

DEPARTMENT OF THEATRE
BY-LAWS

I. The Chairperson

A. Appointment

Subject to the procedures established by the President of the University, the Provost, and the Dean of the College, the department shall participate in the appointment process by presenting its recommendation for Chairperson to the search committee. Such recommendation shall require a majority of those voting at a duly constituted department meeting.

B. Term of Office

In accordance with University regulations, the Chairperson 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 for like periods.

C. Duties

The Chairperson, as chief administrative officer of the department, is responsible for communicating and administering policies and procedures of the University and of the department, for developing and organizing courses of study, and for representing the department within the institution and in the community and profession at large.

D. The Associate Chairperson

The Associate Chairperson shall be appointed by the Chairperson and shall perform those functions assigned by the Chairperson. In the absence of the Chairperson, the Associate Chairperson shall assume responsibility for the administration of the department. The Associate Chairperson administers the undergraduate programs of the department and shall receive undergraduate student complaints in accordance with the University's undergraduate student grievance procedures.

E. The Professional Theatre Training Program Director

The Director of the PTP shall be appointed by the Chairperson and is responsible for the administration of the PTP.

F. The Professional Theatre Training Program Associate Director

The Associate Director of the PTP shall be appointed by the Director and shall perform those functions assigned by the Director. In the absence of the Director, the Associate Director shall assume responsibility for the administration of the program.

II. The Department Meeting

A. Meetings

1. The department shall hold at least one meeting every semester.
2. The Associate Chairperson, or any other person designated by the Chairperson, shall serve as secretary for department meetings.
3. Meetings may be called for special purposes by the department Chairperson or by a call of one-fourth of the voting members of the department upon petition to the Chairperson. Such special meetings shall consider only the business for which they are called.
4. The meeting shall follow an agenda prepared by the Chairperson and circulated in advance by the Chairperson. Any voting member of the department may, prior to a scheduled meeting, request that items be placed on the agenda. Such agenda items shall be considered as old business and may be brought to a vote at the meeting during which they are introduced. The faculty may discuss any new business introduced from the floor but may not take any action on new business. Such business shall be included on the agenda of
5. Persons holding full-time primary appointments in the department, as well as persons holding secondary appointments in the department, have privileges of attendance at and participation in all meetings.

B. Voting Privileges

1. Faculty holding primary tenured, tenure-track, and primary non-tenure-track appointments in the department have full voting membership and full voting privileges on all matters subject to general departmental review and decision.
2. Faculty holding terminal appointments (exchange professors, visiting professors, and other temporary full-time faculty) or secondary appointments in the department do not have voting privileges.

C. Voting Procedures

1. A quorum for any department meeting shall consist of one-half of the voting members of the department in residence.
2. Decisions shall be made by a majority vote of those present except for amendments to these Policies and Procedures. The Policies and Procedures may be amended

at a duly constituted department meeting by a two-thirds majority of those voting members present.

3. A mail ballot maybe requested by a one-third vote of those present. A secret ballot may be called for by any voting member present.

D. Decisions

1. The department meeting, by action of the voting membership, shall make binding decisions concerning all matters of department policy except:
 - a. those matters reserved to other persons or academic units by virtue of College or University regulations;
 - b. those matters specifically delegated by virtue of these Policies and Procedures:
2. Decisions of the Chairperson or any standing committee or search committee may be overturned: at a duly constituted department meeting by a two-thirds majority vote of those voting members present.

III. The Standing Committees of the Department

A. Personnel Committee

1. In accordance with the department's Renewal, Promotion and Tenure Guidelines (Attachment #1), a Personnel Committee shall be elected by the voting faculty at the first faculty meeting of the second semester.
2. Membership shall consist of five faculty holding continuing appointments, including at least one Assistant Professor (if available) and no fewer than one full Professor and three tenured faculty.
3. The Personnel Committee shall be responsible for the appointment of ad-hoc committees for consideration of promotion and tenure, peer review, and contract renewal of faculty.
4. For matters relating to renewal, promotion, and tenure, the Personnel Committee shall operate within the timetable specified in the department's Renewal, Promotion and Tenure Guidelines (Attachment #1).
5. For matters relating to peer reviews, the Personnel Committee shall operate within the timetable specified in the department's Peer Review Guidelines (Attachment #2).

B. Undergraduate Curriculum Committee

1. The Undergraduate Curriculum Committee shall review and consider matters relating to undergraduate education and shall receive and originate proposals for its development. It shall have the power to act on the alteration; addition, or deletion of individual undergraduate courses.
2. The membership of the Undergraduate Curriculum Committee shall consist of: the Associate Chairperson of the department (who shall act as chairperson of, the committee) and four full-time tenured or tenure-track faculty with undergraduate teaching responsibilities, appointed by the chairperson. Faculty members shall each serve a two-year term.

C. Professional Theatre Training Program (PTTP) Curriculum Committee

1. The PTTP Curriculum Committee shall review and consider matters relating to graduate education and shall receive and originate proposals for its development. It shall have the power to act on the alteration, addition, or deletion of individual graduate courses.
2. The membership of the PTTP Curriculum Committee shall consist of: the Program Director (who shall act as chairperson of the committee), the Associate Program Director, and the Area Heads of Acting, Stage Management, and Technical Production.

D. Professional Theatre Training Program (PTTP) Production Committee

1. The PTTP Production Committee shall consider matters relating to the productions of the PTTP to include, but not limited to, play choice, guest artists, budget, and schedule.
2. The membership of the PTTP Production Committee shall consist of: the Program Director (who shall act as chairperson of the committee), the Associate Program Director, the Production Manager, the Costume Director, and the Area Heads of Acting, Stage Management and Technical Production.

E. Budget Committee

1. The Budget Committee shall make recommendations to the department Chairperson regarding budget planning (long-term/short-term), Fellowship criteria, and Fellowship disposition to PTTP areas.

2. The membership of the Budget Committee shall consist of: the department Chairperson (who shall act as chairperson of the committee), the PTP Director (if different from department Chairperson), the Associate Chairperson, the Associate PTP Director (if different from Associate Chairperson), and two full-time tenured faculty members elected by the faculty. Faculty members shall each serve a two-year term. The Assistant to the Chairperson for Budget Planning and the Production manager shall serve as ad hoc members without voting privileges.

F. Safety Committee

1. The Safety Committee shall operate according to the guidelines of the University of Delaware Policy Manual, No. 7-2 (Attachment #3).

IV. Search Committees

- A. Search committees for both faculty and staff positions shall be appointed by the department Chairperson in accordance with University policy.
- B. Search committees are responsible for conducting their search in accordance with University policy and, upon completion of the search process, shall make recommendations to the department Chairperson for hiring.
- C. For faculty appointments (including secondary and joint appointments), the search committee shall serve as the designated subgroup of the faculty in making recommendations to the Chairperson for such faculty appointments.
- D. The Chairperson shall determine all adjunct appointments.

These by-laws were approved-by the Theatre Department faculty on December 11, 1995.