

**University of the Pacific
Conservatory of Music**

Bylaws

Approved by the Conservatory of Music Faculty, April 19, 2012

Section I. Membership

The voting membership of the Conservatory of Music shall consist of all full-time faculty members and part-time members holding teaching appointments of fifty percent or more.

Section II. Meetings of the Conservatory

Meetings of the full faculty of the Conservatory will be held at least monthly throughout the academic year, four times per semester. The Dean and Chair of the faculty may cancel meetings for lack of sufficient business. Additional meetings may be called by the Dean, the Chair of the Faculty or by petition of at least ten members. Any individual or committee of the Conservatory may submit agenda items to the Chair of the Faculty. The agenda is to be sent to the faculty one week in advance of faculty meetings, so agenda items must be submitted in advance of this deadline. The Chair of the Faculty, or his/her designated representative, shall preside at all meetings of the faculty. A quorum will be reached when a majority of those having voting rights is present. When a quorum is reached, on all matters on which the membership will be asked to vote, a simple majority of those present and voting will be necessary for approval of the motion, election, or other matter at hand. However, amendments to the bylaws will require a two-third majority of those present and voting to be approved. Secret ballots may be employed in elections and other matters (unless prohibited by university rules and regulations) if the majority of those having voting rights and present at the meeting vote to adopt a secret voting procedure on that particular vote.

The Conservatory of Music is committed to faculty governance. It is both a right and a responsibility. Recommendations regarding curriculum, academic policy and procedure, and other matters which affect the smooth operation and well-being of the conservatory are subject to discussion and action by the faculty. For faculty governance to be most effective, attendance at and participation in regular faculty meetings is considered a responsibility of all voting members.

Section III. Officers of the Conservatory

- A. The Chair of the Faculty shall be elected by the faculty for a two-year term, and may serve for up to two consecutive terms. (See complete responsibilities, eligibility and selection process in Appendix I.)
- B. The Conservatory shall have two departments: Department of Music Studies and Department of Music Performance Studies. The chair of each department shall be appointed by the Dean from nominations made by departmental faculty; only full-time tenured faculty are eligible for such appointments. Terms of appointment shall not exceed three years, but may be renewed in

consultation with department faculty. (See complete responsibilities, eligibility and selection process in Appendix I.)

- C. The Department of Music Studies shall have seven program areas including Music Composition, Music Education, Music History, Music Management, Music Therapy, Jazz Studies and Bachelor of Arts. The Department of Music Performance Studies shall have seven program areas including Brass & Percussion, Piano, Strings, Voice, Woodwinds, Ensembles, and Chamber Music. The director of each program shall be appointed by the Dean in consultation with the program area faculty. Terms of appointment shall not exceed three years and may be renewed by the Dean in consultation with the program faculty. Both full-time and part-time faculty as necessary, are eligible for such appointments. (See complete responsibilities, eligibility and selection process in Appendix I.)
- D. The Secretary of the Conservatory shall be elected from the membership at the last meeting of the academic year for a one-year term to begin with the new academic year. The Secretary shall be responsible for the distribution of the minutes of faculty meetings within ten working days of each meeting.

Section IV. Standing Committees of the Conservatory

- A. There shall be the following committees:
 - 1. Conservatory Planning and Priorities Committee
 - 2. Academic Regulations Committee
 - 3. Graduate Studies Committee
 - 4. Faculty Evaluation Committee
 - 5. Recruitment and Scholarship Committee
 - 6. Calendar Committee
 - 7. Student Senate
- B. Committee Membership
 - 1. The Conservatory Planning and Priorities Committee shall consist of five full-time faculty members, including the Chair of the Faculty, two department chairs, two members elected at large, and the Dean. The two at-large members will be elected to overlapping three-year terms. There will be an elected one-year alternate. The Committee will be co-chaired by the Dean and a member elected by the Committee.
 - 2. The Academic Regulations Committee shall consist of three full-time faculty members, including one elected from each department, one elected at large, an undergraduate student, and the Assistant Dean, who serves as an ex-officio non-voting member. The faculty members will be elected to overlapping three-year terms, and the student will be appointed yearly by the committee. There will be an elected one-year alternate. The chair will be elected by the committee.

3. The Graduate Studies Committee shall consist of two full-time faculty members and one graduate student. Members must represent program areas that offer graduate programs. The two program directors with graduate programs will determine the membership of the committee. The chair of the committee will be appointed by the Dean in consultation with the administrative head of the Graduate School.
4. The Faculty Evaluation Committee shall consist of three tenured faculty members of the Conservatory faculty, elected to overlapping three-year terms; the committee will elect its chair each year. There shall be at least one alternate. Members may not serve consecutive full terms. When a faculty member is being considered for promotion and/or tenure, additional members will include: a) one faculty peer of the evaluatee, tenured if possible, chosen from a slate of three submitted by the evaluatee; b) a student (preferably from the department of the candidate, if not from any department of the Conservatory), chosen from a slate of five submitted by the evaluatee c) a faculty member, tenured if possible, from outside the Conservatory, chosen from a slate of five submitted by the evaluatee. The membership of the Committee shall not include the chair of the candidate's department. All members of the committee are voting members. Any member of the committee who is being considered for promotion or faculty development leave shall be replaced by an alternate during the year in which he or she is being considered.
5. The Recruitment and Scholarship committee shall consist of four faculty members elected by the conservatory faculty, with one member from ensembles, one from applied studies, one from the Department of Music Studies, one elected at large, and the Assistant Dean. The four members will be elected to overlapping three-year terms. The chair will be elected by the committee.
6. The Calendar Committee shall consist of seven faculty members including the orchestra director, director of opera, choral director, director of bands, director of jazz studies, chamber music director the operations manager, and the Dean. The Dean will chair the committee.
7. The Conservatory Student Senate shall consist of seven members elected by the Conservatory Student Association.

Faculty membership on all committees in Section IV. B shall be determined prior to the end of each spring semester, terms to being with the following academic year. Vacancies occurring during an academic year shall be filled on a temporary basis by alternates; temporary replacements will be elected by the faculty and may also be appointed by the Dean when necessary and appropriate.

The membership and officers on all committees in Section IV shall be communicated to the Dean and all faculty members at the beginning of each academic year any changes in membership or officers shall be communicated to the Secretary of the faculty and to the Dean as they occur.

C. Committee Responsibilities

1. The Conservatory Planning and Priorities committee shall work with the Dean to facilitate the operation and governance of the Conservatory, serve as an advisory committee to the Dean, and serves as the central planning committee for the future of the Conservatory. The CPPC shall consider and make recommendations to the faculty and the Dean regarding:
 - a) the prioritization of needs and goals of the Conservatory;
 - b) faculty searches and their impact on faculty lines and Conservatory priorities;
 - c) the future size, scope, and organization of the Conservatory;
 - d) any modification to the Bylaws;
 - e) new curricular programs and related activities;
 - f) activities such as festivals, workshops, institutes, symposia, camps, conventions, and other special events;
 - g) exchange programs with foreign institutions;
 - h) fiscal issues and budget; and
 - i) any other matters relevant to the mission, goals, and objectives of the Conservatory presented to it by the University or members of the faculty or student body.
2. The Academic Regulations Committee shall have the following responsibilities:
 - a) consider and recommend matters of educational policy and procedure to the faculty;
 - b) review and recommend proposed changes in curriculum and/or degree requirements received from the departments to the faculty;
 - c) review and act on petitions from students; and
 - d) communicate actions to students and the Office of Student Services in the Conservatory.
3. The Graduate Studies Committee shall have the following responsibilities:

- a) recommend matters of educational policy and procedure regarding graduate programs to the Academic Regulations committee;
 - b) consider and make recommendations for curricular changes in graduate programs to the Academic Regulations Committee;
 - c) review and monitor admissions, assistantships, advising, and quality standards of graduate programs.
4. The Faculty Evaluation committee shall have the following responsibilities:
- a) conform at all times to the guidelines and criteria of the Conservatory, as well as to University policy as outlines in the *University Operations Manual Handbook for Academic Personnel*;
 - b) review annually all non-tenured tenure track faculty members of the faculty;
 - c) review and evaluate dossiers of all faculty in the Conservatory who have been recommended for advancement in academic rank and/or continuous tenure;
 - d) review and evaluate dossiers of new faculty who are being recommended at ranks of associate or full professor, or for appointments with continuous tenure;
 - e) review all applications and make recommendations for faculty development leaves; and
 - f) serve as a review committee for faculty or staff grievances.
5. The Recruitment and Scholarship Committee shall have the following responsibilities:
- a) annually determine recruitment priorities based on program, ensemble, and other performance needs;
 - b) lead the faculty in development and implementation of annual recruitment activities as appropriate and needed; and
 - c) consider and make recommendations to the Office of Financial Aid concerning scholarship awards based on program, ensemble, and performance needs, and available resources.
6. The Calendar Committee shall determine the scheduling of ensemble concerts, recitals, productions, and tours during the academic year.
7. The Conservatory Student Senate shall advise the Dean on issues of interest and importance to students, including curricular development and related activities, safety and security, policy and procedures, and any other matter related to their education.

- D. The Dean or his/her designee may convene the first annual meeting of standing committees for the purpose of establishing procedures and electing officers. All committees of the Conservatory shall meet regularly and as necessary throughout the academic year. Each committee shall report its actions and procedures to the faculty at regular faculty meetings and shall provide information when requested, except when such information is confidential.

Section V. Other Committees

- A. The Dean may appoint such committees as the business of the Conservatory may require, and the membership, charge, and recommendations of such committees shall be made known to the faculty.
- B. The faculty may establish committees and elect members to such committees as its business may require.

Section VI. Changes in Bylaws

A motion to change the Bylaws requires a two-thirds majority of members present for passage and shall be put to a vote when:

- a) it has been distributed to the faculty in writing at least one week prior to the meeting; or
- b) the motion was originally presented at the preceding meeting of the faculty or earlier, or
- c) unanimous consent of those present in the meeting of the faculty is granted to proceed to a vote.

Appendix I

A. Chair of the Faculty

The Conservatory shall have a chair of the Faculty. Details of eligibility, selection process, and responsibilities are as follows.

1. Responsibilities:
- a) report to the Dean;
 - b) meet monthly with the Dean to plan Conservatory faculty meetings, then convene and preside at meetings;
 - c) responsible for issuing a call for agenda items from:
 - standing committees within the Conservatory
 - members of University standing committees
 - ad hoc committees
 - development officer
 - new business from departments of individuals
 - d) responsible for issuing agenda for meetings in hard copy in standard format one week prior to meetings;

- e) responsible for reporting official actions to appropriate University offices of committees;
- f) responsible for presiding at meeting using procedures as defined by Roberts Rules of Order
- g) responsible for Secretary issuing timely minutes of meetings in hard copy and electronically;
- h) serve as ombudsman or advocate for members of the faculty. In this role, the Chair of the Faculty would be a person to whom faculty could bring concerns that do not require grievance, but that need discussion and resolution, e.g. issues between a faculty member and the administration, or between faculty members;
- i) serve on the Conservatory Planning and Priorities committee;
- j) serve as Provost's contact for organization of evaluation of administration

2. Eligibility and Selection Process

The Chair of the Faculty must be a full-time tenured faculty member and will be elected by the voting membership of the Conservatory faculty.

B. Department Chairs

Each department shall have a chairperson. The details of responsibilities, eligibility and selection process are as follows.

1. Responsibilities

- a) convene and preside at departmental meetings;
- b) consult and advise Dean on budget allocations to programs and in the department;
- c) recommend staffing for all courses and programs after consultation with program directors;
- d) make course scheduling recommendations to the Dean;
- e) make proposals for program and/or curricular changes to ARC after consultation with program directors; and
- f) serve on the Conservatory Planning and Priorities Committee.
- g) help assess department faculty and advise the Dean on personnel issues related to his or her department.

2. Eligibility and Selection Process

Department chairpersons shall be appointed by the Dean from up to two candidates nominated by each department; only full-time tenured faculty are eligible for such appointments. Terms of appointment shall not exceed three years, but may be renewed in consultation with department faculty.

C. Program Directors

Each program shall have a program director. The details of responsibilities, eligibility, and selection process are as follows.

1. Responsibilities

- i. coordinate all program activities;
- ii. make recommendations to department chair and advise ARC concerning program content and other curricular matters;
- iii. do advising and/or oversee academic advising for majors in the program;
- iv. recommend staffing for courses within the program;
- v. make course scheduling recommendations to the department chair
- vi. be responsible for program assessment; and
- vii. serve on Graduate Studies committee if the area administers a graduate degree.

2. Eligibility and Selection Process

Program directors shall be appointed by the Dean in consultation with the program area faculty. Terms of appointment shall not exceed three years and may be renewed in consultation with the program faculty. Both full-time and part-time faculty as necessary, are eligible for such appointments.

Appendix II

Curricular Process

A course or curriculum proposal at either the undergraduate or graduate level can be initiated at either the Program or Department level and will be considered by the Department involved before going to the Academic Regulations committee for review. The ARC will consider the proposal in light of University regulations and relevant accrediting agency guidelines, and will either approve it or send it back for clarification or further consideration. When approved, the proposal will go to the full Conservatory faculty for discussion and approval. Only after the full faculty approves, will the measure be signed by the Dean and sent forward.