

**Bylaws of the Department of Studio Arts
University of Pittsburgh
Approved May 2005**

(Revised March 2006, October 2010, October 2013; amended October 29, 2010)

1. Preamble:

In order to make its procedures as clearly defined and as open and participatory as possible, the Department of Studio Arts at the University of Pittsburgh adopts the following bylaws and regulations.

2. Full Department:

A. All powers and responsibilities delegated by the University of Pittsburgh to the department reside in the body of its voting members.

B. The voting membership of the department consists of all full-time NTS Lecturers and T/TS faculty whose primary appointment is in Studio Arts and who each have one vote. Part-time faculty may be invited to attend faculty meetings, in an advisory capacity, at the discretion of the Chair.

C. Matters of general departmental policy, and any particular administrative, procedural, or substantive questions brought before the department, including faculty hiring, shall be determined by the voting members. Full-time faculty of the appropriate rank must handle tenure, promotion, and evaluation of faculty. Only full-time faculty who have themselves attained a given rank (including that of TS assistant professor) may vote to admit new members to that rank.

D. The full department shall meet at least once in the fall term and once in the spring term of each academic year. Each department meeting shall be announced one week in advance, with an agenda, and shall be open to full-time faculty, unless specific matters have been determined by the Chair to be confidential and to require restricted attendance and/or participation. Additional meetings may be called throughout the academic year at the discretion of the Chair warranted by special departmental and university matters or at the request of a voting member. Any voting member of the department may, in consultation with the Chair, have an item placed on the agenda. The Chair, at his or her discretion, may also permit faculty who are non-voting members to place an item on the agenda if it merits attention by the full department. Minutes recording the proceedings of department meetings must be taken, maintained, and made accessible to all faculty.

A quorum shall exist when enough voting members are present to cast two-thirds of the total possible votes in the department. Only members of the department present at a meeting, in person or in real-time conference call, shall vote on issues decided in that meeting. Questions that come before the full department shall be determined by a majority of the votes cast, except in cases where a larger percentage of the vote has been explicitly required by the department's bylaws or regulations. Voting in matters of faculty hiring shall be by secret ballot. In other matters, voting shall be by voice or by show of hands, unless a secret ballot is requested by a voting member, in which case the request shall be honored. Short-term faculty appointments are at the discretion of the Chair, who will consult with relevant members of the faculty. Where procedural matters are not covered by any

departmental bylaw or regulation, upon request by any voting member the transactions of the department shall be governed by Robert's Rules of Order.

E. Election of the Chair. Tenured members of the faculty are eligible to be Chair. One semester in advance of an upcoming election the current Chair shall notify all voting members of the election and ask for names of eligible members who are interested and willing to be Chair. The election will be held between two or more eligible members who express interest and willingness with the new Chair being elected by a simple majority vote. In the event that only one eligible member expresses interest and willingness, he or she must be approved by two-thirds of the voting membership. In the event that no eligible member or members express interest and willingness to be Chair, the current Chair shall receive nominations and arrange a meeting or series of meetings to allow a statement or statements by the candidate or candidates and discussion by department members. The election of the Chair shall be by secret ballot and the outcome reported to members of the department. The votes of T/TS and NTS faculty shall be distinguished when the results are reported to the Dean of the Dietrich School of Arts and Sciences.

F. New Course Proposals. Faculty members interested in teaching new undergraduate courses may submit proposals to the voting faculty. Due to department scheduling, new course proposals should be intended for the following academic year. Courses to be taught the following fall should be submitted in the previous fall term by November 1 and courses for the next academic year spring term should be submitted by March 1.

New course proposals should consist of a course description, prerequisites, a syllabus, and a rationale explaining how the new course meets the long term pedagogical needs of the department. The proposed syllabus should incorporate requirements and standards found in the Dietrich School guidelines for New Course Proposals (<http://www.as.pitt.edu/faculty/teaching/course-proposal.html>) under *Item III. Course Syllabus*. Proposals should demonstrate that the course advances the instructional needs of the department, adheres to rigorous academic standards, has clear grading standards and policies, and has a focus different from that of existing courses.

The voting faculty will review proposals and may request additional information and offer suggestions for improvement as needed. Any revisions to the new course proposal will be submitted to full voting faculty for approval. Once approved, the Dietrich School Undergraduate Council will be notified of the new course.

Any courses that are intended to satisfy the General Education Requirements of the University, or that in any way potentially alter the Studio Arts major or minor, will require final approval by the Council.

3. Executive Officers:

A. The executive officers of the Department include the Chair and the Department Advisor. The Chair is appointed, upon recommendation, by the Dean of the Dietrich School after consultation with the department. Upon appointment the Chair shall serve for a term of three years, renewable by mutual agreement of the Department, the Dean, and the Chair him or herself. With the advice and consent of the full Department the Chair shall appoint the Department Advisor to a two-year term. The Chair will recognize the number of years members have previously served as Department Advisor as the principle criteria for making

the appointment. The Department Advisor may serve beyond a two-year appointment as long as is agreeable to the department, the Chair, and the officer.

B. The Chair is the Chief Executive Officer of the department. He or she shall be responsible for the administration of the departmental business, including internships and summer term advising, and shall represent the department to the administration, the University at large, and the profession. He or she shall preside over meetings of the Full Department. He or she shall prepare the department's budget, shall inform the department of its general dimensions, and shall exercise jurisdiction over the expenditure of departmental funds in consultation with the department. He or she also exercises jurisdiction over the department staff. In general, he or she shall be responsible for the execution of the department's bylaws and university regulations, policies, and procedural guidelines; for the day-to-day functioning of the department; and for keeping the department informed of matters that concern it. In the matter of assessing achievement in creative research for the purposes of salary raises, renewal and promotion the Chair shall adhere to the department's *Guidelines for Evaluating Creative Research in Studio Arts* document.

C. The Undergraduate Advisor shall be responsible for the day-to-day detail of administering the regulations of the undergraduate major and minor programs, including the advising of course registration for all students in the major.

4. Committees: By tradition, due to the small size of the department, all voting members serve as standing committee members for matters that include Planning and Budget, Studio Allocations & Facilities, Visiting Artists, Faculty and Student Exhibitions, Faculty Searches and other business as needed. By extension, the Department Chair shall serve as committee Chair in all instances, unless he or she delegates a member as a committee Chair for a particular matter with the consent of the delegate and the majority consent of the voting members.

5. Waiving Provisions of the Bylaws: Any provision of these bylaws may be waived at any meeting of the Department for the duration of that meeting or part thereof, by a simple majority of the votes cast. Any provision may be waived outside a Departmental meeting by the consent of three-quarters of the total possible votes in the Department. Voting shall be by secret ballot, signed envelope, in response to a written proposal to waive the provision, indicating the duration of the proposed waiver.

6. Amendments: Amendments to these bylaws may be proposed upon petition by at least two voting members of the department. Copies of the proposed amendment shall be distributed to all members of the department, and the date of the meeting in which it is to be acted upon shall be announced at least two weeks in advance of any formal action. A majority of two-thirds of the votes cast shall be required for passage of an amendment.