



School of Visual Art and Design By-laws

I. Mission

- A. The School of Visual Art and Design advances creative and professional practice, critical study, and teaching of the visual arts. We value experimentation, engaged learning, and the enrichment of life through art.
- B. The duties and responsibilities of the school administration are to oversee the creation of the curriculum, schedule courses, organize the hiring of faculty and instructors, assign graduate assistants, develop and manage the budget, maintain the school's buildings, facilities and equipment, ensure that the unit stays in compliance with all professional, state and institutional guidelines.
- C. The duties and responsibilities of the school faculty are to develop and teach the curriculum, advise students enrolled in unit's programs, produce research and/or creative activity or scholarship and provide service to the school, college, university and profession.

II. Administration

- A. The administration of the school includes:
 - 1. A director.
 - 2. An associate director.
 - 3. A graduate director.
 - 4. An undergraduate director.
 - 5. Four program coordinators.
- B. Duties and responsibilities of administration officers:
 - 1. Duties and responsibilities of the director of the school:
 - a. Prepare and coordinate the school budget in consultation with

- b. the program coordinators and other faculty and staff.
- b. Form screening committees for full-time faculty vacancies and submit recommendations to the dean.
- c. Formulate and administer all school personnel policies including increases in salary, recommendations for retention, tenure and promotion and supervision and evaluation of school staff. Where appropriate the director will conduct these responsibilities in consultation with the appropriate school and program committees. The director may form committees at any time to advise her or him specific matters.
- d. Oversee course offerings and scheduling.
- e. Appoint and evaluate adjunct faculty.
- f. Coordinate efforts of the programs.
- g. Oversee instructional facilities.
- h. Disseminate policies and procedures to the faculty.

2. Duties and responsibilities of the associate director:

- a. Perform duties as delegated by the director of the school.

3. Duties and responsibilities of the graduate director:

- a. Perform duties as delegated by the director of the school.
- b. Oversee all Graduate School policies and procedures.
- c. Work with coordinators of graduate degree programs offered by the unit on issues involving graduate curriculum and students.

4. Duties and responsibilities of the undergraduate director:

- a. Perform duties as delegated by the director of the school.
- b. Coordinate advisement for undergraduate programs in the school.
- c. Insure compliance with all policies and procedures involving undergraduate curriculum and advisement.

5. Duties and responsibilities of the program coordinators:

- a. Perform duties as delegated by the director of the school.
- b. Meet regularly with program faculty to resolve curricular, student and professional concerns within the program.

C. Manner and Selection and Terms of Office:

1. The director is appointed by the dean.
2. The associate director is selected by the director and will serve at the discretion of the director. In addition to performing the duties and responsibilities of the office, the associate director will serve as either the undergraduate or graduate director.
3. The graduate and undergraduate directors are selected by the director of the school and will serve at the discretion of the director.
4. Program coordinators are elected for two-year terms by a majority vote of the faculty in their respective programs and approved by the school director. Coordinators must be full-time members of the faculty.

III. Committees

A. Standing Committees:

1. The Advisory Committee shall consist of the director, who will preside, the associate director, the graduate director, the undergraduate director and the coordinators of each program. The Advisory Committee will assist and advise the school's director in the conduct of school business and in the formulation of policies. All meetings of the Advisory Committee will be open to any member of the faculty. Minutes of each meeting will normally be taken and made available to the faculty and students. The Advisory Committee will meet as often as deemed necessary by the director or upon request of any member of the committee.

2. The Committee on Tenure and Promotion shall operate per university directive and shall have the responsibility of (1) reviewing candidates for tenure and promotion and (2) conducting third-year reviews of tenure-track faculty. The school shall elect a tenured full professor other than the director to chair the committee for a three-year term. The committee will prepare and forward its recommendations to the director, and then to the dean.

Membership to the Committee on Tenure and Promotion shall consist of all tenured faculty. It is expected that all tenured faculty members will attend all Tenure and Promotion Committee meetings. Faculty who know in advance they will be unable to attend – and who have substantial and legitimate reason for missing the meeting – may submit a written proxy vote prior to the meeting.

3. The Curriculum Committee shall consist of the associate director, who will preside, and one faculty representative elected from each program for a two-year term. The curriculum committee shall consider and recommend all proposed changes, additions, or deletions in courses or curricula of the programs. Recommended changes shall be forwarded to the school faculty for approval. The director will send the approved changes to the appropriate college and/or university committees. The committee shall also consider and coordinate curricular issues that arise among the programs. The committee shall report their recommendations on such matters to the director for appropriate action.

4. The Teaching Committee shall be made up of a minimum of six members of the tenured faculty. Each program shall elect one tenured faculty member to the committee; remaining position(s) shall be selected from volunteers in each program area who are willing to serve, with approval of the director. Faculty who are being considered for promotion or who are scheduled for post-tenure review shall be ineligible to serve on the Teaching Committee in the year of their review. Members of the Teaching Committee shall: (1) observe and review all untenured (tenure-track) faculty every other year, beginning in the first year; (2) observe and review all faculty undergoing post-tenure review; (3) observe and review all faculty seeking promotion and/or tenure in the semester before they submit their file; reviewers of candidates should be of equal or higher rank; and (4) observe and review any faculty member who may request a review. The Committee shall submit a written review to the faculty member who may wish to submit a written response.

5. Post-Tenure Review Committee shall consist of five tenured full professors, one representative from each program area and the chair of the Tenure and Promotion Committee, to be chosen by the director, who will also serve as Chair of the Post Tenure Review Committee except in that instance when he/she is undergoing post tenure review. The director will appoint a stand-in chair of Tenure and Promotion in this case. By May 15 of each year, the director will identify the faculty to be reviewed the following fall. Excluded from review are faculty who (1) notify the director in writing of intention to retire within three years; (2) have been reviewed and advanced to a higher position, or retained in a higher position (such as dean or chaired professorship); and (3) were reviewed during the previous five years.

6. The Building and Grounds Committee shall consist of one faculty member elected from each program for two-year terms, and ex officio members, to include on a voluntary basis the director, the McMaster Gallery director, the business manager, the shop foreman, and the undergraduate and graduate coordinators. The Building and Grounds Committee will advise the faculty and the director on the use and conditions of interior and exterior SVAD public non-classroom spaces, develop and enact policies for use of those spaces, and coordinate proposals for changes in their use. When appropriate, the Building and Grounds Committee will bring matters to the faculty for approval, or when necessary, the Advisory Committee or director for action.

B. Ad Hoc Committees:

1. The director may appoint an ad hoc committee at any time to address a specific problem or issue not within the purview of a standing committee. Ad hoc committees may also be formed by a majority vote of the faculty in a faculty meeting.

2. Screening Committees for faculty positions: When the school is authorized to fill a tenured or tenure-track faculty position, the director (after consulting with the Advisory Committee) shall appoint an applicant Screening Committee. The committee shall consist of five tenured or tenure-track members of the school's faculty. Two members shall be from the program in which the hire will be made; the director will appoint one of these two as committee chair. Of the other three members, one each should derive from the other three programs. The director will consider specific faculty expertise when selecting committee members. When appropriate (e.g., joint hires, interdisciplinary appointments), faculty from outside the school may be appointed as non-voting members to a screening committee. After interviews have been conducted, the committee shall make recommendations for the appointment to the director. Screening committees shall seek review and comment from all members of the school's faculty. The committee will meet in executive session to discuss and vote in order to rank the candidates and the committee chair will report both majority and minority opinions. The screening committee recommendations will then be forwarded to the director for final considerations. The director will forward all recommendations and justifications to the dean.

IV. Faculty Meetings

1. The full faculty of the school shall meet a minimum of three times a year, normally at the beginning and end of the fall semester and at the end of the spring semester. Special meetings of the full faculty may be convened by the director or at any time upon request of any three full-time faculty members. In addition to items on the agenda, sufficient time will be allotted for questions and business from the floor. The director shall see that minutes for all faculty meetings are kept and are available to all faculty members. For the purposes of conducting general school business a quorum shall consist of a majority of full-time faculty (tenured, tenure-track, and instructors). Once a quorum has been confirmed, a simple majority will decide issues.

For the purpose of all meetings of the faculty (school and program), the voting members shall consist of all physically present tenured faculty, tenure-track faculty, and full-time instructors. Exceptions will be made for absentee voting on a case-by-case basis, to be decided by the director. Instructors may participate fully in faculty meetings, but are not required to do so. Part-time and visiting faculty are encouraged to participate in faculty meetings. The school's staff, part-time faculty, and student representatives may meet with the school when invited as ex officio members. The full-time faculty may elect to meet in executive session at any time by a majority vote.

Each program of the school shall meet as often as circumstances demand but not less than three times in each fall and Spring Semester. Any faculty member of program may request a special meeting of that program.

V. Grievance Procedures

All major grievances brought by individual faculty or students shall follow established university procedure and be submitted to the appropriate college or university committee.

VI. Adoption and Amendment of the By-laws

All provisions of these By-laws are subject to the official regulations of the university. Revisions to the by-laws are proposed and drafted at the Advisory Committee and brought for discussion to a general faculty meeting and then may be brought into effect by 2/3 majority vote of the full-time tenured faculty, tenure-track faculty, and full-time instructors.