

BYLAWS

OF THE DEPARTMENT

OF THEATRE AND FILM

[adopted by the Department, 7 January 1994]
[with semester changes added in January 2000]
[Amended November 2006]
[Amended Spring 2011 under CVPA]
[Amended Spring 2013 under CVPA & new college transition]
[Amended by the Department, 29 January 29, 2016 under CoCA]

The authority and power of the Department of Theatre and Film to take the actions set forth herein have been delegated and, in the ordinary course of events, will continue to be delegated from the Board of Trustees through the President and Officers of the University to the Department of Theatre and Film. With regard to curricular matters, such delegation has been further delegated from the Faculty Senate and Graduate Council to this College Council.

Nothing in these bylaws shall conflict with the University Council Constitution as approved by the Board of Trustees of the University. In the event of a conflict, the University Council Constitution and Bylaws shall prevail.

ARTICLE 1.

Name

The name of this department shall be The Department of Theatre and Film. When dealing with the college, the university, and the community at large, members of the department are encouraged to refer to the department using the full title, not the individual areas of the department.

ARTICLE 2.

Goals

The goals of the Department of Theatre and Film shall be

2. 1. To offer undergraduate education and training in Theatre and Film through liberal arts BA programs in Theatre and in Film/Video and minor programs of study in Theatre, Film/Video, and Theatre History and Criticism.
2. 2. To affirm the value of study of theatre and film/video as liberal arts, providing a firm educational foundation for various careers or personal and professional aspirations.
2. 3. To prepare today's theatre and film students to meet the challenge of a life of learning and investigation in their chosen art form by integrating the formal study of history and theory with practice.

2. 4. To demonstrate that theatre and film/video are integrally linked in the training of practitioners to enter today's art and entertainment fields;
2. 5. To promote the collaborative nature of the art forms of theatre and film to the community of the university, metropolitan Toledo, and northwest Ohio;
2. 6. To offer a strong, open and mutually-supportive collegiality among faculty, staff and students, while adhering to production practices that provide a model to students of the best of our art forms in the professional world.
- 2.7. To facilitate research in the fields of theatre and film/video.

ARTICLE 3.

Members

3. 1. Members of the department shall consist of current full-time and part-time faculty, full-time staff members, adjuncts, and superannuates.
3. 2. While University students, and particularly department Majors, are not official governing members of the department, the value of their input in matters of governance is recognized and encouraged. Department majors are particularly urged to attend faculty/staff meetings.
3. 3. Voting privileges are reserved to full time faculty members, of the department in all matters except personnel and curriculum. Voting in personnel and curricular matters are reserved to members of the Collective Bargaining Agreement [CBA] .

ARTICLE 4.

Officers

4. 1. The Chair is the chief administrative officer of the department and its programs.
4. 2. The Chair is appointed by the Dean of the College of Communication and the Arts. (For Chairperson's term of office evaluation, and re-appointment see Collective Bargaining Agreement [CBA] 7. 5 and the Bylaws of the College of Visual and Performing Arts).
4. 3. The Chair shall, in good faith, perform the duties prescribed by these Bylaws and in accordance with the parliamentary authority adopted by the department.
4. 4. The Chair is expected to be the educational leader of the department as well as its chief administrator. To the best of his or her ability the Chair is expected to objectively represent the views of the department to the administration, and similarly university policy to members of the department.
- 4.5. The Chair shall be assisted in the administration of the department by an Associate Chair. The Associate Chair shall be appointed from the tenured/tenure-track faculty of the discipline not represented by the Chair. Compensation for the Associate Chair is at the discretion of the Dean of the College.
4. 6. The Chairperson shall be assisted in the administration of the department by Program Heads and Area Coordinators for (1) Performance, (2) Design/Technology, (3) History and Criticism of Theatre, (4) Film and Media Studies, (5) Cinema Production. In conjunction with the Chairperson and departmental goals and procedures, area coordinators shall be responsible for curriculum, physical facilities, public

programming, supervision of student assistants, and equipment maintenance in their respective areas.

- 4.7. The Chairperson shall also be assisted by the departmental administrative managers in business, promotions and office operations, who shall have duties mainly in the areas of budget and publicity and a technical director and costume shop manager who shall have duties mainly in the area of theatrical production.

ARTICLE 5.

Meetings

- 5.1. There shall be regular meetings of the department to be held at a time and place deemed convenient for all members, from August to April/May inclusive unless ordered by the department or by the Chairperson.
- 5.2. The final meeting in April/May shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving annual reports from Area Coordinators and committees, for appointing committees for the succeeding year and for any other business that may arise.
- 5.3. Special meetings can be called by the Chairperson, by the Executive Committee, or by the Curriculum Committee or upon the written request of two-thirds of the full time faculty members of the department. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.
- 5.4. Fifty (50)percent of the full time faculty shall constitute a quorum.

ARTICLE 6.

Committees

6. 1. Standing Committees

The Department has the following standing committees: Personnel, Publicity, Awards/Scholarship, Budget/Advisory, Joint Interdepartmental Building, Season Selection, and Curriculum.

6. 2. Committee Composition

Department members are expected to serve on one or more department committees. The department Chairperson is an ex officio member of all department standing or ad hoc committees. Department committees shall be appointed each year by the Chairperson, in consultation with the members of the department except as noted below.

6. 3. Personnel Committee

In accordance with the CBA, only tenured faculty members may serve on the Personnel Committee. It shall be composed of no more than three such members. If there are no tenured faculty members in the department, full-time, tenure track faculty members of the college may be elected to the Personnel Committee.

Members of the tenure track bargaining unit shall elect the Personnel Committee annually in the fall. The elected members shall elect their own committee Chairperson.

The Personnel Committee shall annually review each untenured full time faculty member and forward its

evaluation and recommendations of each member's progress towards tenure to the department Chairperson.

The Personnel Committee shall also annually review faculty members for promotion, tenure, and merit salary increases, forwarding its evaluations and recommendations to the department Chairperson.

6. 4. Season Selection Committee

The Season Selection Committee will consist of at least three members selected from the full-time faculty: all directors from the performance area; one from the design/tech area; and one student member. The committee will receive proposals from faculty directors each fall for productions in ~~Doermann Theatre~~, the Center and Studio Theatres or optional performance spaces for the following year, including the summer terms. Following the department's Production Season Guidelines (see below), the committee shall recommend a season to the department and Chairperson. The committee will also review proposals from student directors for productions to fulfill requirements for their degree programs.

6. 5. Awards/Scholarship Committee

The Awards/Scholarship Committee shall each semester review applications for departmental scholarships and forward their recommendations to the department faculty and Chairperson. The committee also shall at the beginning of each spring semester solicit nominations for departmental awards. Following a review of the nominations, it shall present its recommendations to the department faculty and Chairperson.

6. 6. Executive Committee

The Executive Committee shall be composed of the department Chair, the Business Manager, two representatives from the Theatre and two representatives from Film. These representatives shall be senior faculty or Area Coordinators whenever possible. The department Chair and Business Manager shall annually prepare a draft budget prospectus for the committee's approval for the following year. The committee shall also meet at least once each semester to review the budget and recommend to the Chair changes or adjustments in the expenditure or allocation of departmental monies. This committee shall also convene on request to advise the department Chairperson on various issues relevant to the department or on matters of departmental policy, procedure, or practice.

6. 7. Joint Interdepartmental Building Committee

This committee shall be composed of at least two members from the Department of Music and two members from the Department of Theatre and Film. The committee shall meet at least once each semester to consider issues related to the overall maintenance and renovation of the Center for Performing Arts. It shall report its recommendations to the respective departments and Chairpersons.

6. 8. Curriculum/Assessment Committee

This committee shall consist of at least three faculty members, with both disciplines represented. The committee shall convene as necessary to review proposals to change, add, or delete courses of study from departmental degree programs, and to oversee the departmental assessment. It shall present its recommendations to the department faculty and Chair for approval.

6. 9. Ad Hoc Committees

The department Chairperson may appoint when necessary various ad hoc committees to address a

particular, usually single, issue, matter, or task relevant to the department. Thus, whenever a faculty or staff vacancy occurs the department Chairperson will appoint a Search Committee which shall follow the procedures enumerated below.

6. 10. Search Committee

A Search Committee is established to conduct a search for an individual to fill a particular faculty or staff position within the department.

Members of the search committee shall be selected by the department Chairperson from the full-time faculty who will also appoint the committee chairperson from the tenured faculty of the department. The committee's membership must be approved by the Institutional Diversity. All committee members must have taken the approved affirmative action search committee training. This process is approved by the Institutional Diversity.

When it is felt to be advisable or desirable, a search committee may include staff members, or students, faculty members from other departments, or even community members. Such members will serve on the committee ex officio, however. These members should have affirmative action search committee training.

The first task of the search committee is to review a position description for use in announcing the position. The chair is responsible for drafting the initial description as part of position requests to the dean. This position description will be shared with the faculty and scheduled for discussion. The description is subject to a vote of acceptance by the tenure track faculty. In addition to the timetable for the search including a closing date for applications, interview dates, and a decision dates are determined by the dean and the provost office.

The department Chair will post the announcement and appropriate information to the HR EPEF website. When the description has been approved, it will be distributed to the appropriate venues.

Materials submitted by the applicants will be posted to the EPEF website for Human Resources. The department Chair works with HR to maintain the site and to download appropriate material for the committee to review. A paper record may be maintained in the department office. The committee chair will work closely with the administrative assistant and the secretary to see that the files are maintained and that committee members review them at the appropriate time prior to the first meeting of the committee after the closing date.

The committee will review all applicants and develop a short list of the top applicants, not to exceed three persons. The committee will then bring this list, along with its summary review of all of the applicants, to the next available faculty meeting for preliminary discussion. At this meeting, the committee will be prepared to explain how they arrived at the short list of candidates, criteria used, etc., and further to explain in as much detail as possible about the three candidates. The tenure track faculty will vote on the short list, and if approved, will authorize the committee to invite the top two applicants to visit the university for an interview. Such voting may be held via web or email means when time and meetings are difficult to arrange. Should one of the top three candidates be local or have potentially very minor travel expenses, a third candidate (with the concurrence of the department Chairperson and the Dean) may be invited for an interview.

The committee Chair will set up a two-day interview routine with each candidate. The following parameters will be met:

- Meet with faculty and (when appropriate) staff members
- Meet with students
- If desirable, conduct a class, workshop, or give a lecture to the assembled department
- Meet with the Dean
- Meet with other faculty/administrators as appropriate

If the candidate is staying overnight, it is appropriate that the department Chairperson or the committee chairperson take the candidate to dinner.

If possible, the last meeting before departure should be with the department Chairperson and the committee Chair.

When all interviews are complete, the committee will meet to discuss and evaluate the candidates. When discussion is complete, the committee will make a recommendation to the faculty, to be presented at the next faculty meeting or via email report. The recommendation may take one of several forms:

- Recommend an individual to be approved
- Recommend more than one individual to the department
- Recommend that all candidates interviewed be rejected and a new search initiated

The **tenure track faculty only** may vote to accept the recommendation of the Search Committee, send the recommendation back to the committee for reconsideration, or reject the recommendation and initiate a new search. Such voting may be conducted via web or email means when time is limited.

When a candidate is chosen for the position, it will be the responsibility of the search Chair to write a final report, following the guidelines from Affirmative Action, for submission to the Chair. The Chair will complete a hiring report, as per Affirmative Action, and submit both report to Affirmative Action, and to the Dean's office for approval. The Chair will also complete the hiring recommendation within the EPAF site.

ARTICLE 7.

Workload Policy

7.1. General

The normal work load in the College of Visual and Performing Arts for a full time tenure track faculty member is three full courses each semester. The load for lecturers and visiting faculty is five full courses each semester. In this department, with a variety of courses of 2, 3 and 4 credits, this shall be interpreted to mean a normal load is three courses with a total of 12 credits for tenure track and five courses with a total of 15 credits for lecturer and visiting faculty. (See Workload Reduction below.)

7.2. Process of Establishing Individual Workload Contracts

The department follows the procedure for establishing individual workload contracts as described in the Collective Bargaining Agreement (CBA).

Teaching assignments are made by the department chair in consultation with the faculty member. Determination of faculty assignments is made on the basis of 1) appropriate academic degree or equivalent certification in the subject area and 2) professional experience in the subject area. The MFA and PhD in the subject area set the minimum standard.

Load assignments applicable to both teaching and research that might affect workload are made by the department chair (as producer) in consultation with the faculty member based on the needs of the programs. Determination of these production assignments are made on the basis of 1) appropriate academic degree or equivalent certification and 2) professional experience. The MFA, PhD, guild or union card set the minimum standard for such assignments.

7.3. Documentation of Professional Activity

End of year documentation of work involved in teaching, research and creative activity and service should include appropriate, relevant information as described in the Collective Bargaining Agreement (CBA), the College Elaborations on Tenure and Promotion, and the Departmental Elaborations on Tenure and Promotion.

7.4.1 Teaching Load Reductions for Tenure Track Faculty

Tenure Track Faculty pursuing an active research agenda intended to lead to publication shall have a one course load reduction (2-4 credit hours) during any semester when they are so engaged.

Engagement in creative or production work outside of the department's schedule or production season is encouraged, particularly if such activity enhances the individual's teaching function and contributes to the advancement of the art form. A load reduction may be requested for such activity.

For faculty in theatre or film/video, participation in the department production season as a designer, video director, stage director or lead actor is considered scholarly and creative activity. Faculty shall have a one course load reduction (2-4 credit hours) during the semester they are engaged.

For film and video production faculty, the maintenance of equipment is considered essential to both their teaching and their creative activity. These faculty members shall receive a one course load reduction each academic year.

Faculty pursuing research and creative activities are encouraged to apply for grants from appropriate sources. Grant initiatives and awards shall be considered a positive achievement for a faculty member. A grant award may lead to a load reduction.

No faculty member's teaching load may be reduced by more than one full course per semester unless there are certain special circumstances and then only with the agreement of the Dean of Visual and Performing Arts. All workload decisions are reviewed by the Dean and the Provost offices.

7.4.2 Teaching Load Reductions for Lecturer Faculty

Lectures are not part of the research faculty and are expected to teach a five course load per semester.

Engagement in creative or production work outside of the department's schedule or production season is encouraged, but no load reduction is permitted.

For lecturers in theatre or film/video, participation in the department production season as a designer, video director, stage director or lead actor is considered scholarly and creative activity. Lecturer faculty shall have a one course load reduction (2-4 credit hours) during the semester they are engaged. Such reductions are subject to the approval of the department chair and the dean of the college.

Department workload assignments are made by the department chair in consultation with the lecturer. Lecturers requesting a workload reduction must demonstrate they are certified or have the appropriate degree in the subject area to warrant workload reduction. All workload decisions are reviewed by the Dean and the Provost offices.

7.5. Student Advising

All faculty are expected to advise students, both formally and informally. In our department, this is considered a normal part of the teaching load and no course load reduction is allowed.

7.6. Merit Evaluation

A scale of 0-5 will be used to assign merit evaluations as specified in the CBA. The following is the department interpretation of this scale:

- 0 Failure to meet the goals of the Annual Faculty Workload Agreement**
- 1 Minimally meeting the goals of the Annual Faculty Workload Agreement.**
- 2 Meeting the goals in an acceptable fashion**
- 3 Exceeding the goals in an acceptable fashion**
- 4 Meeting the goals in an exemplary fashion**
- 5 Exceeding the goals in an exemplary fashion**

Personnel Committee Merit Evaluations will be accompanied by a short statement of explanation and be submitted to the Chairperson. As specified in the CBA, Chairperson shall make his own recommendation and forward it along with the department's personnel committee merit evaluations to the College Committee on Academic Personnel (CCAP) and the Dean.

ARTICLE 8.

Use of Theatre Production Equipment and Facilities

- 8.1. Theatre production equipment and facilities (costume, scenic, lighting, and sound) are reserved for registered university students and faculty engaging in research, theatrical production, and independent projects sponsored by the Department of Theatre and Film. Any exception to this general policy must receive permission of the technical director and the permission of the department chair. All users must follow the policies and procedures for equipment and facilities usage as established by the department.
- 8.2. Film/Video equipment and facilities are reserved solely for registered university students engaged in film/video production course or independent project offered by the Department of Theatre and Film. All users must follow the policies and procedures for equipment and facilities usage established by the department.

ARTICLE 9.

Parliamentary Authority

- 7. 1. The rules contained in the current edition of Robert's Rules of Order shall govern the department in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the department may adopt.

ARTICLE 10.

Amendment of Bylaws

- 8. 1. These Bylaws can be amended at any regular meeting of the department by a two-thirds vote of the department membership provided that the amendment has been submitted in writing and distributed with the announcement of the meeting. The exact wording of the amendment is required for the announcement.