SCHOOL OF MUSIC

ARIZONA STATE UNIVERSITY

HERBERGER INSTITUTE FOR DESIGN AND THE ARTS

BYLAWS OF THE SCHOOL ASSEMBLY

(DRAFT PROPOSAL)
School of Music
Arizona State University

Mission statement

The School of Music at Arizona State University strives to provide its students with a distinguished level of instruction and research opportunity, in service to creating an environment that enriches and enlivens the role of music in our society.

The School of Music is an accredited institutional member of the National Association of Schools of Music, housed within the Herberger Institute for Design and the Arts, at Arizona State University.
## Bylaws of the School of Music

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Bylaws

I. PREAMBLE

This document constitutes the bylaws of the School of Music at Arizona State University, providing for the organization and procedures by which and through which the School of Music may function within the range of its authority and responsibility, as prescribed by the laws of the State of Arizona, the policies established by the Board of Regents, including the conditions of faculty service, and the policies established by Arizona State University, including the Arizona State University Academic Constitution and Bylaws, and the Academic Affairs Policies and Procedures Manual (ACD Manual).

II. THE SCHOOL ASSEMBLY

A. Faculty Governance

1. The primary governing unit of the School of Music (hereinafter called the School) is the School Assembly (SA).

B. Purpose and Function

1. Members of the School Assembly participate in and share the responsibilities and obligations of governance of the School as provided for by the Arizona Board of Regents in ABOR Policy 6-201. In discharging its responsibility, the School Assembly shall be a collective voice for its members and be empowered to recommend on the establishment and content of all matters of School policy pertaining to educational policies and procedures, faculty and academic professional grievances, faculty and academic professional personnel, budgetary affairs, support services and all other matters affecting the role of the faculty and academic professionals in the School, as provided in ACD 112-01 and ACD 203-01. This shall be accomplished in a manner that assures the coordination and continuity of the affairs of the School, and promotes maximum communication and cooperation between the faculty, academic professionals, and the administration.

C. Relation of the School Bylaws to Other Governance Documents

1. This document is intended to be consistent with the documents listed in the Preamble. To the extent that there is any inconsistency between this document and the documents and policies listed above, the document and policies listed above shall prevail, as required by ABOR Policy 1-113 and ACD 111-02. To the extent that there is any inconsistency between this document and the governance documents of the Institute's schools or museum, or between this and other Institute documents, this document shall prevail, as specified by ACD 111-02.

D. Membership and Voting Rights

1. Membership in the School Assembly comprises voting and non-voting members. Voting members are those faculty who are members of the ASU Academic Assembly as defined in ACD 505-02 (i.e. all employees of the Arizona Board of Regents in teaching, research, or service whose notice of appointment is as lecturer, senior lecturer, instructor, assistant professor, associate professor, professor, clinical faculty, professor of practice, research faculty, or persons who are otherwise designated as faculty on the notice of appointment). Non-voting members are those academic appointees including faculty associates, year-to-year academic professionals, visiting faculty, and emeritus faculty. Non-voting members may attend open meetings of the School Assembly.

2. Faculty and Academic Professionals who are on Leave of Absence including sabbatical
leave do not have School Assembly voting rights during the period of their leave.

3. Faculty and Academic Professionals who are serving in administrative assignments have voting rights in the Assembly as long as at least 50% of their assignment remains in a department or program within the School.

4. Administrative appointees within the School of Music are \textit{ex-officio} members of the School Assembly without voting privileges.

5. Representative members of the School staff may also be invited to open meetings of the School Assembly. Although these individuals may be invited to offer their opinions before the School Assembly, they do not vote.

E. Authority and Responsibility of the School Assembly

1. The School Assembly shall possess all rights, privileges and prerogatives conferred upon it by the Board of Regents, the University administration, the governance documents of Arizona State University, and the administration of the Herberger Institute for Design and the Arts, as provided in \textbf{ACD 203-01}.

III. ACADEMIC REPRESENTATION

A. University Senate Delegation

1. Two Academic Senators shall be elected by the School of Music faculty for three-year staggered terms. The Academic Senators shall represent the School of Music at Herberger Institute for Design and the Arts meetings and at meetings of the University Academic Senate.

B. Personnel Committee

1. The Personnel Committee shall consist of five members, one from each of the four divisions and one at-large representative. One member from each of the four Divisions of the School of Music shall be on the Committee at all times, with the fifth member, the member-at-large, eligible to be chosen from any of the Divisions. Members shall be elected from the tenured faculty at the rank of Associate Professor or higher. Members shall be elected for three-year staggered terms and may not succeed themselves. Members of the School of Music Personnel Committee may not serve concurrently on another elected body within the University whose business includes evaluation and/or decisions related to faculty personnel actions.

C. Division Chairs

1. Division Chairs serves as elected representatives on the Advisory Council of the School of Music, reporting to the Director of the School, and are charged with the responsibility of conducting business within the areas of representation internal to the School of Music. Division Chairs will be tenured faculty, elected from within their respective Divisions, and will serve a three-year term.

D. The Advisory Council

1. The Advisory Council shall meet regularly with the Director to serve in an advisory capacity regarding School of Music matters. The Advisory Council shall consist of the Director, the Division Chairs, and the Director’s designee, who will serve \textit{ex-officio} as a non-voting member. Members shall serve as liaisons between the Director and members of their respective divisions.
IV. MEETINGS OF THE SCHOOL ASSEMBLY

A. The Director or the designee shall preside *ex-officio* as a non-voting member over meetings of the School Assembly.

B. Representation of over half of the voting members of the School of Music shall constitute a quorum. The base number shall exclude faculty on sabbatical, administrative or other leave, and faculty absent due to University business.

C. Unless a quorum is called for, a simple majority of those present and voting at meetings of the School of Music shall be sufficient for the adoption of all measures, except when specified in these bylaws.

D. An item of new business shall not normally be acted upon until the meeting following its introduction. However, with the approval of at least two-thirds of those present and voting, an item of new business can be discussed and acted upon during the course of a single meeting.

E. The Director shall appoint a Recording Secretary and a Parliamentarian to assist in the work of the School (Academic) Assembly.

F. Meetings shall be conducted in accordance with *Robert's Rules of Order* unless specified otherwise in the bylaws.

V. COMMITTEES OF THE SCHOOL ASSEMBLY

A. Committees of the School Assembly

1. Standing Academic Committees
   A. Personnel Committee
   B. Graduate Curriculum Committee
   C. Undergraduate Curriculum Committee
   D. Advisory Council

2. Ad Hoc Committees

B. Purpose

1. Standing Committees
   a. Standing Committees provide a structure for the generation of, processing of, and review of recommendations to the School Assembly and/or the Director regarding matters of faculty governance and other matters affecting faculty of the School.

2. Ad Hoc Committees
   a. Ad Hoc Committees conduct research and make recommendations on topics of interest to the School Assembly or the Director, and assist in the administration of the School by providing the expertise of the faculty in matters requiring their professional judgment. If a committee exists continuously for a period exceeding one year, an operating code for that committee must be developed and presented to the faculty for approval.

C. Policies and Procedures for the Governance of Committees of the School Assembly
1. The responsibilities, membership, participation, terms of office, and methods of voting for these committees shall be governed by the provisions outlined in the "Policies and Procedures" document, unless specified in this document.

D. The Personnel Committee

1. Purpose and Function
   a. The School of Music Personnel Committee fulfills the rights of the faculty as provided in ACD 111-01 to make recommendations through the representative voting process on matters of appointing, retaining, and evaluating faculty, and as a part of the tenure, promotion, and the post-tenure review processes. The committee may consider the granting of leave of absences.

2. Membership
   a. The Personnel Committee shall consist of five members as outlined in Article III, Academic Representation, item B, above.

E. The Graduate Curriculum Committee

1. Purpose and Function
   a. The Graduate Curriculum Committee is responsible for all requirements and policies pertaining to all graduate degree programs. As such it:
      (1) Reviews and makes recommendations on graduate academic program matters.
      (2) Establishes and upholds School policies concerning academic standards for graduate students.

2. Membership
   a. Each Division of the School shall provide one representative to the Graduate Curriculum Committee in accordance with the procedures outlined in the “Policies and Procedures” document, unless specified in this document. A Director’s designee will serve ex-officio as a non-voting member.
   b. Any voting member of the School Assembly is eligible to serve on the Graduate Curriculum committee.

F. The Undergraduate Curriculum Committee

1. Purpose and Function
   a. The Undergraduate Curriculum Committee is responsible for all requirements and policies pertaining to all undergraduate degree programs. As such it:
      (1) Reviews and makes recommendations on undergraduate academic program matters.
      (2) Establishes and upholds School policies concerning academic standards for undergraduate students.

2. Membership
   a. Each Division of the School shall provide one representative to the Undergraduate Curriculum Committee in accordance with the procedures outlined in the “Policies and Procedures” document, unless specified in this document. A Dean’s designee will serve ex-officio as a non-voting member.
b. Any voting member of the Academic Assembly is eligible to serve on the Undergraduate Curriculum committee.

G. The Advisory Council

1. Purpose and Function

   a. The Advisory Council shall meet regularly with the Director and serve in an advisory capacity regarding School of Music matters. Members shall serve as liaison between the Director and members of their respective divisions.

   b. The Advisory Council shall consist of the Director, the Division Chairs, and the Director’s designee, who will serve ex-officio as a non-voting member.

VI. AMENDMENTS AND REVISIONS TO THE BYLAWS OF THE SCHOOL ASSEMBLY

A. These bylaws may be amended, revised, or repealed by a two-thirds (2/3) majority, provided 40% of the members of the School Assembly vote.

B. As per ACD 111-02, amendments to the bylaws cannot be proposed and voted on in the same meeting.

VII. POLICIES AND PROCEDURES MANUAL


   1. A Policies and Procedures Manual shall be established and maintained.

B. Content of the Policies and Procedures Manual

   1. The Policies and Procedures Manual shall define procedures for the work of faculty governance in keeping with the contents of these bylaws.

C. Maintenance of and Amendments to the Policies and Procedures Manual

   1. The Policies and Procedures Manual shall be maintained by the office of the Director of the School of Music
   2. An oversight committee consisting of appointed members from the Advisory Council shall be charged during even numbered years with the responsibility to supervise, review, update and/or prepare amendments to the Manual.
   3. Amendments to the Manual will be presented to the School Assembly for consideration when the oversight committee deems it appropriate to do so.
   4. Status reports on the Manual are to be made to the School Assembly each academic year.