

**Bylaws of the School of Theatre & Dance
Kathrine G. McGovern College of the Arts
University of Houston**

Article 1: Name of Organization

This organization shall be named the School of Theatre & Dance

Article 2: Composition of the School of Theatre & Dance

The School shall be composed of faculty and staff in disciplines of theatre and dance.

Membership

Voting membership shall consist of all full-time faculty.

Executive Committee

The Executive Committee of the School of Theatre & Dance shall consist of three (3) tenured members of the full-time faculty (one each from the Dance, Performance, and Design/Technology areas) plus one non-tenure-track member—all four (4) seats being elected by the full faculty.

Meetings of Faculty

Regular meetings of the entire full-time faculty shall occur no less often than once per month. Additional meetings will be called when necessary with no fewer than three (3) days' notification.

Quorum

A majority of the full-time faculty shall constitute a quorum.

**University of Houston
School of Theatre & Dance**

Bylaws

SECTION I: Composition of the Faculty

The faculty of the School of Theatre & Dance shall consist of all full-time professors, associate professors, assistant professors, and instructional/clinical faculty who shall have as their duties, at least in part, the teaching of theatre or dance at the University of Houston.

SECTION II: Director of the School of Theatre & Dance

The Director of the School of Theatre & Dance shall be elected/appointed as specified in the bylaws of the Kathrine G. McGovern College of the Arts.

SECTION III: Meetings of the Faculty

Meetings of the faculty of the School of Theatre & Dance shall be held monthly during each fall and spring semester. Special meetings may be called by the Director or by petition signed by twenty-five percent (25%) of the faculty. The faculty shall be notified and provided with an agenda of business to be considered at least three (3) days in advance of all meetings.

The Director shall preside over the faculty meetings. A secretary shall be selected at each meeting to keep minutes and distribute them to all members of the faculty. In the absence of specific rules adopted by the faculty, the proceedings shall be conducted according to Robert's *Rules of Order*.

SECTION IV: Committees

The standing committees of the School of Theatre & Dance shall include the following:

1. Area/Program Committees
2. Scholarship Committees
3. Tenure & Promotion Committee
4. Undergraduate Studies Committee
5. Graduate Studies Committee
6. Diversity, Equity, and Inclusion Committee
7. Executive Committee

In addition, *ad hoc* committees shall be appointed by the Director of the School or elected by the faculty. The Director of the School is an *ex officio* member of all committees of the School.

All members of the faculty shall be eligible to vote and to serve as members or officers of any Theatre & Dance Committee unless additional requirements are specified.

The Director, unless otherwise stated, shall appoint standing committee members at the beginning of each school year.

Officers of each committee, unless otherwise stated, shall be elected by each newly appointed committee at organizational meetings to be held during the week following the School elections.

Terms of office shall begin with the opening of the fall term and run for one (1) year or longer as set forth in these Bylaws or until successors have been selected.

All committees shall report to the faculty at least once in each fall and spring semester. Committee actions shall be subject to faculty review.

The Area Committees shall consist of all faculty within the varied areas of Dance, Design & Technology, Performance, and Theatre Studies. Area Committees shall consider and initiate proposals for new courses, any alterations in established courses, and catalog changes on the undergraduate and graduate levels. Said committees shall also recommend action to the faculty. Proposals shall be distributed in writing to the Theatre & Dance faculty at least three (3) working days prior to the faculty meetings at which they are to be considered.

There are three scholarship committees in the School: the Undergraduate Theatre Scholarship Committee, the Graduate Theatre Scholarship Committee, and the Dance Scholarship Committee.

The Scholarship Committees shall:

1. Establish criteria for awarding and renewing scholarships
2. Consider applications and award scholarships

The Tenure & Promotion Committee, when considering tenure-track cases, will consist of all tenured faculty. The Tenure & Promotion Committee, when considering NTT promotion cases, will consist of tenured faculty and NTT faculty of higher rank than the candidate. The chair of the committee for individual tenure/promotion cases will be appointed by the Director of the School. All tenure- and promotion-eligible candidates will be assigned a mentor in their first year. All candidates for tenure and/or promotion will submit appropriate materials for consideration by the committee. The committee will then provide an evaluation and recommendation in writing to the Director.

The Undergraduate Studies Committee shall consist of four (4) members of the Theatre & Dance faculty, including Dance, Design & Technology, Performance, and Theatre Studies, and shall be elected by their areas.

The Undergraduate Studies Committee shall determine the policies of the undergraduate programs in Theatre & Dance and recommend admission standards. The Undergraduate Studies Committee is made up of all heads of undergraduate programs in the School.

The Director of Undergraduate Studies shall be responsible in the areas of policy, academic standards, and curriculum development, call and preside at meetings of the committee, and be responsible for the administration of the policies of the Undergraduate Studies Committee.

The Graduate Studies Committee shall determine the policies of the graduate programs in Theatre & Dance and recommend admission standards. The Graduate Studies Committee is made up of all heads of undergraduate programs in the School.

The Director of Graduate Studies shall be responsible in the areas of policy, academic standards, and curriculum development, call and preside at meetings of the committee, be responsible for the administration of the policies of the Graduate Studies Committee, and make a summary report of the standing of current graduate students to the committee and the faculty each semester.

The Diversity, Equity, and Inclusion Committee shall consist of seventeen (17) members, including two Theatre faculty, one Dance faculty, one staff member, seven undergraduate students (two Dance majors, and five Theatre majors, one from each area), two graduate students (one from the MFA Performance and one from the MFA Design & Technology or MA Theatre Studies), and two BIPOC alumni (one Dance and one Theatre). Faculty will serve three-year terms. Staff and alumni will serve two-year terms. Students will serve one-year terms. Faculty representatives are elected by the faculty, the staff member is appointed by the Director, and students are elected by the student body they represent. Student representatives need to have been a School of Theatre & Dance major for at least one year prior to election. The BIPOC alumni representatives may be nominated by faculty and/or students and will be elected by the committee membership.

The Diversity, Equity, and Inclusion Committee shall serve as a conduit for information between the administration, faculty, staff, students, and alumni of the School of Theatre & Dance. The committee will meet once a month to address issues, suggest policy changes, and engage with our community. These efforts will focus on the school's desire to create a diverse, equitable, and inclusive environment for all. The DEIC's main charges will be to discuss and address SoTD culture, curriculum and programming, and recruitment and retention.

The Executive Committee shall consist of the Director of the School of Theatre & Dance (*ex officio*), one (1) tenured member of the Dance faculty, two (2) tenured members of the Theatre faculty (one each from the Performance and Design/Technology areas), and one non-tenure-track (NTT) faculty member of Associate or Full Professor rank. Each member shall be elected for a renewable three-year term with the terms so staggered that no more than two (2) members shall be elected each year. The Executive Committee will conduct the annual performance reviews and serve as an advisory committee to the Director. For annual performance reviews of Dance faculty, the Director of the Dance program will be brought in as a guest member of the Executive Committee in order to provide a fairer perspective on the evaluation of Dance faculty. Meetings of the Executive Committee shall be held at least monthly during each semester.

SECTION V: Amendment

These Bylaws may be amended at any meeting of the School of Theatre & Dance by the vote of a majority of all full-time faculty, provided that three (3) days' written notice of the proposed action is given.

SECTION VI: Enabling Clause

These Bylaws shall be in full force and effect immediately after adoption by the faculty of the School of Theatre & Dance.