

NORTHERN ILLINOS UNIVERSITY  
BYLAWS OF THE SCHOOL OF THEATRE AND DANCE  
(Adopted: April 13, 2006; October 13, 2005; Revised April 20, 2023)

## Bylaws School of Theatre and Dance

ARTICLE 1: GOVERNANCE OF THE SCHOOL OF THEATRE AND DANCE .....	3
ARTICLE 2: COMMITTEES.....	4
ARTICLE 3: FACULTY ACADEMIC AREAS AND AREA <del>COORDINATORS</del> .....	10
ARTICLE 4: THE GRADUATE FACULTY AND THE COORDINATOR OF GRADUATE STUDIES .....	11
ARTICLE 5: THE COORDINATOR OF UNDERGRADUATE STUDIES .....	15
ARTICLE 6: ADMINISTRATION OF THE DEPARTMENT .....	16
ARTICLE 7: POLICIES, CRITERIA, AND PROCEDURES FOR PERSONNEL DECISIONS .....	18
ARTICLE 8: CONSERVATION AND CURRENCY OF THE BYLAWS .....	31
ARTICLE 9: AMENDMENTS TO THE BYLAWS .....	32

## ARTICLE 1: GOVERNANCE OF THE SCHOOL OF THEATRE AND DANCE

### 1.1 Faculty Meetings

- 1.1.1. The faculty and representative of the Student Advisory Committee shall meet regularly to discuss and to determine academic and production policies for the School.
- 1.1.2. A quorum shall be two-thirds of all faculty.
- 1.1.3. Meetings shall be scheduled on a regular monthly basis during Fall and Spring semesters.
- 1.1.4. Special faculty meetings shall be scheduled when necessary to expedite the business of the School.
- 1.1.5. Special meetings shall be called by the Director of the School or upon request of 25% of the faculty.
- 1.1.6. All faculty members identified as full-time employees of the university are expected to attend regularly scheduled faculty meetings.
- 1.1.7. No other School business shall be scheduled during the regular time set aside for faculty meetings if the conduct of that business would result in a faculty member's absence from the meeting.

### 1.2 Voting Rights

- 1.2.1 All faculty members shall have the right to bring business before the assembled faculty and move for substantive action.
- 1.2.2 Each member of the faculty shall have equal vote in the determining of policy unless such action conflicts with specifically legislated eligibility requirement.
- 1.2.3 All decisions shall be by majority vote.
- 1.2.4 Only those faculty members identified as members of the Graduate Faculty may vote upon matters which are specifically related to the university graduate programs.
  - 1.2.4.1 The Graduate Faculty shall consist of only those faculty members recognized by the university as Senior, Full, Provisional members of the Graduate Faculty, and Graduate Faculty Scholars.

### 1.3 Conduct of the Meetings

- 1.3.1 All faculty meetings shall follow recognized parliamentary procedures in accordance with Robert's Rules of Order.
- 1.3.2 The Director of the School shall preside at all meetings of the faculty. If the Director cannot attend, then the Assistant Director or the Director's designate shall preside.
- 1.3.3 The presiding person shall not vote except in the event of a tie.
- 1.3.4 The Director of the School shall prepare the agenda for each meeting.
- 1.3.5 General Election Procedures

- 1.3.5.1 Elections to committees and other elected offices shall be held in April or May of the academic year in which the incumbents' terms expire.

- 1.3.5.2 All nominations shall be made from the floor except in those instances specifically provided for in these Bylaws.

- 1.4 During the regular academic year, when a person elected to a committee or office is unable to fulfill their duties, the Director of the School shall call for a special election to select a replacement to complete the unfulfilled term, with nominations from the floor. If the designee was an Area Head, then a special election must be held within the appropriate academic area.

## ARTICLE 2: COMMITTEES

- 2.1 The Standing Committees of the School of Theatre and Dance shall be:

- 2.1.1 The Advisory Committee
  - 2.1.2 The Personnel Committee
  - 2.1.3 The Scholarship and Recruitment Committee
  - 2.1.4 The Curriculum Committee
  - 2.1.5 The Graduate Committee
  - 2.1.6 The Production Committee

## 2.2 General Policies and Procedures for Committees

2.2.1 All members of the faculty shall be eligible for membership on the committees of the School except in those instances specifically provided for in these Bylaws.

2.2.2 All committee members may be elected to succeed themselves except in those instances specifically provided for in the Bylaws.

2.2.3 Each committee shall establish its own procedures and policies in accordance with these Bylaws and Robert's Rules of Order.

2.2.4 A committee chair shall be elected annually by and from the voting members, except in those instances specifically provided for in the Bylaws.

2.2.5 Committee chairs shall vote only in the event of a tie, except in those instances provided for in the Bylaws.

2.2.6 The committee chair shall prepare the agenda but shall not refuse to bring any legitimate business before the committee.

2.2.7 The committee chair shall regularly report to the faculty those actions relevant to the committee's responsibilities and, when appropriate, present motions from the committee for faculty discussion and vote.

2.2.8 Personnel Committee reports and minutes shall not violate the confidentiality of the personnel process.

2.2.9 The Director of the School shall be a non-voting ex-officio member of all committees of the School but shall not normally preside except in those instances specifically provided for in the Bylaws.

2.2.10 Minutes of all meetings shall record substantive actions taken and shall be distributed among the committee members, with file copies to the School of Theatre and Dance office.

## 2.3 The Advisory Committee

2.3.1 Membership of the Advisory Committee shall be the School Director and a representative from each of the four academic areas. The Assistant Director and the Coordinator of the Dance Comprehensive will serve as the representative of their areas.

### 2.3.2 Responsibilities

- 2.3.2.1 To advise the Director of the School on all matters pertaining to administration and School policy, which must be executed by the Director;
- 2.3.2.2 To advise the Director of the School on all policy matters of the School exclusive of those handled by other standing and ad hoc committees;
- 2.3.2.3 To advise the Director of the School on long range goals, changes of direction and new concepts in the development of the School;
- 2.3.2.4 To advise the Director of the School on special programs of the School;
- 2.3.2.5 To advise the Director of the School on budgetary matters of the School;
- 2.3.2.6 To advise the Director of the School on special facility needs and space usage;
- 2.3.2.7 To approve the faculty meeting agenda.

## 2.4 The Personnel Committee

### 2.4.1 Membership

- 2.4.1.1 The Personnel Committee shall be composed of three tenured faculty members elected by tenured and tenure track faculty at the April or May meeting of the faculty.
- 2.4.1.2 Two members shall be elected to serve terms of two years. To provide some continuity on the committee, the terms will expire in alternate years, and there-fore there will ordinarily be an election to fill one two-year term each year.
- 2.4.1.3 One member shall be elected to serve for a term of one year.
- 2.4.1.4 No person may serve two consecutive two-year terms on the committee.
- 2.4.1.5 Only full-time tenured faculty are eligible for membership on the Personnel Committee.
- 2.4.1.6 If both two-year term members are of the same academic rank, the one-year term shall be filled with a person holding a different academic rank.

- 2.4.1.7 Vacancies on the committee created by resignation, retirement, leave of absence, etc., shall be filled by an election of the School faculty.

#### 2.4.2 Ex-Officio Membership

- 2.4.2.1 The Director of the School shall serve on the committee as a non-voting ex-officio member.
- 2.4.2.2 The College Council representative and the alternate representative shall serve on the committee as a non-voting ex-officio member.
- 2.4.2.3 Student members are restricted to involvement in personnel deliberations concerning evaluation of faculty teaching. They will only attend meetings dealing with that matter. Student members will review the annual teaching evaluation forms and report in writing their conclusions to the Personnel Committee.

#### 2.4.3 Chair

- 2.4.3.1 The Chair of the Personnel Committee shall be the elected faculty member serving in the second year of a two-year term.
- 2.4.3.2 If there is not a member qualifying as specified because of leave of absence, resignation, etc., then designation of the chair of the committee shall be by vote of the faculty of the School.

#### 2.4.4 Responsibilities of the Chair

- 2.4.4.1 The chair shall preside at all meetings of the committee;
- 2.4.4.2 The chair shall keep a record of all actions of the committee.
- 2.4.4.3. The chair shall report the actions of the committee to the appropriate individuals and bodies;
- 2.4.4.4. The chair shall communicate and correspond on behalf of the committee as required.

#### 2.4.5 Responsibilities of the Personnel Committee

- 2.4.5.1 The Personnel Committee shall review and evaluate applications for sabbatical leaves and leaves of absence and developmental/ research grants as requested for submission shall make the School recommendation regarding approval or disapproval of each to the College Council.

- 2.4.5.2 The Personnel Committee shall evaluate the ongoing professional achievements of each faculty member in the School in accordance with criteria established by the University, College and School, and to make a written recommendation regarding the level of salary increment merited by members, the promotion of faculty members to higher rank, and the awarding of tenure status. Such recommendations shall be forwarded with the School director's independent recommendation to the College Dean.
- 2.4.5.3 The Personnel Committee shall reconsider any personnel recommendation made by the committee when requested to do so in writing by the affected faculty member in accordance with procedures outlined in these Bylaws.
- 2.4.5.4 The Personnel Committee shall review these policies and recommend revisions to the bylaws as proposed.
- 2.4.5.5 The Personnel Committee shall consider any School personnel action referred to it by a faculty member and make recommendations concerning it to appropriate bodies or individuals.

## 2.5 The Curriculum Committee

### 2.5.1 Membership

- 2.5.1.1 The Curriculum Committee shall be composed of one representative from each of the academic areas.

### 2.5.2 Chair

- 2.5.2.1 The chair of the committee shall be elected annually and shall represent their academic area on the committee.
- 2.5.2.2 The chair of the committee shall also serve as the School's representative on the College Curriculum Committee.

### 2.5.3 Responsibilities

- 2.5.3.1 To receive, prepare, and present recommendations for undergraduate curricular changes in accordance with School, college, and university regulations as specified in the Bylaws and other regulatory documents of those units;
- 2.5.3.2 To review the School's curriculum, solicit suggestions for substantive change when appropriate, and to assist in the preparation of submitted materials;



- 2.5.3.3 To determine the feasibility of curricular additions or changes within the framework of existing catalog requirements;

## 2.6 The Graduate Committee

### 2.6.1 Membership

- 2.6.1.1 The Graduate Committee shall be composed of a member of the University Graduate Faculty from each area of the School offering a graduate degree.

### 2.6.2 Chair

- 2.6.2.1 The chair of the Graduate Committee shall be the Coordinator of Graduate Studies of the School, and shall represent their area.

### 2.6.3 Responsibilities

- 2.6.3.1 The Graduate Committee shall review and take action upon various issues, problems, and concerns dealing with the School's graduate program.

## 2.7 The Production Committee

### 2.7.1 Membership

- 2.7.1.1 The Production Committee shall be comprised of the Director of the School, and other members of the faculty as appointed by the director, and one student member.

### 2.7.2 Chair of the Production Committee

- 2.7.2.1 The Director of the School shall serve as the chair of the committee

### 2.7.3 Responsibilities

- 2.7.3.1 The committee shall establish calendar dates and schedules, season plan and reviews, solicit titles, and make final selection of the season.

## 2.8 Ad Hoc Committees

- 2.8.1 Ad hoc committees shall be formed to facilitate the business of the School when deemed necessary by the Director of the School or by the faculty.

- 2.8.2 Membership, size, organization, and mission of ad hoc committees shall be determined by the Director of the School, subsequent to approval by the faculty.
- 2.8.3 No ad hoc committee shall duplicate or supersede the mission and responsibilities of a Standing Committee.

## ARTICLE 3: FACULTY ACADEMIC AREAS AND AREA HEADS

### 3.1 Academic Areas

- 3.1.1 Academic Areas of the School shall be constructed as follows for the purposes of representation:

- 3.1.1.1 Dance Performance
- 3.1.1.2 Design and Technology
- 3.1.1.3 History, Literature and Criticism
- 3.1.1.4 Performance

### 3.2. Area Faculty

- 3.2.1 A faculty member whose assignment is within a single academic area shall be designated as a member of that area for purposes of representation and voting within that area.
- 3.2.2 A faculty member whose assignment is within more than one academic area shall be designated as a member of each such area for purposes of representation and voting within that area.

### 3.3 Election of Area Heads

- 3.3.1 Area Heads shall be elected to represent each academic area by and from the members of that area, using mutually agreed upon procedures for nominating and balloting, and shall serve two-year renewable terms.
- 3.3.2 Responsibilities of the Area Heads shall be determined by the Director of the School consistent with University, College and School regulations as specified in the Bylaws and other regulatory documents of those units.

## ARTICLE 4: THE GRADUATE FACULTY AND THE COORDINATOR OF GRADUATE STUDIES

### 4.1 The Graduate Faculty

- 4.1.1 The Graduate Faculty shall consist of only those faculty members recognized by the university as Senior, Full, Provisional members of the Graduate Faculty, and Graduate Faculty Scholars.
- 4.1.2 For Senior membership on the graduate faculty a person must have a terminal degree or accepted equivalency in professional experience and must show evidence of having established and maintained a program of research/artistry, the productions of which have received positive assessment by independent external experts in the field and discipline. This positive assessment is to be demonstrated by no less than seven achievements in four different categories listed in Article 4.2.2 in the past six years. Additionally, a person must also have taught at the graduate level and served on thesis/dissertation/MFA final project committees during the last six years.
- 4.1.3 For Full membership on the graduate faculty, a person must have a terminal degree or accepted equivalency in professional experience and must show evidence of advancing a program of research/artistry, the products of which have received positive assessment by independent external experts in the field according to the national standards in the discipline. This positive assessment is to be demonstrated by no less than five achievements in three different categories in Article 4.2.2 in the last seven years.
- 4.1.4 For Provisional membership on the graduate faculty, a person must have a terminal degree or accepted equivalency in professional experience and must show evidence of having initiated a program of personal research/artistry, the production of which have received positive assessment by independent external experts in the field according to the national standards in the discipline. This positive assessment is to be demonstrated by fulfilling no less than two achievements in two different categories listed in Article 4.2.2.

### 4.2 Membership Criteria

- 4.2.1 Activities expected of teacher/scholar/artists in Theatre and Dance in research, scholarship and artistry vary in the different disciplines of the field as recognized by the national organizations in the field. Courses taught and the specialties or combined specialties assigned to the professor must be considered in the criteria for achievements in research and artistry. The Personnel Committee of the School will examine the credentials and achievements of individuals for new membership or change of membership on the Graduate Faculty and make appropriate recommendations.

#### 4.2.2 Scholarship/Artistry Categories

- 4.2.2.1 Participation at conferences and workshops, membership involvement in professional organizations, contributions to professional newsletters, or regular scholarly or artistic activity which may not have led to publication or review by outside experts but which nevertheless contributes to the maintenance of scholarly or professional credentials and currency with innovations in the field.
- 4.2.2.2 Publication of a refereed article, book chapter or graphics in a recognized professional journal, book or monograph.
- 4.2.2.3 Having served as an editor or on the editorial staff of a professional journal or publishing house.
- 4.2.2.4 Refereed or reviewed publications or recording of a video, broadcast, slide presentation, or tape recording for professional use.
- 4.2.2.5 Publication of a professional book, script, or monograph in the field which has been reviewed.
- 4.2.2.6 Positive assessment by independent external experts of artistic/professional achievements.
- 4.2.2.7 Elected or appointed position in an international, national or regional professional organization which involves leadership in research studies, conference programming, published professional reports or other public presentation of benefit to the field.
- 4.2.2.8 Invited appearance as a clinician, adjudicator, critic, consultant, workshop leader, reviewer, teacher of a master class, lecturer, etc., for a recognized conference, institution or organization.
- 4.2.2.9 Invited or refereed presentation of a paper or as a panelist at a recognized international, national or regional conference or meeting.
- 4.2.2.10 Having successfully passed the entrance examination, required achievements, or adjudication leading to membership in a professional union in the field or a level of specialized training in the field.
- 4.2.2.11 Recipient of an internally funded grant for research, artistry or

specialized training in the field.

- 4.2.2.12 Recipient of an externally funded grant through a competitive award process.
- 4.2.2.13 Professional service with a recognized professional company in the theatre or dance field (e.g., performer, director, choreographer, designer, playwright, technician, dramaturg, etc.).
- 4.2.2.14 Display of professional work at a regional, national or international exhibit.
- 4.2.2.15 Awards, prizes, or honors received for professional contributions in teaching, outstanding service to the field or achievements in research or artistry.

#### 4.2.3 Academic Degrees

- 4.2.3.1 The terminal degree appropriate for graduate teaching in Theatre and Dance is the Master of Fine Arts, the doctorate, or the equivalency in professional experience. (College policy states that professional experience is considered to be an equivalent and further that once a person is granted an appointment on an equivalency basis at the rank of Assistant Professor or above, the question of an earned terminal degree is no longer relevant.)

#### 4.3 Graduate Level Teaching Responsibilities in the School shall consist of the following:

- 4.3.1 Teaching courses for graduate credit;
- 4.3.2 Chairing or serving on graduate student committees;
- 4.3.3 Chairing or serving on thesis or graduate final project committees;
- 4.3.4 Serving as supervisor for graduate students; and/or
- 4.3.5 Serving as coach or advisor to graduate students in the development of personal research/artistry skills.

#### 4.4 Coordinator of Graduate Studies

##### 4.4.1. Responsibilities

- 4.4.1.1. Serves as chair of the Graduate Committee

- 4.4.1.2. Represents the School in all correspondence with the Deans and admissions/records officers of the Graduate School.
- 4.4.1.3. Ensures that advisors and students are informed about graduate School and School policies and changes in these policies, curricular changes, and deadlinedates.
- 4.4.1.4. Directs the office staff in maintaining graduate student files, ensures that University and School documentation is assigned to the files, and monitors the progress of all graduate students.
- 4.4.1.5. Handles the School's permit system for graduate students.
- 4.4.1.6. Is responsible for the formal acceptance of students into degree programs afterthey have passed any entrance interview/audition/portfolio requirements con- ducted by area faculty.
- 4.4.1.7. Serves as the initial advisor to all incoming graduate students until assigned toa faculty member in the appropriate area of study. MFA students will be as- signed advisors by academic area coordinators.
- 4.4.1.8. Assists the Director and the academic area coordinators in determining graduate assistantships.
- 4.4.1.9. Assists the Director and the academic area coordinators in scheduling ofgraduate classes.
- 4.4.1.10. Signs all University forms on graduate matters.
- 4.4.1.11. Assists faculty in establishing consistent and appropriate practices incourse waivers and substitutions.
- 4.4.1.12. Convenes necessary meetings of the theatre and dance graduate population.
- 4.4.1.13 Advises and assists the faculty in application procedures for membership on the Graduate School Faculty.

#### 4.5 Process for Selection of Graduate Coordinator

4.5.1 The Graduate Coordinator serves at the pleasure of the Director of the School.

#### 4.6 Review and Evaluation of the Graduate Coordinator

4.6.1 The Personnel Committee of the School will conduct an internal review of the work of the Graduate Coordinator in accordance with the School Bylaws and other policies of the College and University.

4.6.2 The chair of the Personnel Committee will convey verbally and in writing this evaluation to the Director who shall then convey the evaluation to the Graduate Coordinator in accordance with the School Bylaws and those of the College and University.

### ARTICLE 5: THE COORDINATOR OF UNDERGRADUATE STUDIES

#### 5.1 Responsibilities

5.1.1 Represents the school in all correspondence with the Deans and admissions/records officers of the College of Visual and Performing Arts and the university.

5.1.2 Ensures that advisors and students are informed about graduate school and school policies and changes in these policies, curricular changes and deadline dates.

5.1.3 Maintains undergraduate student files, ensures that University and school documentation is assigned to the files, and monitors the progress of all undergraduate students.

5.1.4 Handles the school's permit system for undergraduate students.

5.1.5 Serves as the initial advisor to all incoming BA undergraduate students until assigned to a faculty member in the appropriate area of study. BFA students will be assigned advisors by academic area coordinators.

5.1.6 Assists the Director and the academic area coordinators in the scheduling of undergraduate classes.

5.1.7 Assists faculty in establishing consistent and appropriate practices in course waivers and substitutions.

5.1.8 Convenes necessary meetings of the theatre and dance undergraduate student population.

## 5.2 Selection of the Undergraduate Coordinator

- 5.2.1 The Undergraduate Coordinator serves at the pleasure of the Director of the school.

## 5.3 Review and Evaluation of the Undergraduate Coordinator

- 5.3.1 The Personnel Committee of the school will conduct an annual review of the work of the Undergraduate Coordinator in accordance with the School Bylaws and other policies of the College and University.
- 5.3.2 The Personnel Committee will convey verbally and in writing this evaluation to the Director who shall then convey the evaluation to the Undergraduate Coordinator in accordance with the school bylaws and those of the College and University.

# ARTICLE 6: ADMINISTRATION OF THE SCHOOL

## 6.1 Director of the School

- 6.1.1 The administrative responsibility for the affairs of the School of Theatre and Dance shall be placed with the Director of the School.
- 6.1.2 Selection and reappointment of the Director of the School
  - 6.1.2.1 The process for appointing the Director of the School is defined by the Northern Illinois University Board of Trustees bylaws and constitution sections 10.3.4, 10.3.4.1, and 10.3.4.2.
  - 6.1.2.2 The Director may be re-elected for additional terms.
  - 6.1.2.3 At the end of the term of office, a special committee appointed by the Dean of the College shall review and evaluate the performance of the Director for recommending to the faculty the possibility of another term.
- 6.1.3 Responsibilities of the Director of the School
  - 6.1.3.1 These responsibilities are those delineated in the University's Policy Library.
- 6.1.4 Review and Evaluation of the Director of the School
  - 6.1.4.1 The Personnel Committee of the School will conduct an annual review of the work of the Director in accordance with these bylaws and The College of Visual and Performing Arts bylaws section 5.1.



6.1.3.2 The Chair of the Personnel Committee will convey verbally and in writing this evaluation of the Director in accordance with these bylaws and those of the College and University.

## 6.2 Assistant Director of the School

6.2.1 Any full-time tenured member of the School of Theatre and Dance is eligible to serve as Assistant Director.

6.2.2 The duties and responsibilities shall be those assigned by the Director or specified in the Bylaws; additionally, the Assistant Director:

6.2.3 Serves as acting director at School, college senate or other meetings in the absence of the Director of the School and when assigned by the Director;

6.2.4 Serves as acting Director in other capacities as assigned by the Director of the School or in the event of the director's absence.

6.2.5 The Assistant Director serves at the pleasure of the Director.

### 6.2.6. Selection of the Assistant Director

6.2.6.1 Eligible members of the faculty will submit a formal letter of application to the Director of the School

6.2.6.2 Members of the faculty will have an opportunity to offer comments on nominee(s) to the Director of the School.

6.2.6.3 The Director of the School will provide in a special meeting convened for the purpose a) the individual selected by the Director for faculty ratification; or b) a slate of nominees to be voted on. ⇔ Notice of said meeting must be sent no later than one week prior to the scheduled meeting.

6.2.7. The term of office will be determined by the Director of the School in consultation with the Advisory Committee of the School; but will not, under ordinary circumstances, extend beyond that of the Director's current term.

### 6.2.8. Review and Evaluation

6.2.8.1 The Personnel Committee of the School will conduct an annual review of work of the Assistant Director in accordance with the School Bylaws and other policies of the College and University.

6.2.8.2 The chair of the Personnel Committee will convey verbally and in writing this evaluation to the Director of the School who shall then convey the evaluation to the Assistant Director in accordance with the School Bylaws

and those of the College and University.

### 6.3 Coordinator of Dance

- 6.3.1 The Coordinator of Dance shall represent the dance faculty.
- 6.3.2 Selection of the Coordinator of Dance shall be made by the Director of the School in consultation with the dance faculty.
- 6.3.3 Responsibilities of the Coordinator of Dance shall be determined by the Director of the School consistent with University, College and School regulations as specified in the Bylaws and other regulatory documents of those units.
- 6.3.4 The Personnel Committee of the School will conduct an annual review of the work of the Coordinator of Dance in accordance with the School Bylaws and other policies of the College and University.

## ARTICLE 7: POLICIES, CRITERIA, AND PROCEDURES FOR PERSONNEL DECISIONS

### 7.1 University and College Policies, Procedures, and Criteria for Personnel Decisions

- 7.1.1 In order to fulfill its responsibilities in those personnel matters under its jurisdiction, the School of Theatre and Dance Personnel Committee will be guided by these Bylaws and the general policies, procedures, and criteria for recommendations concerning promotion, tenure, retention, and salary, which are found in the following documents:

BYLAWS OF THE FACULTY SENATE, Articles 10, and BYLAWS OF THE COLLEGE OF VISUAL AND PERFORMING ARTS, Articles 3, 4, and 5.

- 7.1.2 Copies of the aforementioned documents will be maintained in the Theatre and Dance office, together with a copy of the Bylaws of the Board of Trustees, to which all other documents must conform.
- 7.1.3 The department's evaluation of the performance of individual faculty members shall involve the application of professional judgment and be free of bias, avoiding consideration of non-professional matters. The evaluation shall recognize the diversity of potentially valid contributions to the academic mission of the department, and the rights of academic freedom which may be exercised by the faculty member in the pursuit of legitimate professional objectives. Both

the quality and quantity of the faculty member's whole professional activity and achievement shall be considered in the context of the ongoing growth and development of the faculty member as a contributing member of the departmental faculty.

## 7.2 Policies

7.2.1 The Personnel Committee affirms its commitment to encourage and support a vital program of instruction, scholarship, performance and creative productivity.

7.2.2 The Personnel Committee affirms its commitment to those principles of affirmative action articulated as official university policy. In discharging its obligations, the committee recognizes its responsibility to observe that commitment in letter and spirit.

7.2.3 In accordance with Faculty Senate Bylaws Article 8, the following required time restrictions for promotion and tenure decisions will be observed.

7.2.3.1 Promotions from assistant professor to associate professor will not be recommended until an individual has served at the lower rank, at this and other institutions, for a total of six years, except in extraordinary circumstances.

7.2.3.2 Promotion from associate professor to professor will not be recommended until the individual has served for six years as an associate professor, except in extraordinary circumstances.

7.2.3.3 Recommendations for tenure will be considered only during the penultimate year of the probationary period, except in extraordinary circumstances.

## 7.3 General Procedures

7.3.1 Early in each fall semester the Personnel Committee, in consultation with the Dean of the college and the Director of the School, will establish a timetable

outlining the matters that must be completed during the rest of the academic year, and notify the faculty of important deadlines for the submission of Faculty Service Reports and requests for committee action. Normally, the timetable will include time periods set aside for committee action on Requests for Sabbatical Leave, Requests for Promotion, Requests for Tenure, Student Evaluations of Teaching, the Annual Merit Evaluations, Evaluation of the Director of the School of Theatre and Dance, and other business appropriate to the committee's charge

- 7.3.2 The School of Theatre and Dance will maintain a collection of current university, college, and school bylaws and other relevant personnel documents, and will make that collection available to each member of the Personnel Committee at the beginning of his or her term.
- 7.3.3 In keeping with the university "dual track" requirement for personnel decisions, the Director of the School of Theatre and Dance and the Personnel Committee will reach independent conclusions. Normally, a recommendation for approval or denial that is forwarded to higher authorities will represent agreement between the Director of the School and the Personnel Committee.
- 7.3.4 In accordance with university and college policy, any discrepancy that may exist between a recommendation of the Personnel Committee and a recommendation of the Director of the School must be reported to higher authority.

#### 7.4 Voting Procedures

- 7.4.1 All official personnel actions must be taken by formal vote. Normally, this vote will be oral, but written ballots may be employed upon the request of any member of the Personnel Committee. Action on any motion requires a minimum of two (2) votes, excluding abstentions. For a motion to carry, a majority of two (2) affirmative votes must be cast.
- 7.4.2 Reports of personnel actions to the College Council will include the nature of the majority action and a tabulation of the vote.
- 7.4.3 The Chair of the Personnel Committee will enjoy the same voting rights as other members of the committee.

## 7.5 Procedures for evaluation of Sabbatical Leave Requests

- 7.5.1 When the Personnel Committee has been informed of college and university deadlines for submission of Sabbatical Leave requests, it will establish its own deadline for School of Theatre and Dance submissions, allowing adequate time for deliberation, and will notify the faculty of that deadline as soon as possible.
- 7.5.2 After the deadline has passed, the Personnel Committee will review the applications received, and make an assessment of the merit of each individual request. The applications will then be placed in rank order based on merit. No criteria other than merit are to be used in ranking the applications.
- 7.5.3 Ranked applications are to be submitted to the College Council through the Director of the School of Theatre and Dance, who may include an assessment of the potential effect of each request upon the school's programs.
- 7.5.4 Requests which were unapproved by higher authority due to insufficient resources and resubmitted in a subsequent year are to be evaluated only upon their merit, and will not receive priority ranking, except that the Personnel Committee may note the fact that the requests had been previously denied for that reason.

## 7.6 Procedures for Student Evaluation of Teaching

- 7.6.1 The Personnel Committee will establish a period during each semester for the student evaluation of teaching, consistent with established university and college policy.
- 7.6.2 The Personnel Committee will remind the faculty of the appropriate conditions under which student evaluation of teaching can be conducted. Faculty members will be responsible for selecting an impartial person to conduct the evaluations of their classes.
- 7.6.3 The evaluator will pick up and distribute the evaluation forms to the class during the scheduled time, and read the standard script prepared by the university. At no time should the evaluator discuss the faculty member being evaluated, nor should the evaluator respond to any student questions regarding the faculty member's teaching.

- 7.6.4 At the conclusion of the evaluation, the evaluator should seal the envelope containing the forms, record on the envelope the number of responses contained therein and return them to the School of Theatre and Dance office.
- 7.6.5 Student's written comments will be made available to the personnel committee after the committee has finished the annual merit ratings. Comments submitted with evaluation packets from classes for majors only will be confidentially transcribed by the full-time office staff with no student participation. Comments submitted with evaluation packets from mass general education classes will be copied by the full-time office staff with no student participation. One copy of the comments will be submitted to the faculty person who owns them. A second copy of the comments will be submitted to the Personnel committee who will use them for formative purposes only after which the personnel committee's copies of the comments will be destroyed.
- 7.6.6 Each member of the Personnel Committee will be responsible for reviewing the student evaluations for all faculty members. If a faculty member has included a written response to the student evaluations in the Faculty Service Report, that response will be considered with the reported result
- 7.6.7 The student evaluation forms are to be returned to the faculty after the end of the semester in which the evaluation takes place, except that the forms for those faculty who have probationary status must be retained by the Personnel Committee in a secure place until after the end of the probationary period and utilized during the annual progress toward tenure review.

## 7.7 Procedures for Annual Merit Evaluation

### *Determination of percentage allocations in Teaching, Creative and Scholarly Achievement, and Service*

- 7.7.1 For merit evaluation purposes, faculty will choose the percentage from the table below that best fits their allocation of activities in Teaching, Creative and Scholarly Achievement, and Service during the calendar year, and enter these numbers on their Faculty Service Report. Numbers chosen must be in 5% increments (30%, 35%, etc.).

Percentage Ranges for Evaluative Areas		
	Minimum	Maximum
Teaching	30%	50%
Creative and Scholarly Achievement	30%	50%
Service	20%	40%

7.7.2 A five-point rating scale is used in the evaluation of merit. The following is an explanation of the numerical rating scale:

Rating	Rating Descriptor
5	Exemplary Performance (EP) Consistently exceeds accepted standards of professional performance
4	High Performance (HP) Frequently exceeds accepted standards of professional performance
3	Standard Performance (SP) Consistently meets accepted standards of professional performance
2	Minimal Performance (MP) Does not consistently meet accepted standards of professional performance
1	Unsatisfactory Performance (UP) Does not meet minimal standards of professional performance
0	No material on which to base an evaluation
<b>Summary Matrix for Faculty Evaluation Roles, Sources, Weights, and Indicators of Performance</b>	

**7.7.3** Before the start of each calendar year, each probationary faculty member will meet with the Director of the School to propose or revise a personal program of scholarship for review by the Director, and to determine an appropriate percentage allocation of his or her activities in Teaching, Creative & Scholarly Achievement, and Service. Care will be taken to assure that the activities planned are of appropriate significance, and that individual commitments in the Service category are not excessive. This process is advisory only. [See University Bylaws 5.216(C)]

7.7.4 Merit evaluations of faculty will be based upon the activities of the calendar year evaluation period. The Personnel Committee will limit its deliberations to the evidence that is appropriate to that period only.

7.7.5 At a specified time, each faculty member will submit a Faculty Service Report, in a format approved by the College of Visual and Performing Arts. This report will include the faculty member's documentation of activities undertaken in each area of Teaching, Creative and Scholarly Achievement, and Service to the University community and profession.

7.7.5.1 Each faculty member will complete the report by providing written documentation as specified for items listed, and will enter the number of points allocated for each of these activities in the spaces provided on the form, thereby indicating the relative weight of each item.

7.7.5.2 Each faculty member will submit one printed copy of his or her Faculty Service Report to the School of Theatre and Dance office.

7.7.6 The Personnel Committee will make no merit evaluation for a faculty member who does not submit a Faculty Service Report.

**7.7.7 Evaluation of Teaching**

7.7.7.1 Evaluation of Teaching will be based on the following, and will include student evaluation:

7.7.7.1.1 Instructional design

7.7.7.1.2 Instructional delivery

7.7.7.1.3 Command of the subject matter

7.7.7.1.4 Record keeping and course management

7.7.7.1.5 Other teaching activities

7.7.7.2 It is the responsibility of individual faculty members to document the relative merit of activities in relation to the above items by making reference to the following as appropriate:

- Syllabi and other course materials
- Tools to assess student learning outcomes



- Curricular development
- Development and/or use of instructional technology
- Assessing and improving effectiveness as a teacher
- Professional development
- Innovative instructional techniques
- Efforts to increase knowledge of the discipline and/or pedagogy

7.7.7.2 The college holds that its primary obligation is to provide quality instruction and guidance to students. The corresponding obligation of faculty is to maintain the vitality of the instructional program by engaging in activities that contribute to the discovery, transmission and application of knowledge and skills. Ordinarily, excellence in teaching will be of such importance that no faculty member will be considered for tenure, promotion or merit increment without documentation of continuing quality in teaching. The evaluation of teaching will be based on multiple criteria and will include student evaluation. Other criteria may include: self-evaluation, student advising, course materials, anonymous examples of student work solicited and presented by the faculty member, evidence of professional development, other material submitted by the faculty member.

## **7.7.8 Evaluation of Creative and Scholarly Achievement**

7.7.8.1 Evaluation of Creative and Scholarly Achievement will be based on the following activities:

- Professional development
- Presentations
- Publications
- Performances
- Professional recognition
- Ongoing research or creative activity

7.7.8.2 It is the responsibility of individual faculty members to document the relative merit of activities in relation to the above items by making reference to the following criteria.

- Significance of the work

- Quality of the work
- Quantity of the work
- Involvement of peers in review or evaluation of the work
- Relationship of the work to previous scholarly and artistic activity

## **7.7.9 Evaluation of Service to the University Community and Profession**

7.7.9.1 Evaluation of Service to the University Community and Profession will be based on the following activities:

- Committee service
- Professional service
- Professionally oriented public service activities (scholarly or artistic)
- Other university, college, and school service

7.7.9.2 It is the responsibility of individual faculty members to document the relative merit of activities in relation to the above items by making reference to the following criteria:

- Quality of the work
- Quantity of the work
- Scope and impact of the work
- Evidence of your ability and willingness to contribute and work cooperatively with colleagues in support and improvement of programs within the school, college, and university.

7.7.10 Annual merit evaluations will be determined in the following manner:

7.7.10.1 The overall composite rating is determined by combining four independent sources in proportions established by the faculty: student ratings of faculty, School of Theatre and Dance Director, School of Theatre and Dance Personnel Committee, and the individual faculty member.

7.7.10.2 Each of the three members of the Personnel Committee and the Director of the School of Theatre and Dance will use a

separate copy of the Faculty Service Report submitted by each faculty member. This copy will contain mean scores from student evaluations for each course taught and complete documentation for all activities in Teaching, Creative & Scholarly Achievement, and Serviceto the University Community and Profession, but will not indicate points assigned by the faculty member.

7.7.10.3 Some items on the Faculty Service Report carry a fixed number of points. Personnel Committee members and the Director of the School of Theatre and Dance will each assign the points indicated if documentation is provided for the items.

7.7.10.4 For those items on the Faculty Service Report that have a variable range of points, Personnel Committee members and the Director of the School of Theatre and Dance will each assign points within the range specified for each item. The assignment of points will be based on documentation provided for the itemdescribing the significance of the listed activity with reference to criteria specified in the Faculty Service Report.

7.7.10.5 The committee will meet and discuss the faculty service reports in the light ofthe Faculty Evaluation Agreements that had been negotiated and approved bythe faculty member, the personnel committee, and the director of the school. Following the discussion, members will make independent assessments, as-signing points based on their best professional judgment and submit them independently to the chair of the personnel committee.

7.7.11 After evaluation of the Faculty Service Reports is complete, the Personnel Committee will compile a Faculty Evaluation Summary Sheet for each faculty member. The Summary Sheet includes point totals from the Faculty Service Report as assigned by each Personnel Committee member and the Director of the School of Theatre and Dance as well as point totals provided by the individual faculty member. The ex officio College Council members of the Personnel Committee will verify the accuracy of the point totals on the Faculty Evaluation Summary Sheet. Data from these forms will be entered into a School of Theatre and Dance computer that performs all calculations involved in determining the overall composite rating. This rating will be reported to the faculty member.

7.7.12 The faculty member's salary increment will be calculated by an algorithm,

approved by the faculty, that determines the percentage of the merit pool associated with each salary and rating.

## 7.8 Procedures for Promotion

- 7.8.1 When the Personnel Committee has been informed of college and university deadlines for submission of Promotion requests it will establish its own deadline for School of Theatre and Dance submissions, allowing adequate time for deliberation, and notify the faculty, at the soonest possible date, of that deadline.
- 7.8.2 After the deadline has passed, the Personnel Committee will review the applications received, make an assessment of each request, and subsequently recommend approval or denial of the request.
- 7.8.3 After the applications have been approved or denied by the Personnel Committee and the Director of the School of Theatre and Dance, the committee will notify each applicant of the results.
- 7.8.4 The Personnel Committee will wait for the specified time period allowed for Requests for Reconsideration of Personnel Decisions before submitting the applications to the College Council.

## 7.9 Procedures for Tenure

- 7.9.1 When the Personnel Committee has been informed of college and university deadlines for submission of Tenure requests it will establish its own deadline for School of Theatre and Dance submissions, allowing adequate time for deliberation, and notify the faculty, at the soonest possible date, of that deadline.
- 7.9.2 After the deadline has passed, the Personnel Committee will review the applications received, make an assessment of each request, and subsequently recommend approval or denial of the request.
- 7.9.3 After the applications have been approved or denied by the Personnel Committee and the Director of the School of Theatre and Dance, the committee will notify each applicant of the results.

7.9.4 The Personnel Committee will wait for the specified time period allowed for Requests for Reconsideration of Personnel Decisions before submitting the applications to the College Council.

#### 7.10 Procedures for Evaluating Requests for Salary Adjustment

7.10.1 In accordance with University *Bylaws* 6.13, the Personnel Committee must be involved in all decisions regarding faculty salary adjustments that are made at the school level.

7.10.2 When the Personnel Committee and the Director agree to an adjustment in salary, the Director will implement the adjustment in a manner consistent with university and college policies and procedures. If the committee and the Director do not agree, every effort will be made for reconciliation prior to referral to higher authority.

#### 7.11 Reconsideration Procedures

7.11.1 A faculty member requesting reconsideration of a personnel recommendation shall submit a request in writing to the Personnel Committee chairperson with additional information and arguments to be considered in the reconsideration.

7.11.2 A request for reconsideration must be presented in writing to the Personnel Committee chairperson within three (3) school days of the date of the conference meeting with the department chairperson.

7.11.3 Upon receipt of a request for reconsideration, the committee chairperson shall notify, in writing, the faculty member concerned of the date, place, and time at which he/she may appear before the committee to present his/her case.

7.11.4 At the reconsideration, the faculty member may supplement his/her previously submitted written statement with an oral presentation.

7.11.5 The committee response to the reconsideration appeal will normally be delivered in writing no later than three (3) school days following the

reconsideration; in some unusual cases a longer delay may be necessary. In that event the faculty member will be advised promptly in writing when the final written decision will be issued.

- 7.11.6 A faculty member who wishes further appeal on the findings of the School Personnel Committee to reconsider, may appeal to the College Council as provided in the University and College bylaws.

## 7.12 General Criteria for Initial Appointment, Promotion, Tenure, Retention, and Salary

- 7.12.1 General criteria for recommendations concerning promotion, tenure, retention and salary are described in the University *Bylaws* and in the College *Policies and Procedures*.

- 7.12.2 Specific criteria for appointment or promotion to each rank will depend upon the specific duties and responsibilities to which the individual faculty member is assigned. University regulations specify that appointment to all professional ranks presumes completion of "the formal education normally expected in the area of specialization." Except in exceptional circumstances, completed formal education for each teaching area is assumed to be as follows:

- 7.12.2.1. Theatre History, Literature, Criticism and Dramaturgy: an earned doctorate.

- 7.12.2.1 Performance, Dance, Directing, Choreography, Design, and Technology: Master of Fine Arts or equivalent professional experience.

- 7.12.3 The established criteria will be applied for initial appointment, promotion and/or tenure to each rank in the following manner.

- 7.12.3.1 Instructor: The rank of Instructor is appropriate for temporary faculty falling under the jurisdiction of the University Professional union contract. All stipulations and requirements of the Collective Bargaining Agreement with Northern Illinois University's governing board will dictate the policies and procedures for this rank.

7.12.3.2 Assistant Professor: The rank of Assistant Professor is appropriate for those who have completed the formal education normally expected in their area and specialization, and who demonstrate promise of leadership and professional growth through effectiveness in teaching and scholarly and/or artistry.

7.8.7.1 Associate Professor: The rank of Associate Professor is appropriate for those who give evidence that they are in the process of achieving professional recognition among leaders in their discipline through effectiveness in teaching and accomplishment in scholarship and/or artistry.

7.8.7.2 Professor: The rank of Professor is appropriate for those who have demonstrated excellence in teaching and significant professional accomplishment in scholarship and/or artistry beyond that expected of the Associate Professor.

7.8.8 In exceptional circumstances, as provided in the Board of Trustees regulations, the Personnel Committee will consider other qualifications in making its recommendations. It should be noted, however, that the committee cannot consider every case with some individual characteristics as an "exceptional circumstance."

## ARTICLE 8: CONSERVATION AND CURRENCY OF THE BYLAWS

8.1 Complete and accurate texts of each approved version of this document, including complete and accurate texts of all approved amendments and revisions and the date and manner of their approval, shall be kept for faculty consultation and review by the following parties and in the following locations:

8.1.1 By the Director of the School in the School office

8.1.2 By the Academic Area Coordinators in their respective offices

8.1.3 In other accessible locales as may be deemed appropriate

## ARTICLE 9: AMENDMENTS TO THE BYLAWS

9.1 Amendments to, or revisions of, these Bylaws shall be approved by a simple majority of the faculty eligible to vote, by means of a secret ballot conducted during a regularly scheduled faculty meeting.

9.1.1 Written notice of proposed amendments to, or revisions of, these Bylaws complete with current and proposed language changes must be distributed to the faculty at least two weeks prior to the faculty meeting at which they are formally presented.

9.1.2 No amendments to these Bylaws can be acted on during summer session.

9.2 All amendments shall be in accordance with the regulations of the College, the University and the Board of Regents of the Regency System of Universities.