

I. FUNCTION

The Department of Theatre at Central Connecticut State University functions through its Chairperson acting in concert with department faculty.

II. THEATRE DEPARTMENT MEETINGS

- A. Regular meetings shall be held twice per month during the semester. Meetings are called by publication of time, place and agenda seven days in advance.
- B. Department meetings are conducted according to the most recent edition of *Robert's Rules*.
- C. A quorum shall consist of a majority of the full-time faculty not currently on leave.
- D. The Chairperson's appointed representative may preside over a meeting if the Chairperson is unavailable.
- E. Special meetings of the department may be scheduled by the Chairperson, or in response to a petition from a majority of the department's full-time faculty.
- F. A faculty member will be assigned to record and distribute the minutes of each meeting.

III. DEPARTMENTAL EVALUATION COMMITTEE (DEC)

- A. The proceedings of the DEC shall follow the guidelines established in the current CSU-AAUP Collective Bargaining Agreement (or its successor) as well as those established by the Faculty Senate.
- B. Membership shall consist of three tenured members of the department elected in the spring, with the following provisos:
 - 1. Should fewer than three tenured members be available, or if the Department Chairperson finds that the deliberations of the DEC could benefit from the experience of an additional member, the Department Chairperson will work with the Dean to fill the DEC by identifying an outside tenured faculty member who can serve.
 - 2. The members of the DEC will elect one of their number to serve as Chairperson for the upcoming year.
- C. In making recommendations for renewal, tenure, promotion, and six-year review, the DEC will seek opportunities to observe members in the performance of their load credit duties (e.g., teaching classes, conducting rehearsals). Requests to observe a member under review must be received at least one week in advance.
- D. Tenured members of the department may recuse themselves from serving on the DEC for the upcoming year by notifying the Department Chairperson in writing.

IV. AD HOC COMMITTEES

Special committees may be appointed from time to time by the Chairperson to treat any special subject.

V. DEPARTMENT CHAIRPERSON

- A. The Department will elect a tenured member to serve a three-year term as Chairperson.
- B. In addition to the responsibilities outlined in the Collective Bargaining Agreement, the duties of the Chairperson include but are not limited to:
 1. serving as the production manager for the theatre, and
 - a) creating and publishing a production calendar for the upcoming season in consultation with the Department;
 - b) routinely publishing updates on the Department budget.
 2. assigning non-teaching load credit in accordance with the current side letter between the Department and the CCSU Administration;
 3. appointing and hiring student workers and University Assistants, in consultation with the Department;
 4. appointing search committees; and,
 5. coordinating outcome assessment.

VI. ARTISTIC DIRECTION

- A. The Department as a whole determines the artistic vision of the theatre program. Through its regular meetings, it determines the season and approves concepts proposed for each main stage show.
- B. The Department approves both the season and concepts at least two full semesters in advance. (For example, the 2017-2018 season should be determined by May 2016.)
- C. Once approved, the season selection shall be considered locked and may only be changed by a majority vote of the Department.

VII. FACULTY SERVICE

- A. The Department expects each full-time member to:
 - equitably share responsibility;
 - for committee service including Faculty Senate, Curriculum Committee, and as Recording Secretary for department meetings;
 - for advising student clubs in areas of their expertise; and
 - for ensuring a departmental presence at open houses, graduation, honors ceremonies, and other events as needed.
 - provide student outcome assessment data each semester.

Approved by the Department of Theatre on May 8, 2015.