

**MASON GROSS SCHOOL OF THE ARTS
BY-LAWS OF THE FACULTY
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**

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I. PREAMBLE

The Mason Gross School of the Arts was founded in 1976 by amalgamating the college art programs on the New Brunswick/Piscataway campuses. These by-laws are intended to govern the affairs of the school. The by-laws and amendments thereto shall be consistent with university regulations. In the event of conflict or inconsistency, university regulations shall prevail.

The Mason Gross School of the Arts shall offer professional and non-professional instruction at the undergraduate and graduate levels in the creative and performing arts, shall conduct research and sponsor productions in the arts, and shall be regularly responsible for arts programming on the New Brunswick campus of Rutgers, The State University of New Jersey. Its faculty shall also provide graduate instruction through programs in the Graduate School-New Brunswick. The school shall include such departments, subdivisions, and programs as may be recommended by the legislative body of this unit and approved in accordance with university regulations by the Board of Governors and, as appropriate, by an entity designated under New Jersey law.

II. DEPARTMENTS AND DIVISIONS

A. The departments of the school shall be:

1. Dance
2. Music
3. Theater
4. Art & Design

Each department shall be responsible for the undergraduate and graduate work in its discipline, including professional degree and major requirements and options within the major.

B. The divisions of the school shall be:

1. Rutgers Printmaking Studio
2. Rutgers Community Arts
3. Rutgers Arts Online
4. Rutgers Filmmaking Center

Divisions are units that help the school fulfill its mission, launch new programs, and expand its outreach to the university and larger community. They work closely with departments, departmental faculty, and other experts in the field. Due to their interdisciplinary nature, the divisions are positioned

centrally to insure effective, efficient operations. Each division shall be headed by a director, who is appointed by and reports to the dean.

- C. Additional departments and divisions may be added in accordance with university protocols and with the approval of the faculty and amendment of the bylaws.

III. OFFICERS OF MASON GROSS

A. Dean

As provided in University Regulations 50.1.6: The dean shall be the principal officer of Mason Gross School of the Arts. The dean is charged with the supervision of the administration of Mason Gross to ensure that such administration is carried out in accordance with the policies of the university. The dean shall provide overall direction for the department chairs and shall lead the faculty in the creation and implementation of effective programs of instruction, research, service, and student life. The responsibilities of the dean include the recommendation of full-time faculty for promotion and tenure, the appointment of staff and part-time faculty, the recommendation of candidates for appointment as full-time faculty to the chancellor and the provost of Rutgers – New Brunswick, the appointment of department chairs and directors, division directors, and members of school-wide committees, and oversight of the school budget.

In execution of these duties, the dean shall review the school's academic programs, as well as the student life program of the school, and shall develop with the advice of the school's chairs and directors and appropriate sources the working budgets for the school. The dean shall supervise the overall personnel and budget administration of the unit, and shall be responsible for the maintenance of such personnel and fiscal records as are necessary for the proper exercise of these responsibilities. The dean is appointed by the president of the university and reports to the chancellor of Rutgers – New Brunswick.

B. Associate and/or Assistant Deans

The dean may appoint assistant and associate deans to provide assistance and advice as necessary. The duties and responsibilities of assistant and associate deans shall be delegated by the dean.

C. Chairs and Directors

Department chairs and directors are appointed by the Dean with the advice of the faculty, conveyed via a department-wide confidential vote. The appointment shall normally be for a term of three years. When a vacancy occurs through expiration of term or otherwise, members of the department at the rank of assistant professor or higher who are in their second or subsequent semester of service in the department, and full-time instructors with at least one year of service in the department, shall by ballot nominate and recommend to the dean an associate or full professor with tenure for appointment as department chair. In such circumstances when a chair or director vacates his or her role before the end of the three-year term, the dean may appoint an "interim" chair or director for the duration of the term, after which the normal appointment process will take place.

Under the direction of the dean, it shall be the duty of the chair or director to have general administrative responsibility for the programs of the department; to plan with the members of the department ongoing improvements in the department's programs; to evaluate continuously the instructional, research, and administrative processes and to make appropriate recommendations to the dean for improvements; to assign courses and course loads in consultation with the faculty; to evaluate

periodically members of the department and report evaluations as required; to recommend in consultation with members of the department, appointments, promotions, non-reappointments, and dismissals in accordance with university policies and regulations; to appoint temporary, part-time, and limited term (annual appointments) faculty and full and part-time staff, consulting with the faculty and dean as necessary; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; to collect and maintain thorough written records of each member of the faculty's teaching, scholarship and creative accomplishments, and service, taking particular care to measure teaching effectiveness objectively and continuously by such means as peer reviews and student evaluations; and to promote the general effectiveness of the department, school and university by every appropriate means.

IV. FACULTY

A. Voting Members

1. The president of the university, chancellor of Rutgers – New Brunswick, and the dean of the school;
2. All faculty at the rank of instructor or above who occupy fifty percent or more of a position in the current budget of the school.

B. Duties and Powers of the Faculty

Under the president of the university and the dean, the faculty shall have jurisdiction over academic and artistic matters within the Mason Gross School of the Arts.

1. Establishing the requirements for admissions into the school.
2. Establishing the requisite curriculum for academic work and providing a schedule of classes.
3. Encouraging the research work of faculty members and students.
4. Adopting regulations regarding attendance, conduct of examinations, grading, scholastic standing, and other appropriate matters.
5. Setting the requirements for degrees.
6. Recommending through the president to the Board of Governors those student candidates who have fulfilled degree requirements.
7. Reviewing departmental faculty for tenure and promotion and making recommendations for promotion and for tenure.
8. In consultation with the chairs, recommending new faculty appointments to the dean.
9. Advising the dean on policies to assure the quality of the school's academic, creative, and research programs.

C. Meetings of the Faculty

1. Regular meetings: The faculty of each department shall meet together as often as necessary to fully conduct the business of the department. The full faculty of the school shall meet at least once a semester, as scheduled by the dean.
2. Special meetings may be held at the request of the president, chancellor of Rutgers – New Brunswick, or dean, or upon the request of at least ten voting members of the faculty.
3. Quorum. A quorum shall consist of one-third of the voting members.
4. An agenda set by the dean shall be circulated at least one week prior to any called meeting of the faculty. Voting members of the faculty may place items to the agenda by petition of five or more voting members, provided the petition is received at least two weeks prior to the scheduled meeting. Additions to the agenda may also be added at the meeting by two-thirds majority of voting members present.

D. Conduct of the Full Faculty Meeting

1. Presiding Officer: The dean shall normally preside at regular or special meetings of the faculty unless the president or chancellor of Rutgers - New Brunswick is present and presides.
2. Order of Business: The dean, in consultation with the Mason Gross Executive Committee, shall determine the agenda for all meetings. The order of business shall normally be: approval of minutes; report of the dean; reports of special committees, if any; old business; new business.
3. The presiding officer will be responsible for the decorum of the meeting.
4. To the extent permissible by university policies, the semester meetings of the full faculty shall be open to the full-time members of the staff and elected student representatives. The school staff and elected student representatives do not have voting privileges on academic matters.
5. The faculty by majority vote may close the meeting to all except members of the faculty.
6. Student Representatives: Student representatives may be asked to attend full faculty meetings as needed. In that case, one graduate and one undergraduate student, matriculated at the Mason Gross School of the Arts, from music, theater arts, and visual arts, and two undergraduate students matriculated at the Mason Gross School of the Arts from dance (a graduate representative will be substituted for the 2nd undergraduate representative when the graduate program in dance is launched) shall be elected by full-time students matriculated at the Mason Gross School of the Arts from their respective departments. In addition, the president and vice president of the Mason Gross Student Government Association and the Mason Gross student senator shall serve as student representatives to the faculty. Student representatives shall have discussion privileges

and one-half vote each at regular and special faculty meetings on all matters permitted by university regulations.

V. COMMITTEES OF MASON GROSS

A. Mason Gross School of the Arts Executive Committee

The Mason Gross Executive Committee will serve as the principal advisory body to the dean on all issues of school-wide concern. The committee shall be composed of the four department chairs or directors, the associate deans, the director of Rutgers Arts Online, the director of the Filmmaking Center, the director of development, and a representative from a Mason Gross advisory committee or the Rutgers Board of Trustees. The committee shall also include a faculty representative at the rank of associate professor or above from each of the four departments and from the Filmmaking Center who is elected within each area to serve a three-year, non-consecutive term. The Executive Committee will serve to help shape school-wide policy and to serve as a forum for the discussion of critical issues that affect the school.

B. Appointments and Promotions Committee (A & P)

The A & P Committee is a faculty committee whose purpose is to advise the dean on reappointments, promotion, and tenure. Membership shall consist of a minimum of four tenured faculty members selected by the dean in consultation with members of the Executive Committee. Each year the slate of members shall be submitted to the executive vice president for academic affairs for approval. A & P committees will be constituted so that no member of the A & P committee is also a member of the department of the candidate under consideration. All members of the committee will be above the rank of the faculty under review.

C. Admissions Committee

The Admissions Committee shall consider and approve special admissions applications. The Admissions Committee shall be composed of a representative from each department as selected by the dean in consultation with the chairs. It shall also include the dean of students and the director of admissions. The dean of students will chair this committee.

D. Curriculum Committee

The Curriculum Committee shall have broad responsibility to advise the dean on substantive matters concerning the educational programs of Mason Gross. This committee oversees the school's curricular processes and fosters pedagogical collaboration as appropriate. This committee also works with the school administration to report to the university on the establishment and assessment of educational goals by the school's academic units. The Curriculum Committee shall be composed of a representative from each department and the Filmmaking Center as selected by the dean in consultation with the chair. In conducting its business the committee will consult with the faculty and with representative students. The associate dean for academic affairs will chair this committee and be a voting member.

E. Scholastic Standing Committee

The Scholastic Standing Committee shall review individual student cases, applying the rules and regulations of the faculty concerning scholastic standing. The Scholastic Standing Committee shall be composed of a representative from each department as selected by the dean in consultation with the chair. The dean of students will chair this committee.

F. Equity, Diversity, and Inclusion Committee

The Mason Gross Equity, Diversity, and Inclusion Committee (EDIC) meets two times per semester and consists of representatives from each department and division plus the dean and the dean of students. The committee also includes a representative from admissions, a staff member from the dean's office, a representative from the communications staff, and one or more student representatives. The representatives from the departments and divisions will be delegates from the department or division's DEIC, should one exist. The student representative(s) will be delegates from the Mason Gross Student Government and/or the Mason Gross Student EDIC, should one exist. The committee considers all aspects of diversity, inclusion, and equity that impact education at Mason Gross including the recruitment, hiring, promotion, and retention of staff and faculty, student recruitment, admissions and support, curricular initiatives, classroom resources and financial resources.

G. Performing Arts Library Committee

The Performing Arts Library Committee shall work with the administration of the University Libraries and the Mabel Smith Douglass Library, in particular, to ensure that the Performing Arts Library will serve the specific needs of students and faculty in Music, Dance, and Theater. In addition, it will serve as the liaison between those departments and the Library. It shall be composed of faculty representatives from Dance, Music, and Theater and the Performing Arts Librarian. Its chair shall be appointed by the Dean.

H. Ad Hoc Committees

Ad Hoc committees of Mason Gross may be appointed by the dean to deal with specific issues and concerns as necessary. These committees will be appointed by the dean in consultation with the chairs and should be appropriately representative of the four departments as the issue in question dictates.

VI. STUDENT MEETINGS WITH THE DEAN

The dean will meet with the Executive Committee of the undergraduate student government and the elected undergraduate and graduate representatives to the Mason Gross School faculty meetings at least once per semester to discuss relevant issues and to advise the dean on matters pertaining to graduate and undergraduate education and other student interests and concerns.

VII. DEPARTMENT BY-LAWS

Each department shall prepare a set of departmental by-laws, written in accordance with university regulations and the by-laws of the school. A copy of these department by-laws, and subsequent amendments, shall be placed in the Office of the Dean. These by-laws shall encompass at least the following matters:

1. There shall be definitions of membership and voting membership in the department, parallel to that of the school, but with recognition of the specific culture of the department.
2. There shall be at least one regular department meeting per semester, at which reports are heard and policy decisions are made or confirmed.
3. There shall be lists of officers and committees, with a statement of the method of appointment, and a description of the principal rights and duties of both.
4. There shall be an established procedure for all tenured members of appropriate rank to meet and vote upon appointments, non-reappointments, and promotions.
5. There shall be a provision for secret balloting on the request of any member of the department.

VIII. MASON GROSS BY-LAWS

These by-laws may be amended by a two-thirds majority of the voting members at a meeting of the faculty. Amendments may be initiated by the dean or by any voting member of the faculty of the school who submits a proposed amendment in writing to the dean. The dean shall have up to one month to study the proposal and shall issue a report on the proposal at the next faculty meeting occurring after this period. The voting members must be provided with the written text of the amendment at least two weeks before a meeting takes place.