

Department of Theatre & Dance Structure and Policies

As of 1/13/17

MISSION STATEMENT

The Department of Theatre and Dance at the University of Texas-El Paso is a diverse community of artists and scholars who align with the university mission through devotion to exceptional teaching, service, creative practice, research, and by visibly contributing to the quality of life in El Paso, the surrounding region, and beyond. Faculty members also actively contribute to the department's self-governance, self-evaluation, and strategic planning, and to college and university endeavors.

Our student-centered and professionally active faculty are committed to developing students' original voices and providing them with a nationally and internationally competitive education, preparing them with the skills necessary for advanced degree programs, successful careers in professional and educational theatre and dance, and life-long learning. Through rigorous classroom, laboratory, and production activities, faculty invest in the lives of students by teaching and demonstrating collegiality, civility, continuous self-improvement, academic and artistic honesty, and the questioning and challenging of existing conventions. In these ways, faculty and students help preserve, perpetuate, and create theatre and dance's traditions, which vividly demonstrate theatre and dance as sources of insight into universal truths and the human condition.

PART ONE

ADMINISTRATIVE STRUCTURE

1) CHAIR

a) Duties

The Chair of the Department of Theatre & Dance is the primary departmental administrator, with responsibilities as defined by the Institutional Supplement to the Regents Rules. The Chair may appoint 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 shall call and run meetings of the Steering Committee which is to be comprised of the Committee of the Whole.

The chair will hold regular faculty meetings, announced in advance and open to all voting and non-voting members of the faculty; minutes of the faculty meetings will be made available to the faculty, preferably electronically.

b) Eligibility

Any Faculty member with a rank of Professor or Associate Professor with tenure shall be eligible for the office of Department Chair.

c) Election/Appointment

The department, through a departmental election, shall recommend a candidate for Department Chair to the Dean of Liberal Arts. The Department Chair is appointed at the recommendation of the Dean. The term of appointment shall be for three years and the appointment may be renewed using the same process. A member of the Executive Committee will publish a list of names of those eligible for election; faculty not wishing to be elected should strike their names from the list. Voting shall be by secret ballot. The recommendation of the department shall come from a majority vote of the Committee of the Whole. If no clear majority is established, a run-off election of the two leading candidates shall be held and the recommendation determined from that vote.

**PART TWO
COMMITTEES**

1) APPOINTED STANDING COMMITTEES

The following committees are comprised of all faculty of a given rank. Members are appointed not elected.

a) EXECUTIVE COMMITTEE

i) 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 Theatre & Dance. The Executive Committee also serves as the Faculty Evaluation Committee.

The Executive Committee will choose one of its members to be responsible for reviewing and updating the by-laws as needed based on the recommendation of the faculty. The updated by-laws are to be published to the faculty every academic year. They will also be responsible for the election and review of the Chair, publishing committee openings and lists of eligible faculty, administering departmental elections, filling committee vacancies, and publishing the list of committee members.

ii) Eligibility

The Executive Committee shall consist of all tenured faculty.

b) COMMITTEE OF THE WHOLE

i) Duties

The Committee of the Whole will vote on recommendations on hiring, recommendations to the Dean on selection of a Chair, and changes to the Departmental by-laws. The Committee of the Whole will make recommendations for the production season. The faculty as a whole will identify recruiting events and opportunities, find faculty to participate in these events, and compile recruitment materials.

The Committee of the Whole will serve as the Steering Committee and vote on any other issue that requires deliberation by the faculty of the department as a whole.

ii) Eligibility

All tenured, tenure-track faculty, clinical faculty, and instructors.

2) ELECTED STANDING COMMITTEES

The following committees are elected from a pool of eligible faculty. The election process for membership on these committees is as follows:

Before the election a member of the Executive Committee will publish a list of names of those eligible for election; faculty not wishing to be elected should strike their names from the list. Voting shall be by secret ballot. The recommendation of the department shall come from a majority vote of the Committee of the Whole. The term is 3 years and can be renewed, with the exception of the Faculty Senate. Committees may select officers among their members. Elected Standing Committees will meet at least once a semester and report annually to the chair.

a) FACULTY SENATE REPRESENTATION

i) Duties

The Faculty Senate Representative for the Department will attend meetings of the Faculty Senate; notes of the Faculty Senate meetings will be made available to the faculty, preferably electronically. A Faculty Senate Alternate will be elected in the same manner and will attend meetings of the Faculty Senate, and assume the duties of the Faculty Senate Representative when necessary.

ii) Eligibility

All tenured, tenure-track faculty, and clinical faculty.

b) LIBERAL ARTS CURRICULUM COMMITTEE REPRESENTATION

i) Duties

The Liberal Arts Curriculum Committee Representative for the Department will attend meetings of the Liberal Arts Curriculum Committee. The LACC Representative will 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. The LACC Representative will inform the Faculty of curriculum proposal status and maintain hard copies of the degree plans.

ii) Eligibility

Tenured, Tenure-track Faculty, and clinical faculty.

c) LIBRARY LIAISON

i) Duties

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

ii) Eligibility

All tenured, tenure-track faculty, clinical faculty, and instructors.

SCHOLARSHIP COMMITTEE

i) Duties

The Scholarship Committee will post, schedule, and manage departmental scholarship auditions. The committee will collect departmental scholarship applications and make recommendations to Financial Aid regarding the award of departmental scholarships. The committee will base their recommendations on the recommendations of faculty and the eligibility of the students. The Scholarship Committee will also seek out additional scholarship funds and funding sources

ii) Eligibility

All tenured, tenure-track faculty, clinical faculty, and instructors. When possible this committee will consist of one representative each from the following areas: Performance, Music Theatre, Design/Tech, Audience Development, and Dance.

d) RECRUITMENT COMMITTEE

i) Duties

The Recruitment Committee will identify recruiting events and opportunities and find faculty to participate in these events. The committee will also compile recruitment materials.

ii) Eligibility

All tenured, tenure-track faculty, clinical faculty, and instructors. When possible this committee will consist of one representative each from the following areas: Performance, Music Theatre, Design/Tech, Audience Development, and Dance.

e) SEASON SELECTION COMMITTEE

i) Duties

The Season Selection Committee will solicit season selection requests. They will read the scripts and will consult individually with faculty members such as representatives from Box Office, the technical areas, Technical Direction, and potential Directors/Choreographers to eliminate options for season selection that are not feasible for the department. They will then call a meeting open to all faculty, and determine the production season based on the recommendation of the Committee of the Whole. The season will be determined at that meeting from the list of productions presented by the Season Selection Committee,

ii) Eligibility

All tenured, tenure-track faculty, clinical faculty, and instructors. This committee will consist of those faculty who volunteer but should contain at minimum one representative each from the following areas: Performance, Design/Tech, Audience Development, and Dance. The Season Selection Committee will also include a representative from the student body who is **not** due to graduate within the following academic year who has been nominated by the student body.

3) AD HOC COMMITTEES

Ad Hoc Committees will be elected in the same manner as other Elected Committees when possible. If time does not permit the Chair may appoint the committee.

a) SEARCH COMMITTEES

i) Duties

Search Committees will work with the Equal Opportunity Office to post job openings, review applications, interview candidates, and arrange for onsite visits. The committee will consult with faculty, staff, and students when making hiring decisions.

ii) Eligibility

All tenured, tenure-track faculty, clinical faculty, and instructors.

b) OTHER

The Chair shall create other Ad Hoc Committees as needed. These committees and their members shall be made available to the faculty, preferably electronically.

**PART THREE
FACULTY EVALUATION POLICY**

1) PAR EVALUATION

Preparation of materials for annual merit evaluation, and of the evaluation itself by the personnel committee, shall follow the procedures established by the College of Liberal Arts and the University. The annual merit evaluation is conducted by the Executive Committee.

PAR materials must include: PAR form, current syllabi for all classes taught, and all Form B Evaluations. All PAR materials must be current, covering the year indicated on the form. Other supporting materials may be submitted as necessary.

2) TENURE AND PROMOTION

a) Promotion to Associate Professor

In accordance with university policy set forth in the Handbook of Operating Procedures (HOOP), the Department of Theatre & Dance acknowledges evidence of a candidate's ongoing contributions to teaching, research, and service in considering applications for tenure and promotion. The American Theatre in Higher Education and USITT Guidelines for Tenure and Promotion should be consulted when considering tenure and promotion as they give a fuller account of evaluation standards and consideration for the balance of academic assignments and external work.

b) Promotion to Professor

The American Theatre in Higher Education and USITT Guidelines for Tenure and Promotion should be consulted when considering tenure and promotion as they give a fuller account of evaluation standards and consideration for the balance of academic assignments and external work.

a) Emerita/Emeritus Status

Nominations of retired faculty for Emerita/Emeritus Status, preparation of supporting materials, and evaluations and recommendations concerning such status shall follow the guidelines and procedures of the College of Liberal Arts and the University.

**PART FOUR
APPROVAL AND AMENDMENT PROCEDURES**

Upon the approval of two-thirds of the Committee of the Whole, the procedures and functions herein become accepted policy. These by-laws are to be reviewed annually for updates and alterations. This document may be repealed, altered, or amended by the affirmative vote of two-thirds of the Committee of the Whole.