

**THE UNIVERSITY OF TEXAS AT EL PASO**  
**DEPARTMENT OF MUSIC**  
**BY-LAWS**

**I. NAME**

The name is the Department of Music in the College of Liberal Arts of the University of Texas at El Paso.

**II. FACULTY**

The Faculty of the Department of Music consists of Professors, Associate Professors, Assistant Professors, Visiting Assistant Professors, Senior Lecturers, Lecturers, Instructors, and Part-Time appointees. Participation in Department of Music electoral processes shall be by full-time faculty. As the responsible body in the teaching, research, and scholarly activities of the University, the Faculty has inherent interests and rights in academic policy and governance. The Faculty in the manner described below shall govern the Department of Music in its internal administration.

**III. OFFICERS**

**A. DEPARTMENT CHAIR**

**1. Term of service**

The term of appointment for the Department of Music Chair shall be 5 years.

**2. Duties**

The Chair of the Department of Music is the primary departmental administrator, with responsibilities as defined by the Institutional Supplement to the Regents Rules. The chair is responsible for the administration, stewardship, development, and academic standards of the Department of Music and for faculty recruitment, retention, and mentoring. The Chair shall appoint all other departmental administrators, who serve at the Chair's discretion. Recommendations from all departmental administrators are subject to review by the Chair. The Chair shall create ad hoc committees to assist in departmental work as needed. The chair serves ex-officio on all committees.

**3. Chair Selection**

The department chair shall be selected by the dean with the concurrence of the provost after an appropriate and inclusive search committee process. Department faculty need to be involved in the selection process, which includes engaging with the Dean on the needs and expectations of the department chair. The selection process needs to incorporate a search process to identify the best leader for the department. The Executive Committee shall oversee the selection of a new Chair, assuring that there is meaningful input from full-time music faculty. The Department Chair shall have the rank of Professor or Associate Professor with tenure.

**4. Evaluation**

The Executive Committee may address issues related to the Chair's performance of prescribed duties at any time. In the last year of the term the Executive Committee shall be a part of a thorough evaluation.

## **B. ASSISTANT CHAIR**

### **1. Duties**

The duties of the Assistant Chair shall consist of the administrative duties delegated by the Chair. The Assistant Chair shall serve as the chair of the Executive Committee.

### **2. Appointment**

The Chair shall appoint the Assistant Chair. The term of appointment shall be 1 year with the option to reappoint.

## **IV. AREAS**

### **A. DEFINITION**

The subunits of the Department of Music shall be called Areas. Each area will have its own coordinator. Changes in curriculum and in number of faculty may necessitate realignment in the number and nature of these Areas. The Executive Committee shall consist of the coordinators of the areas. Care should be taken that all components of the curriculum are represented on the Executive committee. The number of areas shall normally be 8 - 12.

### **B. MEMBERSHIP**

1. The membership of each Area shall consist of all Department of Music Faculty assigned to that particular Area by the Department Chair.
2. Every member of the Department of Music Faculty must be a member of at least one Area.
3. Any member of the Department of Music Faculty may become a secondary member of one or more Areas.

### **C. AREA COORDINATOR**

#### **1. Duties**

- a. Each Area shall have a Coordinator whose duties shall include convening and chairing Area meetings and communicating the advice and recommendations of the Area to the Department Chair.
- b. Each Coordinator shall oversee the course offerings and teaching assignments of the Area and make recommendations to the Department Chair.
- c. Each Coordinator shall oversee appropriate teaching evaluations of instructors in the area and provide feedback to the Chair and to the faculty members in the area.

#### **2. Appointment**

- a. The Department Chair shall appoint the Area Coordinator.

#### **3. Term**

- a. Area Coordinator shall serve a term of 1 year and may be reappointed.

### **D. PROMOTION AND TENURE ACTIONS**

Areas shall be responsible for recommendations concerning appointments within their Area. All tenured faculty will evaluate the candidates applying for promotion and tenure to Associate Professor. The Assistant Department Chair will administer this process. Faculty applying for Promotion to Full Professor will be evaluated only by faculty holding the rank of Full Professor. A Full Professor will be appointed by the Department Chair to lead this process. Supporting evidence, vote count and recommendation will be submitted to the Department Chair. This recommendation along with the recommendation of the Department Chair shall be forwarded to the Dean of Liberal Arts. Procedures in the tenure and promotion process will follow all guidelines from the College of Liberal Arts.

## **E. COURSE OFFERINGS AND CURRICULUM**

1. Each Area shall be responsible for proposing the addition, elimination, and modification of all courses within the Area's specific area of competence, subject to approval of the Executive Committee.
2. Each semester, each Area shall select the courses to be offered within the Area's specific area of competence and shall assign instructors to those courses, subject to the approval of the Department Chair.
3. A member of one Area may teach a course in another Area's area of competence with the permission of that Area and the Department Chair.
4. The appropriate Area shall determine placement of students in courses within that Area.

## **V. COMMITTEES**

### **A. STANDING COMMITTEES**

#### **1. EXECUTIVE COMMITTEE**

##### **a. Duties**

The Executive Committee shall have the responsibility to advise the Department Chair on the formulation and execution of department policies, matters of promotion and tenure, recommendations for membership in the Graduate Faculty, and any other matters brought to it by the Department Chair or any member of the Department faculty. The Executive Committee shall encourage Faculty participation in all areas of the operation of the Department of Music.

##### **b. Membership**

The Executive Committee shall consist of the Area Coordinators of each existing Area in the department. All area coordinators shall have voting privileges.

#### **2. FACULTY EVALUATION COMMITTEE**

##### **a. Duties**

The Faculty Evaluation Committee shall have the duty of evaluating each faculty member during the designated timeframe according to the Professional Activities Report Form (PARF) and any other information deemed relevant by the Department. The Evaluation Committee shall also make suggestions to the chair concerning the evaluation process.

##### **b. Membership**

The Faculty Evaluation Committee shall consist of five members. The Faculty will elect all members. Election shall take place in the fall semester for the committee, which will begin serving during the spring semester of that year. The term of appointment shall be two years. The election shall be administered by the Department Chair's office. Voting shall be by ballot with the names of all eligible faculty and a system shall be established to prevent the use of proxies and other possible irregularities. All Faculty members with a rank of Professor or Associate Professor with tenure and a 100% appointment in the University shall be eligible to serve. Membership shall be in rotation--two members will be elected in one year and three members the following year.

### **3. GRADUATE COMMITTEE**

The Graduate Committee reviews new and revised course proposals and curricular changes and forwards recommendations to the Department Chair for submission to the Faculty. The members of this committee shall be appointed by the Department Chair in consultation with the Graduate Advisor. The Coordinator of this committee shall be the Graduate Advisor.

### **B. AD HOC COMMITTEES**

#### **a. Duties**

An ad hoc committee shall carry out those tasks assigned to it by the Department Chair and shall report on its work to the Department Chair. At the option of the Department Chair, the committee may be asked to report the results of its work directly to the Faculty.

#### **b. Appointment**

Ad hoc committees may be appointed and their charge assigned by the Department Chair, the Executive Committee, or one of the Standing Committees. No ad hoc committee may be appointed to perform tasks normally assigned to a standing committee.

*2014 Revisions to By-Laws*

By official vote April 30, 2014