

**BYLAWS
THE DEPARTMENT OF MUSIC
UNIVERSITY OF DELAWARE**

These Bylaws may be amended by the written vote of two-thirds of the voting faculty of the Department of Music.

I. ORGANIZATION

A. ADMINISTRATION

1. The Department Chairperson¹

a. Appointment

1. The Dean, following University procedures, shall appoint a search committee to nominate candidates for Chairperson.
2. The search committee shall report its final recommendations to the full faculty of the Department, and through a democratic process, faculty with voting privileges shall also make recommendations. The appointment shall be made by the Dean in the form of an offer to the selected candidate.

b. Term of Office

In accordance with University regulations, the Chair shall be appointed by the President, normally for a five-year term, upon the recommendation of the Dean and the Provost. The appointment is renewable at five-year intervals pending review.

c. Duties

The Chair, as chief executive officer of the Department, is responsible for administering policies and procedures of the University and of the Department, and for representing the Department within the institution and in the profession at large. In addition, the Chair is responsible for:

1. Recruitment
2. Program Development
3. Budget and Allocations Management
4. Retention of department faculty and advancement of faculty excellence in the three major areas of teaching, research (scholarly/creative activity) and service

¹Based upon the University Document, "Policy Guide for Department Chairs and Academic Program Directors."

5. The proper administration of faculty workloads² as based on individual abilities of faculty members and department, college, and university needs. Periodic appraisal, development, and planning of workloads must involve personal interviews with all faculty members in the Department and occur at least annually

2. The Associate Chair

The Associate Chair is a faculty member who is appointed by the Chair with duties such as the following:

- a. To assume responsibilities of the Chair when the Chair is unavailable
- b. To oversee all affairs concerning scheduling of courses
- c. To oversee all aspects of the Sophomore Review process
- d. To Chair the Curriculum Committee and ensure that decisions recommended by the committee and approved by the Department are carried through
- e. To monitor and update Curriculum Sheets (outlined requirements for each major and minor area of study)
- f. To monitor and update the Student Handbook on the basis of faculty actions
- g. To perform any other duty as assigned by the Chair

3. Coordinator of Graduate Studies

The Coordinator of Graduate Studies is responsible for administering the policies and procedures approved by the Committee on Graduate Studies, overseeing the application and admissions process for graduate students, advising graduate students on curricular matters, acting as a liaison between the Graduate Studies Office and the Department of Music, and acting as an advocate for graduate students.

B. STAFF

The Department maintains a variety of professional and salaried staff positions. These include clerical, financial, programmatic, and technical duties. Individuals within these categories may be offered teaching responsibilities as skills and credentials permit.

C. FACULTY

1. Full-Time Faculty

A faculty member with a 100% appointment (full-time administered load). The appointment may be for tenure-track or non-tenure-track faculty members. (see University Handbook for Faculty, "Conditions of Employment" Section III).

² For additional information, refer to the University of Delaware Collective Bargaining Agreement regarding Faculty Workload.

2. Part-Time Faculty

A faculty member with less than a 100% appointment. (see University Handbook for Faculty, “Conditions of Employment” Section III).

Type 1: “temporary” faculty or non-recurring. An S-Contract is issued each year for a one-year period.

Type 2: “permanent” faculty who are not full-time (i.e., whose appointment is less than 100%).

D. DEPARTMENT AREAS

The faculty of the Department of Music is organized into five areas. Some faculty may have duties in more than one area. The Chair appoints a coordinator for each area subject to bi-annual review by the area faculty. Neither the Chair nor the Associate Chair may assume the duties of coordinator for one of these areas.

The duties of the Area Coordinator include serving as a liaison between the area faculty and the Chair. The Area Coordinator will convene and chair meetings of the area as needed. He/She will assist in the writing of various reports as needed and serve on the Executive Committee. The Area Coordinator will not serve as work supervisors of the faculty. The Area Coordinator may serve on a faculty review team as a faculty member only.

The areas and their constituents are listed below.

a. Instrumental area

- Faculty who teach Private Study of any wind, percussion, or string instrument
- Conductors of all large instrumental ensembles and jazz ensembles

b. Keyboard area:

- Faculty who teach Private Study of any keyboard instrument, or harp
- The Faculty Accompanist
- Faculty who teach accompanying and class piano

c. Vocal area:

- Faculty who teach Private Study of voice
- Conductors of all vocal ensembles
- Faculty who teach in the Opera Workshop program
- Faculty who teach vocal/choral area courses

d. Theory/Composition & History area:

- Faculty who teach courses in music theory, composition, music history, and music literature

e. Music Education area:

- Faculty who teach courses in music education
- Faculty who supervise student teachers

E. DEPARTMENT COMMITTEES

1. Executive Committee

The Executive Committee serves as an advisory committee to the Chair of the Department and makes recommendations to faculty and students (see page 3 of the Handbook). It is composed of the coordinators of each of the five areas, plus two additional faculty members who are elected by the full voting faculty. Each of the elected members serves a two-year term. The terms of these elected members are to be staggered. The chair is elected by the members for a one-year term and may serve no more than two consecutive terms. The chair is elected at the beginning of the academic year.

2. Promotion, Tenure, and Review Committee

The Promotion and Tenure Committee is composed of all tenured faculty members of the Department, with the exception of the Chair. The charge of the Promotion, Tenure and Review Committee is to report to the Chair an evaluation of candidates for periodic peer review, promotion and/or tenure, and to enforce, and when necessary, amend Music Department Promotion and Tenure Document. The committee operates under the guidelines set forth in that document, as well as the relevant sections of the University Handbook for Faculty. Subcommittees may be formed as needed to help candidates prepare their dossiers. Candidates for promotion are excluded from deliberation and voting on their own application. The chair of the committee is elected by a simple majority of the members of the committee.

3. Curriculum Committee

The Curriculum Committee addresses issues relating to the curriculum of the various undergraduate and graduate programs within the Department of Music. All recommendations by the Curriculum Committee must be approved by the full voting faculty, and, when appropriate, sent to the Educational Affairs Committee of the College of Arts and Science for ratification. The Curriculum Committee is composed of five faculty members plus the Associate Chair of the Department, who chairs the committee and serves in an ex-officio capacity.

4. Committee on Graduate Studies

The Graduate Studies Committee addresses issues relating to the graduate programs in the Department of Music, including reviewing applications for admission, determining admissions standards, developing graduate curricula (which must be approved by the Curriculum Committee), holding final oral exams and thesis defenses, and distributing scholarship money to graduate applicants. (Marching Band assistantships are funded by the Dean's Office and are to be allocated by the Marching Band Director). The Graduate Studies Committee is composed of four faculty members plus the Coordinator of Graduate Studies, who chairs the committee.

5. Recruitment, Admission and Scholarship Committee

The Recruitment, Admissions, and Scholarship Committee, in consultation with the music faculty, determines the Department's recruiting priorities based on specific vocal, instrumental, and ensemble needs. The Committee is also responsible for making scholarship recommendations based on the results of the admissions auditions. The recruitment, Admissions, and Scholarship Committee is composed of five faculty members plus the Coordinator for Recruitment, Admissions, and Scholarship, who serves in an ex-officio capacity. The chair is elected from among the five faculty members on the committee.

6. Music Resources and Technology Committee

The Music Resources Committee advises and consults with the Chair on matters relating to the facilities and resources of the Department of Music, including buildings, instruments, computers, and other technology resources. The Music Resources Committee is also responsible for completing UNIDEL grant applications. The committee is composed of the Music Resources Supervisor, the Manager for Music Technology, the Program Coordinator plus four additional faculty members. The chair is elected by the membership.

7. Ad Hoc Committees

In addition to the six standing committees defined above, the Department of Music also has ad hoc committees to accomplish special projects or organize important performance events in the Department. These include, but are not limited to, the New Music Delaware Committee and the Student Concerto/Aria Competition Committee. The membership and chairmanship of each ad hoc committee are determined by the Department Chair.

II. POLICIES AND PROCEDURES

A. FACULTY AND COMMITTEE MEETINGS

The Department of Music holds Departmental Faculty Meetings on a regular basis. These meetings are normally scheduled for the second Tuesday of each month during the Fall and Spring semesters. If the Chair determines that there is insufficient business to warrant a meeting during any given month, he/she has the right to cancel the meeting. The Chair also has the right to schedule additional faculty meetings. The usual order of business shall be as follows: approval of minutes, committee and Senate reports, old business, new business, announcements.

B. FACULTY MEETINGS VOTING PRIVILEGES POLICY

1. The following Department of Music Personnel shall have a right to vote in the University of Delaware Department of Music Faculty Meetings.
 - a. Full-Time Faculty
 - b. Professionals with a regularly recurring teaching assignment
 - c. Part-Time Faculty members with 4.5 credit-contact hours or more in any given semester
2. All music department personnel are encouraged to attend Faculty Meetings and provide input.
3. Voting status can be extended to any individual employed by the Music Department of the University of Delaware by a two-thirds vote of those eligible to vote.
4. Fifty percent plus one of the voting memberships shall constitute a quorum. The faculty shall abide by its own rules or procedure, but in cases where it has adopted no explicit rules, or where interpretation of rules is in doubt, Robert's Rules of Order Newly Revised shall govern.
5. Only Full-Time, Tenure-Track Faculty members will participate in the following:
 - a. Nomination and election of College and University Senators;
 - b. Discussion and action on AAUP matters;
 - c. Discussion and action on promotion and tenure policies and procedures.
6. Any voting member who has two unexcused absences in a given semester ceases to be a voting member for that semester.

C. DEPARTMENT LOAD CREDIT

1. Workload Policy for the Department of Music

The Department of Music, consistent with university practice and the Collective Bargaining Agreement, maintains a policy of administered workloads to encourage and support the scholarly/creative activities of its faculty and to allow for the service contributions of the faculty within and without the Department.

2. Composition of Workload for Tenure-Track Faculty

The typical administered workload for tenure-track faculty is 9 credit hours or 13.5 teaching contact hours per semester. It is expected that this teaching load will amount to approximately 75% of the individual faculty's efforts for the semester, with the remaining 25% of effort focused on scholarly/creative activities and service to the department, college, university, and the wider community. The level and quality of this service and scholarly/creative effort will be consistent with the guidelines set forth in the Department's Promotion and Tenure document.

3. Variation of Workload for Tenure-Track Faculty

The Department recognizes that there will be variations in the typical administered load to account for greater or lesser emphasis on scholarly/creative and service activities at various stages in a faculty member's career and to reflect the talents and contributions of each faculty member. All variations will be negotiated with the Department Chair in advance of the academic year. These negotiations will be guided by the needs of the individual faculty member and will reflect the specific activities planned for that year and the instructional needs of the Department. Such agreements may be renegotiated as needed to account for changing needs of the faculty or the department. Faculty members with administrative duties will receive a course reduction commensurate with the level of these duties as negotiated with the chair.

4. Calculation of Workload Credit

The Department of Music offers instruction under various circumstances, ranging from individual private study to large multi-section courses. Load credit for various teaching activities will be calculated in the following manner:

a. Applied Instruction

1. Private - .5 load credit per contact hour
2. Class/Group - 1 load credit per contact hour
3. Repertoire class – 1 load credit per contact hour

b. Classroom

1. Graduate Lecture - 1 load credit per contact hour
2. Undergraduate Lecture - 1 load credit per contact hour
3. Lab-type (aural; methods) - 1 load credit per contact hour
4. Add-on second writing and honors sections - add 1 load credit per 3-hour course to total 4 credits
5. Clinical Studies - 4 load credits per 3 credit course (MUED 279, 379, 479)

c. Ensembles

1. Marching Band - 8 load credits per fall semester
2. The load credit for MU 321 and 621 shall be $.83 \times$ contact
3. For ensemble directors who are full-time tenure track faculty, load credit shall be determined by the faculty member under one of the two options below:
 - i. clock hours of scheduled class meeting time are equal to credit-contact load units when the ensemble director considers this activity to fall completely under teaching.
 - or
 - ii. clock hours of scheduled class meeting time are multiplied by $.83$ when the ensemble director considers performances by the ensemble to be a part of scholarly/creative activities.

d. Faculty Ensembles

2 load credits per ensemble per semester

e. Other

1. Independent Study, Thesis Supervision, Internship Supervision - $.5$ load credit per weekly contact hr.
2. Student Teaching Supervision - $.25 - .5$ load credit per contact hour ($.25$ per faculty member when the student must be supervised by 2 different faculty members)
3. Music Education Seminar – 1 load credit
4. Opera Workshop - 3 load credits per semester

f. Part-time Faculty

Part-time faculty shall negotiate their teaching load credit with the chair.

5. Composition, Variation, and Calculation of Workload for Non-Tenure-Track Faculty

The workload for a non-continuing full-time non-tenure track faculty will comprise 12 credit hours or 18 teaching contact hours per semester.

The composition and variation of workload for full-time continuing non-tenure track teaching faculty will reflect the guidelines above for tenured and tenure-track faculty. Individual loads will be negotiated with the Department Chair taking into account the guidelines of the Department Promotion and Tenure document as well as the instructional needs of the department and to reflect the talents and contributions of each faculty member.

The workload for faculty with 9 plus 2 appointments will follow the above guidelines for the 9-month portion of their contract. For the 2-month portion of their duties their workload will comprise activities negotiated with the Department Chair and consistent with the details of their letter of appointment.

Workload credit for various types of instruction will be calculated using the guidelines outlined above.

6. Course Reduction for Sponsored Programs and Instructional Buy-out.

Workloads in the Department of Music may be reduced for an individual involved in a sponsored program or eligible for instructional buy-out from external funds. Such reductions in workload will be consistent with the demands and restrictions of the sponsoring agency and with the instructional buy-out guidelines of the College of Arts and Science.

D. COURSE EVALUATION

The Department of Music values teaching and defines excellence in teaching as “demonstrated commitment, development, and effectiveness.” (Department Promotion and Tenure Document, page 3). Because student evaluations can provide one measure of a teacher’s commitment, development, and effectiveness, the Department of Music expects all instructors to utilize student evaluations each semester for courses with enrollment of seven or more students. The Department of Music Course Rating Form is recommended, and can be found in the Faculty Handbook.

E. EVENTS INVOLVING STUDENTS, SCHEDULE DURING FINALS WEEK

Faculty members may not schedule performing events involving student participation on campus or off campus during finals or reading days.

F. COPYING OF PUBLISHED MUSIC

The Music Department complies with all conditions and regulations as set forth by the Copyright Act of 1976, including those pertaining to the conditions of photocopying under the provisions of “fair use.”

G. DEPARTMENT OF MUSIC PERFORMANCE SERVICES

The Department of Music does not provide booking services for background music. Requestors are referred directly to appropriate faculty who are free to negotiate their own fees. Requestors who ask for student performers are asked to send us a written notice, which will be posted on the student opportunities board with the requestor listed as the contact number. All arrangements for payment of service are the responsibility of the performer.

A limited number of specific on-campus performances are arranged by the Department of Music. These include: Honors Day, Convocations and Commencements. Fees are determined by the ensembles and contract arrangements are made by the Department.