

**CENTRAL CONNECTICUT STATE UNIVERSITY**  
**DEPARTMENT OF MUSIC**  
**BY-LAWS**  
**(or Governance Policy)**

**ARTICLE I: DEPARTMENT OF MUSIC**

Section A: Definition of the Department:

The Department of Music consists of all faculty on continuing appointment with the rank of Assistant Instructor and above.

Section B: Faculty duties are primarily teaching, but may also include other duties such as administration, supervision, committee service, and directing musical organizations. Faculty members are expected to be productive in creative and professional activities and/or research, and performance.

**ARTICLE II: DEPARTMENT COMMITTEES**

Section A: General Policies

- 1) The department chair will be an *ex-officio* member of all departmental standing committees.
- 2) All committee representatives will be elected by majority vote of the full time faculty.
- 3) Election to Department Standing Committees will be held during the department meeting of the academic year prior to the deadline set by the administration for this decision.
- 4) Part-time faculty and student representatives may be appointed to assist committees when appropriate.
- 5) All Standing Committees shall bring recommendations to the faculty for their approval.

Section B: Function and Membership of Department Standing Committees

- 1) Student Standing Committee
  - a) Functions:
    - i) To evaluate and monitor student standing, academic standards and departmental policy.
    - ii) To process the selection of students for scholarships.
    - iii) To organize and conduct an active retention program.
  - b) Membership:
    - i) Membership will consist of a minimum of three elected faculty.
    - ii) Membership is limited to two-year staggered terms to provide continuity.

- iii) The membership should reflect a balance of faculty specialization (2 Music Education faculty, and 2 music).

2) Undergraduate Curriculum Committee

a) Functions:

- i) To oversee/evaluate curricular offerings and coordinate the formation of new undergraduate courses and programs for approval by the faculty of the department.
- ii) To oversee/evaluate program requirements for music majors, and minors.
- iii) To survey, evaluate and make changes in undergraduate course numbers and course descriptions when necessary.
- iv) To submit all required paperwork necessary for course and program changes and additions to the University Curriculum Committee.

b) Membership:

- i) Membership will consist of a minimum of three elected faculty.
- ii) Membership is limited to two consecutive two-year staggered terms.
- iii) A member of the Curriculum Committee shall represent the Department on the University Curriculum Committee.

3) Department Evaluation Committee (DEC)

a) Functions:

- i) To evaluate teaching members of the department for renewal, promotion, tenure, and professional assessment.
- ii) To make determinations in cases of promotion for outstanding merit or equivalency. The committee will submit its findings in written form to the faculty who made application.
- iii) To establish search procedures for new faculty appointments.
- iv) To process applications, interview, evaluate and determine acceptance or rejection of applicants for full-time faculty openings. For part-time hires, the Chair will act in consultation with a representative from the DEC.
- v) To process applications for sabbatical leave.
- vi) To solicit interest and determine nominations for faculty committee elections.
- vii) To recommend guidelines for promotion and tenure and revise when needed.

b) Evaluation Process:

The DEC will establish procedures for the various evaluations of full-time faculty members in accordance with Article 4 of the current Collective Bargaining Agreement between the CSUAAUP and the Board of Regents for the CSU System. Criteria established by DEC for applying for

promotion, tenure, and review, and procedures will be provided in writing to faculty no later than the third Friday of the third week of classes.

Evaluations of full-time faculty will include the following:

- i) Visitations by members of the DEC to observe each area of the discipline taught by the faculty member. Visitation should be of the entire class period.
  - ii) Student evaluations by means of the CSU Course Information Survey.
  - iii) The review of the DEC of supporting materials submitted by the applicant.
  - iv) An evaluative narrative produced in collaboration by the DEC for the applicant.
- c) The DEC will establish procedures for the various evaluations of part-time faculty members in accordance with Article 4 of the current Collective Bargaining Agreement between the CSU-AAUP and the Board of Regents for the CSU System. Evaluations of part-time faculty will include the following:
- i) Visitations by members of the DEC to observe each area of the discipline taught by the faculty member. Visitation should be the entire class period.
  - ii) Student evaluations by means of the CSU Course Information Survey.
- d) Membership:
- i) Membership will consist of a minimum of three elected tenured faculty.
  - ii) Membership is limited to a two-year term, in accordance with contract provisions.
  - iii) Members may serve no more than two consecutive terms.
- 4) Space and Facilities Committee
- a) Functions:
    - i) To determine the major needs for the maintenance and improvement of the Department's space and facilities, and to develop strategies to implement them.
    - ii) To evaluate working conditions as they relate to space and facilities, acting as a liaison between the CCSU's Department of Music and the University at large.
    - iii) To monitor the music library holdings.
  - b) Membership:
    - i) Membership will consist of a minimum of three elected faculty.
    - ii) Membership is limited to a two-year staggered term.
    - iii) Members may serve no more than two consecutive terms.
    - iv) If not a member of this committee, the library liaison will report as an ex-officio, non-voting member to this committee.

5) Graduate Committee

a) Functions:

- i) To consider degree requirements for graduate students.
- ii) To supervise and coordinate the formation and development of new graduate courses and curricular offerings for approval by the department.
- iii) To survey, evaluate and make changes in graduate course numbers and course descriptions when necessary.
- iv) To review and set policy for admissions to the Master of Science in Music Education program and to update the Graduate Catalogue.
- v) To review and set policy regarding the capstone requirements for the Master of Science in Music Education degree.
- vi) To review student issues such as, but not limited to, the following:
  - (1) rejection of application
  - (2) student progress or policy issues; and
  - (3) scholarships and awards.
- vii) To set and post meeting dates. The committee will meet at least once each semester and once in the summer during the Summer Music Institute.

b) Membership:

- i) Membership will consist of the Graduate Coordinator and a minimum of two elected faculty.
- ii) Membership is limited to a two-year staggered term.
- iii) A member of the Graduate Committee shall represent the Department on the University Graduate Committee.

6) Concert, Publicity, and Recruitment Committee

a) Functions:

- i) To investigate, initiate, and manage new/creative ways to promote the Department of Music to the student body, University, local community, and the state.
- ii) To investigate, initiate, and manage Department of Music publicity materials.
- iii) To seek and manage resources concerning the allocation of funds for Department of Music concerts and fora.
- iv) To organize, coordinate, plan and promote Department of Music activities, events, and concerts.
- v) To oversee and monitor recruitment activities of the Department of Music.

b) Membership:

- i) Membership will consist of a minimum of three full-time faculty.
- ii) Membership is not restricted to term limitations.

7) Assessment Committee

- a) Functions:
  - i) To collect and analyze data regarding departmental assessments, and report findings to the CCSU University Assessment Committee, accrediting bodies, and any other requesting entities.
  - ii) To report findings to the Department of Music faculty, and, as necessary, make suggestions for curricular changes.
  - iii) To modify departmental assessment tools as necessary.
- b) Membership:
  - i) Membership will consist of a minimum of three elected faculty.
  - ii) Membership is not restricted to term limitations.

Section C: Other Committees:

- 1) The Department will create and delete ad hoc and standing committees as necessary, and establish committee selection procedures by majority vote of the Department.
- 2) A committee composed of the music education faculty will evaluate final applications and conduct the interviews for applicants to the Professional Program.

**ARTICLE III: DEPARTMENT REPRESENTATIVE TO COLLEGE UNIVERSITY  
ORGANIZATIONS AND COMMITTEES**

Section A: Faculty Senate Representation

- 1) In compliance with the Constitution of the Faculty Senate, Article 3.1, the Department will elect one member for every fifteen members of the department or fraction thereof, following these guidelines:
  - a) The election will be held at the last Department meeting of the academic year preceding the term to be served.
  - b) The term of office will be for two years.
  - c) There are no term limitations.
- 2) An alternative senator will be elected concurrently with the senator to serve as a substitute at senate meetings when the senator is unable to attend.
- 3) In substantive matters that affect the Department of Music, Senators will consult with the chair and poll Department members for suggestions on policy and action in the Senate.

Section B: Representation to University Standing Committees

- 1) The Department will elect representatives to the Curriculum Committee, the Graduate Studies Committee, and other committees to which the department is directed to elect a representative.
- 2) The term of office will be for two years.
  - a) A member of the Department's Curriculum Committee will serve as a representative to the University Curriculum Committee.
  - b) Members may serve no more than three consecutive terms in accordance with university procedures.

Section C: Representation to the Bargaining Agency (AAUP)

- 1) Bargaining agency liaison representatives expedite communications between faculty and chapter officers and the State University bargaining agent. Responsibilities involve:
  - a) The distribution of newsletters and notices.
  - b) The answering of questions and complaints.
  - c) The referral of individuals to appropriate bargaining agency officers and staff.
  - d) The gathering of faculty opinions, attitudes, ideas, and forwarding them to bargaining agency officers.
  - e) The term of office will be for two years.

Section D: Library Liaison

- 1) A faculty person to represent the Department in the purchase of library books and materials.
- 2) This person shall serve as an ex-officio member of the Department's Space and Facilities Committee.
- 3) There is no term limitation.

Section E: Election to University Organizations and Committees:

- 1) These elections will take place at the same time as the department committee elections during the Department meeting of the academic year prior to the deadline set by the administration for this decision.

**ARTICLE IV: DEPARTMENT ORGANIZATION**

Section A: Department consistency with Bargaining Agreement

- 1) Organization:  
In its organization, the department will be consistent with the Agreement.  
Specific references are listed below:

Article

4.2.2.2      grading

- 4.11,1-3 evaluation of teaching members
- 5.15 participation of instructional faculty in academic and personnel matters
- 5.16 departmental decisions expressed by majority vote
- 5.17 departmental responsibility for content and development of courses
- 5.21 department shall have by-laws
- 5.22 department shall keep minutes of meetings
- 10.9 faculty members' availability to meet obligations (Office Hours)
- 13.1 personal/religious leave
- 13.2 sick leave
- 13.4 maternity leave
- 13.7 Sabbatic leave

Section B: The Department Chair

- 1) The role of the chair - see Contract Articles 5.23, and 5.24

Section C: Grievances

- 1) Pursuant to the Agreement, specific channels exist for the expression of grievances. Note Article 1.5: Grievance Procedures (15.5 Formal Grievance Procedure)

**ARTICLE V: GOVERNANCE POLICY AND AMENDMENTS**

Section A: Department of Music By-Laws and Amendments

- 1) Adoption:  
The Department of Music's By-laws will become effective upon majority vote by the department in a regular department meeting during the academic year.

Section B: Revision or Amendment Procedures: See Article II, 5.2.1.

- 1) Written copies of proposed revisions or amendments will be delivered to personnel committee four weeks prior to department meeting.
- 2) Revisions or amendments will be adopted upon acceptance by two-thirds of the full-time faculty.

**ARTICLE VI: DEPARTMENT OPERATING PROCEDURES**

Section A: Report to the Department

- 1) At the first meeting of the academic year, the chair will report to the faculty on the position of the Department of Music in collegiate matters. Matters of budget, student enrollment, changes in faculty, possible new directions or different approaches to educational concerns will be made known.

Section B: Faculty Teaching Schedules and Assignments

- 1) In scheduling classes and making course assignments the chair will consult with the instructional faculty in order to take full benefit of their interests and professional experiences.
- 2) After consultation with the faculty, the chair will recommend class sizes to the appropriate administrative officers.

Section C: Departmental Meeting Procedures

- 1) The chair will call and chair department meetings.
- 2) Agenda items for department meetings will be turned into the chair five working days prior to the meeting.
- 3) A secretary will take minutes at every department meeting. Minutes of the meetings should be in each member's mailbox within one week of the meeting.
- 4) Department meetings will be consistent with regulations specified in the latest edition of *Robert's Rules of Order*.

Section D: Departmental Standing Committee Procedures

- 1) Committee meetings will normally be open to department members interested in contributing to committee discussions. Only committee members will have voting privileges in committee business.
- 2) The chairs of standing committees will notify all department members of meeting times, dates, places and agenda at least five working days before the meeting.
- 3) The chairs of standing committees may call additional meetings of their committees when deemed necessary and appropriate.

Section E: Election Procedures

- 1) The term of department chair is three years. The election of the chair will take place at the same time as the committee elections, but one full year prior to the assumption of the position. This gives the future chair ample time to learn the duties of the position.
- 2) The nomination and election of the department chair will be by written ballot.
- 3) Nominations to office or standing committee by proxy will be in written form and signed, then submitted to the Department Evaluation Committee (DEC). The chair of the DEC will bring the proxy vote to the relevant meeting.
- 4) Proposed standing committee membership will be presented to the faculty with agenda of the penultimate faculty meeting of the academic year.
- 5) Election to standing committees will be held at the last full faculty meeting of the academic year.