bargaining unit;
 - 3) Three representatives from divisions with twenty-one or more members of the bargaining unit.
 - 4) An administrative representative, appointed by the Dean.
 - 5) There shall be an alternate member for each representative.

Election to the faculty committee shall be in Spring Quarter, and shall be for a three-year term beginning September of the following academic year. The retiring chair shall convene

the first meeting of the year for the purpose of electing new officers. If a representative is unable to complete a three-year term the alternate shall become the representative and a new alternate elected, both to serve for the remainder of that term.

- B. The function of the Faculty Committee shall be to represent the faculty in college decision and policy-making. In particular, it shall:
- 1) Recommend and keep current criteria and procedures affecting reappointment, promotion, tenure, merit pay, and appointment of faculty members;
 - 2) Recommend and keep current criteria and procedures for evaluating faculty and administrative effectiveness;
 - 3) Recommend and keep current the faculty workload policy.
 - 4) Make recommendations to the appropriate administrative officer or person on any matter that would contribute to the professional welfare of the College-Conservatory of Music faculty.
- XV. Standing and ad-hoc committees may be appointed by the Dean, or by any of the associate and assistant Dean(s).
- XVI. To the extent that these Bylaws may come to be in disagreement with the *Rules of the University of Cincinnati* and/or the UCIAAUP contract, those documents would take precedence.
- XVII. The Bylaws of the College-Conservatory of Music may be amended or revised by a recommending action of the Faculty Committee, approved by a majority vote of the faculty, present and voting, at a regularly scheduled or special meeting of the Faculty during the Fall, Winter, or Spring Quarter.

Approved by the CCM Faculty
November 8, 1994