

Preamble: This document represents the official policies of The University of Texas at El Paso Department of Theatre and Dance in accordance with UTEP's Handbook of Operating Procedures. In the event of a conflict between the Handbook of Operating Procedures and the departmental bylaws, the Handbook of Operating Procedures takes precedence.

ARTICLE I: ADMINISTRATION

I. Chair (5 year appointment)

A. Appointment

1. The Department Chair shall be appointed by the Dean of the College of Liberal Arts informed by the recommendation of a departmental search committee or a departmental election.
2. Eligible candidates for the Chair position shall include members of the Executive Committee or an outside candidate.
3. Every five years an election for the Chair position shall be held. The current Chair may be reelected.
4. The Chair should demonstrate experience and understanding of the fields of Theatre and Dance and hold a terminal degree relevant to either, or both, of these disciplines.
5. The Chair is both the chief academic and chief executive officer of the department, and, as such, reports to the Dean who is the chief academic and executive officer of the College of Liberal Arts.
6. The Chair assumes a leadership role in the department toward the achievement of the highest possible level of excellence in the teaching, research and service activities of the department. The Chair is expected to support the strategic goals of the College through all departmental programming decisions.

B. Duties

1. The Chair performs duties including, but not limited to:
 - supervising the operation of the department
 - administering departmental budgets

- cultivating financial growth and development
 - overseeing recruitment efforts
 - hiring contingent faculty
 - managing faculty workload
 - creating the schedule of classes in collaboration with the program directors
 - assigning office and teaching space
 - evaluating faculty and staff
 - presiding over departmental meetings
 - representing the department in College and University affairs
 - informing the faculty of events affecting the department or welfare of the faculty
 - performing such duties as assigned by the University or the Dean of the College of Liberal Arts.
2. In the performance of these duties, the Chair is expected to conduct departmental affairs in an orderly manner through departmental meetings and the appointment of appropriate committees, and keep departmental members informed of pertinent matters both in the department and the larger College.
 3. The Chair serves as mentor to faculty colleagues, collaborates with other College administrative officers, upholds College policy, and advocates for the department's needs and mission while advancing the best overall interests of the College.
 4. The Chair is responsible for and oversees the financial affairs of the department and administers the approved budget as a reflection of the department's needs.
 5. The Chair effectively articulates department and College missions to internal and external constituencies, in an environment of shared governance. The Chair has the responsibility to consult with faculty on the initiatives in the department and attempt to develop a majority position, if not consensus, on them.
 6. The Chair oversees the department's promotion and tenure process. After consultation with the faculty and according to the department by-laws, he/she recommends all faculty appointments, promotion, tenure, dismissal, salary increments, and post tenure review to the Dean. In addition to forwarding the faculty's recommendations, the Chair submits an independent evaluation of each candidate.

7. The Chair leads the faculty in processes that shape the curriculum and impact students' learning and is responsible for the Department's relationship with and service to students through design and implementation of the curriculum. The Chair may delegate the leadership duties and/or coordination responsibilities for these initiatives to other members of the department. The Chair is also expected to seek student feedback on matters of concern to those enrolled in the department's programs. In addition, the Chair oversees the department's assessment process.
8. The Chair is responsible for making teaching assignments in ways that will fulfill the department's responsibility to provide adequate access to courses, in accordance with the flexibility promoted by the workload policy.

II. Director of Theatre (3 year appointment)

A. Appointment

1. Other than the Department Chair, any Tenured or Tenure-Track Faculty, Professor of Practice, Visiting Faculty, or Full-Time Lecturer is eligible to serve as the Director of Theatre.
2. Candidates are self or peer-nominated for the position and voted on by the Committee of the Whole.

B. Duties

1. Facilitate theatre student recruiting efforts and recruiting supplies
2. Serve on the Season Selection Committee
3. Work with Production Manager and Director of Audience Development to plan out the season calendar for each academic year
4. Work with the Chair, and consult with the Director of Dance, on the course schedule for each academic term
5. Coordinate the annual department Student Theatre Festival if/when the department sponsors a festival
6. Serve on the scholarship committee
7. Act as a liaison in the student grievance process when necessary by complying with the processes set forth by the University
8. Coordinate advising process and distribute advising information to theatre students

9. Respond to college/university inquiries about programming, curriculum, advising, and other questions that arise relating to the Theatre program
10. Maintain communication with theatre students about departmental information as needed
11. Coordinate department awards for pre-commencement
12. Coordinate processes for student participation in KCACTF and other student theatre festivals

III. Director of Dance (3 year appointment)

A. Appointment

1. Other than the Department Chair, any Tenured or Tenure-Track Faculty, Professor of Practice, Visiting Faculty, or Full-Time Lecturer is eligible to serve as the Director of Dance.
2. Candidates are self or peer nominated for the position and voted on by the Committee of the Whole.

B. Duties

1. Facilitate dance student recruiting efforts and recruiting supplies
2. Serves on the Season Selection Committee
3. Work with Production Manager and Director of Audience Development to plan out the season calendar for each academic year
4. Work with the Chair, and consults with the Director of Theatre, on the course schedule for each academic term
5. Coordinate dance students' capstone projects
6. Serve on the scholarship committee
7. Act as a liaison in the student grievance process when necessary by complying with the processes set forth by the University
8. Coordinate advising process and distribute advising information to dance students
9. Respond to college/university inquiries about programming, curriculum, advising, and other questions that arise relating to the Dance program
10. Maintain communication with dance students about departmental information as needed

11. Coordinate department awards for pre-commencement
12. Coordinate processes for student participation in student dance festivals and events

ARTICLE II: PRODUCTION

A. Season Selection Process

1. Eligibility for the Season Selection Committee can be found in the 'Committees' section of this document.
2. Any faculty, staff, or student of the UTEP Department of Theatre and Dance may submit titles to the Season Selection Committee for consideration in the upcoming season.
3. The Season Selection Committee, guided by the Committee Chair, shall determine the projects to be produced by the department in the coming season.
4. If a given project becomes unavailable, the Season Selection Committee shall reconvene and consider replacement productions.

B. Selection of Directors and Choreographers

1. Directors and choreographers may self-nominate to direct/choreograph specific productions through the Season Selection Committee.
2. The Season Selection Committee may name a director or choreographer for a given production. The selection should be made in close consultation with the proposed faculty director/choreographer. The selection should take into consideration individual faculty needs regarding tenure and promotion, workload, and artistic goals.
3. If the Season Selection Committee proposes a guest director/choreographer, the proposal is subject to approval by the Department Chair in consultation with relevant faculty.
4. If for any reason, a particular production does not have a director or choreographer assigned, or if the director or choreographer becomes unavailable, the Chair shall appoint individuals to those positions in consultation with the Director of Theatre and the Director of Dance.

C. Selection of Designers, Stage Managers, and Other Stage Artisans

1. A project may have various artisans supporting it including but not limited to designers, stage managers, music directors, choreographers, stage combat directors, intimacy directors, etc.
2. These positions shall be appointed by the departmental professor of that skill set, in consultation with the director or choreographer as needed.

D. Auditions

1. The UTEP Department of Theatre and Dance does not restrict who may audition for productions. That said, an individual director or choreographer may choose to restrict auditions for a particular project.
2. The production director or choreographer may choose to hold auditions in the manner of their preference.
3. Audition scheduling shall be coordinated between the production's director, stage manager, and the department production manager.
4. While the department values collaboration and consultation, the production director or choreographer ultimately has final say about casting decisions.

E. Guest Artists

1. Guest artists function as supplemental artists that may be necessary to complete certain elements of the production season, or they may be invited individuals whose work would provide additional learning opportunities for students in the production season.
2. Guest artists include, but are not limited to, directors, choreographers, designers, management, technicians, and performers.
3. Guest artists are appointed by the Department Chair in consultation with the Faculty of the Performance/ Tech/ Management areas.
4. Guest artists may be recommended for specific productions by the season selection committee.
5. Guest artists may be selected as needed to fulfill endowment requirements.

ARTICLE III: COMMITTEES

I. Executive Committee

A. Eligibility

All Tenured Faculty

B. Duties

1. Serves as the Faculty Evaluation Committee by evaluating PAR Reviews annually. Conflict of interest exemptions from serving on this committee can be made in consultation with the Departmental Chair.
2. Serves as the Tenure/Promotion Committee by evaluating all faculty going up for Tenure/Promotion. Conflict of interest exemptions from serving on this committee can be made in consultation with the Departmental Chair.
3. Drafts Tenure/Promotion policy in consultation with all departmental faculty.
4. Responsible for administering the election and/or forming a Departmental Search Committee for the Departmental Chair.

II. Committee of the Whole

A. Eligibility

Full-Time Staff, Tenured and Tenure-Track Faculty, Professors of Practice, Visiting Faculty, Full-Time Lecturers.

B. Duties

The Committee of the Whole votes on the following:

- Election of a Departmental Chair
- Election of Directors of Theatre and Dance
- Changes to the Departmental Bylaws
- Changes to the Departmental Mission

III. Season Selection Committee

A. This committee shall be comprised of:

- Committee Chair
- Director(s) of Theatre, Dance
- Any member of the “Committee of the Whole” that elects to join may serve on the committee
- No more than four students representing Performance, Education, Design/Tech/Stage Management, and Dance

B. Duties

1. Read or view all proposed material as guided by Season Selection Committee Chair
2. Discuss potential production seasons, taking into consideration:
 - Departmental mission
 - Season theme if appropriate
 - pedagogical needs
 - community engagement
 - financial obligations
 - artistic value of the season
 - Personal and professional needs of the artists involved
3. Vote on upcoming season
4. Recommend Directors/Choreographers for production(s).
5. All members of the Season Selection committee should make it a priority to attend every committee meeting. If two or more meetings are missed by a committee member, this member will recuse themselves from the final season selection voting process.

IV. Season Selection Committee Chair (1 year commitment)

A. Eligibility

1. The Season Selection Chair shall rotate every year. The same individual shall not serve as committee chair for two consecutive years.
2. Any member of the Committee of the Whole
3. Appointed by Department Chair
4. If available, the Committee Chair will be someone that has served on the committee previously.

B. Duties

1. Make the process for submitting season proposals available to the entire departmental community.
2. Define the time frame and deadlines for proposal submissions.
3. Accumulate season proposals and support materials and distribute these materials to the committee in a timely fashion.
4. Assemble the Season Selection Committee and scheduling meetings.
5. Moderate season selection meetings.
6. Organize and proctor all elections connected with the committee and tabulating all results in a transparent and impartial way.
7. Serve as the liaison for the Season Selection Committee to the Department Chair.

V. Workload Committee

A. Eligibility

1. Tenured and Tenure-Track Faculty, Professors of Practice, Visiting Faculty, Full-Time Lecturers.
2. Appointed by Department Chair
3. A committee chair shall be appointed by the Department Chair

B. Duties

Reviews and updates the workload policy and presents any proposed changes to Committee of the Whole.

VI. Scholarship Committee

A. Eligibility

1. Member of the Committee of the Whole
2. Every discipline of Theatre & Dance should be represented on the committee (performance, design/tech/stage management, education, etc.)
3. Appointed by Department Chair
4. A committee chair shall be appointed by the Department Chair

B. Duties

1. The Scholarship committee publicizes, schedules, manages, and reviews departmental scholarship auditions and applications.
2. The committee chair will forward decisions to the Office of Scholarships or other appropriate offices and maintain communication with those offices regarding the award of departmental scholarships.

VII. Bylaw Committee

A. Eligibility

1. Member of the Committee of the Whole
2. Appointed by Department Chair
3. A committee chair shall be appointed by the Department Chair

B. Duties

Reviews and updates the bylaws as needed and presents any proposed changes to Committee of the Whole.

VIII. Search Committee(s)

A. Eligibility

1. Member of the Committee of the Whole
2. Appointed by Department Chair
3. A committee chair shall be appointed by the Department Chair

B. Duties

1. Work with the Equal Opportunity Office to post job openings
2. Drafts job description for new hires
3. Shares job description with Committee of the Whole for new hires
4. Reviews applicant CV and materials
5. Arrange campus visits for applicants as needed

IX. Ad Hoc Committees

The Department Chair will create Ad Hoc Committees as needed.

ARTICLE IV: Department Representatives

I. Faculty Senate (2 year commitment)

A. Eligibility

1. Tenured Faculty, Tenure-Track Faculty with at least two years of service, Professors of Practice, and Full-Time Lecturers
2. Appointed by Department Chair
3. A Faculty Senate Alternate will be appointed in the same manner and will attend meetings of the Faculty Senate and assume the duties of the Faculty Senate Representative when necessary.
4. Faculty Members may not succeed themselves, but may be elected after an intervening period of two (2) years.

B. Duties

1. Attend meetings of the Faculty Senate
2. Make notes of the Faculty Senate meetings available to the faculty and report at department meetings as needed

II. Liberal Arts Curriculum Committee Representative (3 year commitment)

A. Eligibility

1. Tenured and Tenure-Track Faculty, Professors of Practice, Visiting Faculty, Full-Time Lecturers
2. Appointed by Department Chair

B. Duties

1. attend meetings of the Liberal Arts Curriculum Committee
2. assist in the creation of curriculum proposals and represent those proposals when they are presented to the LACC, the UGCC (Undergraduate Curriculum Committee), and the Faculty Senate

3. inform the Faculty of curriculum proposal status

III. Library Liaison (3 year commitment)

A. Eligibility

1. Member of the Committee of the Whole
2. Appointed by Department Chair

B. Duties

1. advise the Library on the purchasing of books, periodicals, electronic books/materials, and other materials
2. inform faculty of the order status of materials as needed

IV. Liberal Arts Honors Program Representative

(No set time commitment)

A. Eligibility

1. Tenured and Tenure-Track Faculty, Professors of Practice, Visiting Faculty, Full-Time Lecturers
2. Appointed by Department Chair

B. Duties

1. gather information about the LAHP and disseminate it to students in the department
2. help recruit students into the LAHP
3. serve as part of an advisory council to give advice on the direction of the LAHP

V. Student Organization Representatives

A. Eligibility

In accordance with University guidelines, willing Tenured and Tenure-Track Faculty, Professors of Practice, Visiting Faculty, or Full-Time Lecturers shall serve as Student Organization Representatives as requested by students.