

1 BYLAWS OF THE FACULTY
2 School of Music
3 College of Arts and Sciences
4 Georgia State University
5

6 MISSION STATEMENT: The mission of the Georgia State University School of Music is to preserve,
7 promote, and advance humanity's rich and expanding tradition of artistic music-making through
8 performance, composition, education, and research in accordance with the urban and global initiatives of
9 the University.

10
11 ARTICLE I. PURPOSES
12

13 Section 1.

14 These Bylaws constitute the rules for the shared governance and responsibility of the faculty of the
15 School of Music of Georgia State University as provided in the Statutes of Georgia State University. They
16 are intended to enable the faculty of the School of Music to implement the authority granted to it by
17 Article X of the Statutes of Georgia State University. These Bylaws supplement and are subject to the
18 Bylaws of the College of Arts and Sciences, the Statutes of Georgia State University and the Bylaws and
19 Policies of the Regents of the University System of Georgia. Thus, these Bylaws must be read in light of
20 these basic governing documents of the University.
21

22 ARTICLE II. MEMBERSHIP
23

24 Section 1.

25 The voting members of the faculty of the School of Music shall consist of all faculty in the School
26 holding the rank of professor, associate professor, assistant professor, senior lecturer, lecturer, academic
27 professional, or instructor. Emeriti, visiting, adjunct, and part-time faculty are not included in the voting
28 membership.
29

30 ARTICLE III. AUTHORITY AND POWERS OF THE FACULTY
31

32 Section 1.

33 Subject to the Bylaws and Policies of the Board of Regents and to the policies of the University Senate on
34 all matters affecting general university policy, subject to minimum requirements as may be established for
35 the University, and subject to minimum requirements and such policies as may be established for the
36 College of Arts and Sciences, the College of Education (as applicable), the voting faculty of the School of
37 Music shall have the authority and duty to determine the entrance requirements for its own students; to
38 prescribe and define courses of study for them; to set requirements for degrees, diplomas, and certificates;
39 to enact and enforce rules for the guidance and government of its students; and in general, to exercise
40 jurisdiction over all educational matters within the School.
41

42 The faculty shall also have the power to set up rules governing its procedure and to adopt and amend its
43 own Bylaws, which shall become effective upon the approval of the Dean of the College of Arts and
44 Sciences.

45
46 ARTICLE IV: ADMINISTRATIVE OFFICERS

47
48 Section 1.
49 The School of Music shall be headed by the Director of the School.

50
51 Section 2.
52 The Director shall appoint an Associate Director and a Graduate Director for the School, subject to the
53 approval of the Dean of the College of Arts and Sciences.

54
55
56 ARTICLE V. FACULTY MEETINGS

57
58 Section 1.
59 The faculty of the School of Music shall hold at least one (1) meeting each long semester of the academic
60 year. At least seven (7) days prior to any meeting of the faculty, except in emergencies, the Director shall
61 notify the faculty of the time and place of such meetings and shall, at least two (2) days prior to any such
62 meeting, supply a working agenda listing all matters that the Director expects to be presented or
63 considered.

64
65 Section 2.
66 The presiding officer of faculty meetings shall be the Director or the Director's designated representative.

67
68 Section 3.
69 A majority of the voting members of the faculty shall constitute a quorum, which is a requirement for all
70 action items requiring a vote.

71
72 Section 4.
73 All meetings shall be conducted according to the most recent edition of *Robert's Rules of Order*. Any
74 voting member of any committee or of the full faculty may request a written ballot vote process at any
75 time.

76
77 Section 5.
78 The regular operations of the School of Music shall follow a committee review procedure. All matters of
79 substance shall be submitted for committee study, recommendation, and/or action prior to definitive
80 action by the School. Except where stated otherwise, proposals shall move from the standing committees
81 to the Executive Committee, and if approved, to the full faculty for a vote. The voting faculty, by a simple
82 majority, may vote to suspend committee review of a specific matter and act as a committee of the whole.

83
84 ARTICLE VI. STANDING COMMITTEES

85
86 Section 1. General Considerations
87 The School shall have the following standing committees: Executive Committee; Promotion and Tenure
88 Committee; Graduate Committee; Academic Affairs Committee; Public Performances Committee; Public

89 Relations and Recruitment Strategies Committee; and Facilities and Technology Committee. With the
90 exceptions of the Executive Committee, Promotion and Tenure Committee, and Graduate Committee all
91 committees have memberships appointed by the Director.

92
93 With the exception of the Promotion and Tenure Committee, meetings of standing committees shall be
94 open to all members of the faculty and staff, except when a committee deems it necessary to hold an
95 executive session.

96
97 All standing committees must have at least one open session each long semester.

98
99 Pre-tenure faculty should be appointed to no more than two School of Music standing committees within
100 an academic year and may be elected to serve as chair of a School of Music standing committee after their
101 second year as tenure-track faculty.

102
103 Section 2. Executive Committee

104 (a) (a) the School shall have an Executive Committee comprised of the Director, Associate Director,
105 Graduate Director, and seven (7) additional members. Six (6) of these members will be area
106 specific: two (2) from Performance Studies, and one (1) each from Conducting and Ensembles;
107 Music Education; Music Technology and Management; and Foundation Studies. The remaining
108 member will be elected at-large. Members shall serve staggered two-year terms. Members of the
109 Executive Committee must be tenured or tenure-track faculty. The faculty representatives on the
110 Executive Committee shall be nominated from the floor and elected by the faculty at a faculty
111 meeting in the spring semester. Unexpected faculty vacancies on the Executive Committee shall
112 be filled by election at the next faculty meeting following the occurrence of the vacancy. The
113 representative elected to fill a vacancy shall serve until the end of the unexpired term.

114
115 (b) The Executive Committee shall meet at least once each long semester (Fall and Spring) of the
116 academic year at the call of the Director. The Director or the Director's designated representative shall
117 preside over all meetings of the committee.

118
119 (c) The duties of the Executive Committee shall be to advise and consult with the Director in School
120 governance including the following matters:

- 121
122 (1) goals in instruction, research, and service;
123 (2) policies and procedures;
124 (3) work loads;
125 (4) annual budget;
126 (5) merit raises for faculty;
127 (6) recruitment of faculty;
128 (7) allocation of space and equipment; and
129 (8) committee structure in the School and procedures for selecting members of committees.

130

131 (d) The Executive Committee shall act as the Bylaws Committee. In such capacity, it will receive from
132 the faculty proposals for changes or amendments to the Bylaws, to consider such proposals, and to make
133 its recommendations to the faculty.

134

135 Section 3. Promotion and Tenure Committee

136 (a) The Promotion and Tenure Committee will consist of the tenured members of the faculty, with
137 the exception of the Director; representatives on the College of Arts and Sciences Promotion and
138 Tenure Committees do not participate in evaluation of candidates at the School level. Reviews of
139 lecturers applying for senior lecturer status will be conducted according to guidelines set by the
140 College.

141 (b) A committee member who has a conflict of interest must recuse her or himself from all
142 committee deliberations and voting concerning that particular candidate. Recusal means not being
143 present at or participating in the discussion or the vote concerning a candidate. A conflict of
144 interest includes but is not limited to having a close personal relationship (for example, spouse,
145 domestic partner or parent) with the candidate.

146 (c) A committee member who has applied for promotion may not participate in committee
147 deliberations and voting concerning his/her own application.

148 (d) A committee member who is serving on the college Promotion and Tenure committee may not
149 participate in committee deliberations and voting at the Department/School level.

150 (e) The Promotion and Tenure Committee will elect a chair in the Spring semester for the following
151 academic year.

152

153 (c) The Promotion and Tenure Committee will meet at least once in the Fall semester, and will conduct
154 its required duties as described in the Georgia State University Promotion and Tenure Guidelines, College
155 of Arts and Sciences Promotion and Tenure Guidelines, and the School of Music Promotion and Tenure
156 Guidelines.

157

158 (d) The Committee may create subcommittees to handle specific tasks, as desired.

159

160 Section 4. Graduate Faculty and Graduate Committee

161 (a) In accordance with Article XI, Section 2 of the College of Arts and Sciences Bylaws, the School shall
162 have a graduate faculty composed of the chair of the department and those members of the department
163 who satisfy the departmental criteria for graduate faculty membership and who have been appointed by
164 the dean to the graduate faculty. Graduate faculty members will belong to either the Graduate Research
165 Faculty or the Graduate Professional Faculty, as described in the College of Arts and Sciences Graduate
166 Faculty Policy.

167

168 (b) The School shall elect a Graduate Committee which shall propose criteria for School graduate faculty
169 membership; only members of the graduate faculty of the School may hold membership on the
170 committee; In addition to the Graduate Director, the Graduate Committee shall be comprised of two (2)
171 members from Performance Studies and one (1) member each from the following: Conducting and
172 Ensembles; Music Education; Music Technology and Management; and Foundation Studies.”

173

174 (c) The powers and functions of the Graduate Committee shall be to advise the School of Music Graduate
175 Director on all matters related to graduate enrollment and study

176
177 (d) the School Graduate Committee also shall propose a procedure for a periodic review of the criteria for
178 School graduate faculty membership;

179
180 (e) the proposed criteria and review procedure must be approved by the Dean.

181
182 (f) Each year in the spring semester the School Graduate Committee shall meet to review the credentials
183 of all faculty members in the School eligible for graduate faculty membership in the School (except those
184 requesting that they not be considered), and it shall make recommendations to the Director for graduate
185 faculty appointments and renewals, in accordance with the College of Arts and Sciences Graduate Faculty
186 Policy.

187
188 Section 5. Academic Affairs Committee

189 (a) The Academic Affairs Committee shall be composed of at least seven (7) faculty members. The
190 Director, Associate Director, and Graduate Director shall be ex-officio members of the Committee; the
191 Director may appoint staff members to the Committee as non-voting members. The Committee shall
192 elect a chair at its first Fall-semester meeting.

193
194 (b) The Committee shall meet at least once each long semester (Fall and Spring) of the academic year.

195
196 (c) The powers and functions of the Committee shall be: to receive, discuss, and refine proposals
197 regarding changes, deletions, and/or additions to academic catalogs and curriculum (including course
198 descriptions and programs of study); to receive student academic petitions and recommend action to the
199 Director's Office; to provide broad oversight of the academic programs of the School of Music.

200
201 (d) The Academic Affairs Committee may create subcommittees to handle specific tasks, as desired.

202
203 Section 6. Public Performances Committee

204 (a) The Public Performances Committee shall be composed of at least seven (7) faculty members.
205 The Director, Associate Director, and Graduate Director shall be ex-officio members of the
206 Committee; the Director may appoint staff members to the Committee as non-voting members.
207 The Committee shall elect a chair at its first Fall-semester meeting.

208 (b) The Committee shall meet at least once each long semester (Fall and Spring) of the academic
209 year.

210 (c) The powers and functions of the Committee shall be: to provide oversight and management, and
211 to set policy regarding all School of Music performances that are open to the public. The
212 committee may enact policies that enable the function of these performances. Policy changes that
213 involve alterations to financial structures (fees, etc.), broad scheduling concerns (concert times,
214 recital times), or longstanding traditions (i.e. recital receptions, printed programs, etc.) will
215 require formal proposals to the Executive Committee which will proceed accordingly to the full
216 faculty for a vote.

217

218 (d) The Committee may create subcommittees to handle specific tasks, as desired.

219

220 Section 7. Public Relations and Recruitment Strategies Committee

221 (a) The Public Relations and Recruitment Strategies Committee shall be composed of at least five (5)
222 faculty members. The Director, Associate Director, and Graduate Director shall be ex-officio members of
223 the Committee; the Director may appoint staff members to the Committee as non-voting members. The
224 Committee shall elect a chair at its first Fall-semester meeting.

225

226 (b) The Committee shall meet at least once each long semester (Fall and Spring) of the academic year.

227

228 (c) The powers and functions of the Committee shall be: to provide oversight and management, and to set
229 policy regarding all School of Music public relations efforts; and to provide oversight and guidance
230 regarding all School of Music recruitment efforts.

231

232 (d) The Committee may create subcommittees to handle specific tasks, as desired.

233

234 Section 8. Facilities and Technology Committee

235 (a) Facilities and Technology Committee shall be composed of at least five (5) faculty members. The
236 Director, Associate Director, and Graduate Director shall be ex-officio members of the Committee; the
237 Director may appoint staff members to the Committee as non-voting members. The Committee shall
238 elect a chair at its first Fall-semester meeting.

239

240 (b) The Committee shall meet at least once each long semester (Fall and Spring) of the academic year.

241

242 (c) The powers and functions of the Committee shall be: to provide oversight and management, and to
243 recommend policy regarding all School of Music facilities and the technology therein; to gather, oversee
244 processes, and manage the submission of proposals related to internal and external funding opportunities
245 that address School of Music facilities, the technology therein, and contemplated related expenditures.
246 Recommendations for policy must be submitted to the Director for determination of how to proceed
247 toward implementation.

248

249 (b) The Committee may create subcommittees to handle specific tasks, as desired.

250

251 Section 9. The Scholarship Committee

252 (a) The Scholarship Committee shall be composed of at least (5) faculty members broadly representative
253 of the school's areas, in addition to the Director, Associate Director, and Graduate Director who shall be
254 ex-officio members of the Committee; the Director may appoint staff members, particularly those
255 involved with finance, to the Committee as non-voting members. The Committee shall elect a chair at its
256 first Fall-semester meeting.

257

258 (b) The Committee shall meet at least once each long semester (Fall and Spring) of the academic year.

259

260 (c) The powers and functions of the Committee shall be to oversee the management of the School of
261 Music's endowed and non-endowed scholarship funds, in consultation with the Director and business
262 manager; to oversee the awarding of all scholarships and undergraduate assistantships designated for

263 School of Music oversight; and to oversee the awarding and management of University Assistantships in
264 collaboration with the Honors College.

265
266 (d) The Committee may create subcommittees to handle specific tasks, as desired.
267

268 ARTICLE VII: AD HOC COMMITTEES

269 Section 1. The Director may create ad hoc committees as needed.
270

271

272 Section 2. Faculty Search Committees

273 (a) Faculty Search Committees (for full-time positions) will be comprised of at least five (5) full-time
274 (non-visiting) faculty members, appointed by the Director. A committee may have more than five
275 members, should other faculty members (full- or part-time) be interested in serving; the Director will
276 make the final determination. Where possible, search committees should have an odd number of
277 members.

278

279 (b) The Search Committee Chair will be appointed by the Director. It is the primary responsibility of the
280 Search Committee Chair to ensure that the search is conducted according to University guidelines and
281 procedures. The Search Committee Chair will develop and distribute interview schedules that permit
282 ample opportunity for faculty to hear candidates and offer feedback. Campus interview schedules will be
283 distributed to the full faculty by the search committee chair no later than two days prior to the arrival of
284 candidates on campus.

285

286 (c) All members of the committee will familiarize themselves with the University's Recruiting and Hiring
287 Manual for Faculty.

288

289 (d) At the conclusion of the search process, the Search Committee will hold an open meeting at which
290 the faculty can ask questions and offer comments about the search and/or candidates.

291

292 (e) Following the open meeting and taking all perspectives into consideration, the Search Committee will
293 make its formal recommendation to the Director. The written recommendation shall state the decision,
294 summarize its rationale, and account for any dissenting votes on the Search Committee.

295

296 ARTICLE IX. AMENDMENTS

297

298 Section 1.

299 These Bylaws may be amended in the following manner:

300

301 (a) a faculty member may propose amendments at any faculty meeting, but the proposed amendments
302 shall be referred without debate to the Executive Committee for its consideration and recommendation. A
303 faculty member may also send amendments in writing with a letter of transmittal to the Director for the
304 Executive Committee's consideration and recommendation.

305

306 (b) after holding open hearings, the Executive Committee shall submit its recommendations, along with
307 the proposed amendments, to the faculty at its next regular meeting;

308

309 (c) all proposals for amendment and all recommendations on proposed amendments received from other
310 sources shall be submitted by the Executive Committee, through the Director, to the faculty at least ten
311 (10) days prior to the regular faculty meeting; and

312

313 (d) all proposed amendments submitted to the voting faculty shall become a part of the bylaws upon being
314 approved by three-fourths (3/4) of the voting faculty present in a meeting where consideration of
315 amendments is a part of the order of business.

316

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318 Approved with Revisions: May 7, 2015