

**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.

All members of the faculty shall be known as professors of Theatre & 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 tenured members of the full-time faculty as elected by the full faculty.

**Meetings of Faculty**

Regular meetings of the entire full-time faculty shall occur no less than once per month. Additional meetings will be called when necessary with no less 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 and 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 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 at least three (3) days in advance of all meetings and shall be provided with an agenda of business to be considered.

The Director shall preside over the faculty meetings. A secretary shall be elected annually by the faculty and shall keep minutes of each meeting 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 Committee
3. Tenure/Promotion Committee
4. Undergraduate Studies Committee
5. Graduate Studies Committee
6. 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 in late spring 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 held each year in the late spring. Results of such elections shall be transmitted to the faculty secretary.

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/Program Committees shall consist of all faculty within the varied areas of Dance, Production, Performance, and Theatre Studies. Area/Program Committees shall consider and initiate proposals for new courses, any alterations in established courses, and catalog changes on the undergraduate level. 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.

The Scholarship Committee shall consist of three (3) faculty members elected for one-year terms. The chairman of the committee will be appointed by the Director of the School.

The Scholarship Committee shall:

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

The Tenure/Promotion Committee will consist of all tenured faculty. The chair of the committee will be appointed by the Director of the School. All untenured candidates will be assigned a mentor in their first year. All candidates 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 five (5) members of the Theatre & Dance faculty, including Acting, Dance, Production, Education, and Theatre Studies, and shall be elected by their areas. The Director of Undergraduate Studies shall be appointed by the Director of the School of Theatre & Dance.

The Undergraduate Studies Committee shall determine the policies of the undergraduate programs in Theatre & Dance and recommend admission standards and curriculum and catalog changes to the Theatre & Dance faculty; such 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.

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. One (1) committee member shall be selected to serve as the School representative on the Kathrine G. McGovern College of the Arts Undergraduate Studies Committee.

The Graduate Studies Committee shall consist of four (4) members of the Theatre & Dance faculty, including Acting, Design & Technology, Education, and Theatre Studies, and shall be elected by their areas. The Director of Graduate Studies shall be appointed by the Director of the School of Theatre & Dance.

The Graduate Studies Committee shall determine the policies of the graduate programs in Theatre & Dance and recommend admission standards and curriculum and catalog changes to the Theatre & Dance faculty; such 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. The committee shall consider applicants for graduate fellowships and assistantships and recommend candidates to the Director of the School of Theatre & Dance for approval.

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 Executive Committee shall consist of the Director of the School of Theatre & Dance, one (1) tenured member of the Dance faculty, and two (2) tenured members of the Theatre faculty, with no more than one (1) representative from each Area/Program. The Executive Committee will conduct the annual merit reviews and serve as an advisory committee to the Director. Each member shall be elected for a two-year term with the terms so staggered that no more than two (2) members shall be elected each year. 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 members of professional rank in residence, 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.