

**University of Delaware
Department of Art & Design
Bylaws**

This document describes the policies and procedures by which the Department of Art & Design, subsequently referred to as *the department*, of the University of Delaware operates to achieve its mission. Department policies, procedures and operations are subject to and consistent with those of the University and the College of Arts and Sciences.

1. Department of Art & Design Mission Statement

Making art is an expansive process that we foster through our teaching, scholarship, and service. We cultivate an inclusive atmosphere of diversity, discovery, experimentation, problem-solving, and creative thinking throughout these activities. The department has a special responsibility to develop individual and collaborative artistic practices as well as critical understanding of art and design. Our students and faculty are socially and culturally engaged artists and designers who comprehend and challenge definitions and assumptions with a wide spectrum of artistic production. We activate the future.

2. Membership in the Department and Voting Privileges

The membership of the department consists of the department chair and the faculty, a subset of which comprises the voting faculty.

The faculty consists of all persons who hold tenure-track and continuing track positions, research/teaching temporary positions, all persons who hold joint appointments in the department and who hold a faculty title, and all faculty members with emeritus status.

The voting faculty consists of tenured, tenure-track, continuing track and temporary faculty members who have appointments of 75% or higher within the department.

3. Responsibilities of the Faculty

The department faculty are responsible for producing quality creative research, providing innovative and effective teaching, and pursuing scholarly activities related to the department. This mission includes graduate and undergraduate education and relevant areas of service to the department, university, community and profession. The department faculty is responsible for developing a vision that informs the future growth and development of the department, and for periodically reassessing the department's vision. All new degree programs and changes in existing programs require the approval of the

voting faculty in the department. Some of the other rights and responsibilities of the faculty are outlined in the following sections.

4. Department Organization and Operation

4.1 Officers of the Department

- A. The Chair is the chief administrative officer of the department. Responsibilities include providing leadership to the department in achieving its mission; administering the policies and procedures of the University and the department; overseeing and determining allocation of the departmental budget and the use of departmental space; administering faculty workloads as based on the individual abilities of faculty members and department, college and University needs; conducting annual personnel appraisals; and acting as the primary representative of the department within the institution and in the profession at large. The Chair will annually present a financial report to the faculty, detailing departmental income and expenditure. The duties of the Chair are described in further detail in the University's Policy Guidelines for Department Chairs and Academic Program Directors. <http://www.udel.edu/provost/chr-ad/duties.html>

The Chair administers faculty workloads based on the individual abilities of faculty members and department, college, and University needs, including the assignment of faculty to particular curricular programs, e.g., Fine Arts, Visual Communications, and Graduate Faculty.

In accordance with university regulations, the Chair is appointed by the President, normally for a five-year term, upon the recommendation of the Dean and the Provost. The department participates in the appointment process by presenting its recommendation to the Dean's office. Such recommendation is advisory in nature and requires a majority of those faculty members voting at a duly constituted department meeting, provided that the majority is equivalent to more than half of the voting membership of the department. The appointment is renewable.

The Chair serves *ex officio* on all department standing and ad hoc committees. The Chair shall preside over faculty meetings.

- B. The Associate Chair is appointed by the Chair to an annual renewable term and performs those functions assigned by the Chair. These functions include coordinating and scheduling undergraduate and graduate curriculum, and handling undergraduate student complaints and grievances. The Associate Chair represents the Chair at meetings and events that the Chair is unable to attend. Other duties of the Associate Chair are negotiated with the Chair and communicated to the department.

- C. The Graduate Program Directors are appointed by the Chair to an annual renewable term and performs those functions assigned by the Chair. Responsibilities include coordinating graduate admissions and funding (in consultation with the Chair), coordinating and implementing graduate program curriculum issues, the scheduling of graduate course offerings in coordination with the Associate Chair, coordinating graduate advisement, handling graduate student complaints and grievances, and TA assignments (in consultation with the Studio Area Heads). Other duties of the Graduate Coordinator are negotiated with the Chair and shall be communicated to the department.

- D. Studio Area Heads are appointed by the Chair for an annual renewable term for each of the department's studio areas: Ceramics, Lens Media, Painting, Printmaking, Sculpture, and Visual Communications. Responsibilities include administering the area's operating budget, overseeing the facilities staff in maintaining related facilities, equipment, and supplies, and overseeing issues related to safety. Studio Area Heads make recommendations for adjunct and temporary faculty appointments in their area to the Department Chair, oversee graduate TA assignments and provide leadership for studio related curriculum direction and development in collaboration with the Associate Chair. In areas with more than one faculty member, the Studio Area Head is expected to communicate information and solicit input from other colleagues in the area. Colleagues are expected to support the Studio Area Heads as needed, such as attend meetings and assist with maintaining the studio facility.

- E. The Advising Coordinator is appointed by the Chair to an annual renewable term and performs those functions assigned by the Chair. Responsibilities include departmental undergraduate advisement for senior checkout, transfer credit, transfer students, art minors, and liaison to the College of Arts and Sciences Undergraduate Academic Services and Registrar's Office.

4.2 Department Committees

Robert's Rules of Order will be used as a framework to guide all departmental voting matters in meetings. Each committee meeting will be documented by written minutes; such minutes will be filed in electronic and hard copy forms with the department's Business Administrator.

4.2.1 Executive Committee

The Executive Committee is composed of five members of the faculty, each elected for a two-year term by a majority vote from within the voting faculty. The chair of the Executive Committee is elected by the members of the Executive Committee. The department Chair is a non-voting member of the Executive Committee. The primary function of the Executive Committee is to advise the department Chair concerning the

general administration of the department and to make recommendations to the faculty as a whole. Responsibilities include the oversight and coordination of all faculty peer reviews, the development and implementation of initiatives affecting research and educational activities of the department, long range strategic planning, the periodic review of departmental organization and documents (such as the bylaws), conducting an annual survey by faculty of department administrators and staff, and advising on space allocation and use of existing and new sources of funds.

4.2.2 Academic Affairs Committee

The Academic Affairs Committee is responsible for reviewing and coordinating all aspects of the department's undergraduate curricula. Any review of program, curriculum, or course content change will be directed to or start in this committee, which will then make a recommendation to the faculty as a whole. The Executive Committee will act as the Academic Affairs Committee.

4.2.3 Undergraduate Admissions Committee

The Admissions Committee is responsible for overseeing all undergraduate admissions procedures, policies and review of portfolios for new freshmen and transfer students. The chair of this committee is elected by the members of the committee. This committee also advises on practices and procedures regarding recruitment of students, student tours, and on-campus experiences by visiting students.

4.2.4 Promotion, Tenure and Peer Review Committee

Refer to the department's Promotion and Tenure document.

4.2.5 Graduate Program Committees

The Graduate Program Committees will consist of the Graduate Program Director and faculty as appointed by the department Chair for each graduate program. The Graduate Committees are responsible for prospective and current graduate students and the operation of the graduate programs. Responsibilities include reviewing graduate admission applications, periodic review of the program curricula, formulation of requirements for the graduate program subject to approval of the voting faculty, and enforcement of degree requirements. The Graduate Program Committees will decide as a whole about admission decisions of new students. In addition, the Graduate Program Committees provide advice to the Graduate Program Directors who makes recommendations to the department chair regarding fellowship and teaching assistantship awards for current graduate students. Other responsibilities include monitoring the recruitment efforts of the corresponding graduate program, advising graduate students, monitoring the progress of all graduate students and ensuring the quality of the graduate student body.

4.2.6 Safety Committee

The Safety Committee will consist of Studio Area Heads, the department Safety Officer, and the department Art Studios Coordinator as an *ex officio* member. The Chairperson appoints the chair of the committee. The committee will implement the University's Safety Regulations and recommend changes in department policy and practice in order to promote and enhance safety.

4.2.7 Visiting Artists & Designers Committee

The Visiting Artists & Designers Committee consists of faculty in balanced representation from all BFA and MFA programs, elected for a one-year term by a majority vote of the faculty. The chair of the committee is elected by the members of the committee. Responsibilities include coordinating the department's Visiting Artist & Designers Program, coordinating all aspects of department visits (unless otherwise indicated), and contributing to the development of related promotional materials and event publicity.

4.2.8 Exhibition Committee

The Exhibition Committee consists of faculty in balanced representation from all BFA and MFA programs, elected for a one-year term by a majority vote of the faculty. The chair of the committee is elected by the members of the committee. Responsibilities include coordinating the department's related exhibitions on and off campus (unless otherwise indicated), and contributing to the development of related promotional materials and event publicity.

4.3 Other Committees

Other standing or ad hoc committees may be formed as deemed necessary by the Chair or the executive committee. The Chair will appoint members of the committees. The department Chair will appoint the chair of ad hoc committees.

4.4 Department Meetings

All voting faculty members are expected to attend faculty meetings. The voting faculty shall meet as needed but not less than once a month. Special meetings may be called by either the department chair or at the request of the majority of the voting faculty. Each faculty meeting will have an agenda prepared by the department Chair. Voting faculty on sabbatical or leave may attend and participate in all faculty meetings. A quorum shall consist of a majority of the voting faculty who are not on sabbatical or leave; faculty members on sabbatical or leave do not count in determining a quorum. A quorum must be present at a faculty meeting for action to be taken to transact business.

Voting faculty may vote on all department matters, (and those unable to attend a meeting may submit proxy votes to the Chair or the Chair's representative). Faculty members on sabbatical or leave retain their voting rights. Except where otherwise specified, binding decisions require a simple majority of the voting faculty, whether in person, by e-mail, proxy, or paper ballot. Most departmental issues are decided by secret balloting, which may be requested by any voting faculty member without a justification of reason.

5. Appointments

5.1 Tenure-Track and Continuing Track Appointments

Ad hoc Search Committees, appointed by the department Chair, are responsible for administering the recruitment of new tenure-track and continuing track faculty. The Search Committees actively solicit the views of the voting faculty regarding the desired qualifications of candidates for open positions and formulate an advertisement to attract such candidates. The Search Committees review applications for the relevant position and identify finalists who are invited to campus for interviews. After each candidate's visit, the Search Committees solicit evaluations from the voting faculty, appropriate non-voting faculty, and students, and use these evaluations to formulate a recommendation that is presented to the voting faculty at a faculty meeting. A voting faculty member must attend at least one interview event for every on-campus interview candidate to participate in voting for the final candidate. The voting faculty of the department as a whole ranks the candidates and recommends a selected candidate to the Chair.

5.2 Adjunct Faculty

The Chair of the department appoints adjunct faculty members and will consult with the Studio Area Heads, Graduate Program Director, Associate Chair, or others as needed.

6. Amendment

These bylaws may be amended a duly constituted department meeting by a majority of voting faculty and are subject to the approval of the Dean, Provost, and the appointed representative of the AAUP of officers charged with approving such changes.

Approved September 2018