

BYLAWS OF THE MUSIC DEPARTMENT OF THE UNIVERSITY OF PITTSBURGH

1. Preamble

In the belief that the work of an academic department can be carried out most responsibly, effectively, and equitably when its procedures are as clearly defined and as open as possible and provide for a high degree of participation by its members, the Music department of 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. The powers and responsibilities of the officers and committees vis-à-vis the department are delegated to them by the department, on whose behalf they act, and their decisions and actions are therefore subject to review by the full department.

B. The voting membership of the department shall be defined as follows. Each person holding a full-time or fractional tenured or tenure-stream appointment and each Lecturer holding a full-time or fractional multi-year contract shall have one vote. Each other person holding Graduate Faculty status through the department, regardless of the nature of their teaching contract, shall have one vote. Students, part-time faculty, faculty on short-term contracts, and persons with one-semester or one-year Visiting Professorships of any rank shall not vote. The “rank-above” rule applies, so that only faculty members who have themselves attained a given rank (including that of TS assistant professor) may vote to admit new members to that rank. The advice of other members of the department (NTS faculty, graduate students, etc.) may certainly be sought and considered when hiring new T/TS faculty, and NTS lecturers have full voting rights in hiring new regular full-time NTS faculty.

C. Matters of general departmental policy, and any particular administrative, procedural, or substantive questions brought before the department, shall be determined by the full department. If a departmental meeting on a particular issue indicates the need for further investigation and clarification of points of view, the Chair may be requested to form an ad hoc discussion group or committee, attempting to insure that the various points of view expressed in the meeting are represented. The group or committee will hold open discussions of the issue, and may formulate written recommendations or proposals, which can form the basis for further debate and action by the full department. In the areas of the department’s Strategic Plan, curriculum, personnel, and graduate procedures, departmental meetings each September shall be devoted to the states of those concerns and committees shall be appointed in these areas in the same ad hoc manner to serve for as much of the academic year as the particular issue requires, in accordance with published guidelines formulated by the Chair in consultation with the full department.

D. The full department shall meet at least monthly, except for the months of May–August. Each meeting of the department shall be announced in advance, with an agenda, and shall be open, unless matters are to be considered which have been determined by the full department or by School of Arts and Sciences (A&S) guidelines to be confidential and to require restricted attendance and/or participation. The designated graduate and undergraduate student representatives shall be invited to department meetings when appropriate. Anyone of the voting membership of the department shall be able, upon request to the Chair, to have an item placed on the agenda. A quorum shall exist when at least one-half of the voting membership is present. Only members of the department present at a meeting shall vote on issues decided in that meeting, except when A&S guidelines specify otherwise, or under extraordinary circumstances when absentee ballots may be granted, upon petition, by the full department. 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 the selection of a departmental Chair shall be by written ballot. In other matters, voting shall be by voice or by show of hands, unless a written ballot is required by A&S guidelines or is requested by a voting member, in which case the request shall be honored. Where procedural matters are not covered by any departmental bylaw or regulation, upon request by any voting member Robert’s Rules of Order Revised shall govern the transactions of the department. Minutes recording the proceedings of department meetings shall be taken, maintained, and distributed to all voting members.

E. Election of the Chair. One semester in advance (normally the fall term) of an upcoming election (normally in the spring term) the current Chair shall notify all voting members of the department of the election. Shortly after notification the Chair shall designate as “Election Chair” a full-time faculty member who has decided not to run. The Election 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. Voting shall be by written ballot, and the outcome reported to members of the department and to the Dean of the Faculty of Arts and Sciences. Any department meeting with the Dean to discuss the choice of the Chair shall be separate from the above-designated procedures for internal departmental deliberation. Other than the above-designated procedure, there shall be no procedure for reappointment.

F. The department may, from time to time, establish such **standing committees**, as it deems appropriate.

3. Executive Officers

A. The executive officers of the department shall include a Chair, a Director of Graduate Studies, a Director of Undergraduate Studies, and such others as may from time to time be instituted. The Dean of A&S appoints the Chair after consultation

with the department. Upon appointment the Chair shall serve for a term normally of three years, renewable by mutual agreement of the department, the Dean, and the Chair him or herself. Other officers of the department shall be appointed by the Chair, with the advice and consent of the full department, and each shall serve 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 and shall represent the department to the administration, the University at large, and the profession; in hiring and other negotiations (with interdisciplinary programs, for instance); and in dealing with student complaints and problems. He or she shall preside over meetings of the full department, the Planning and Budget Committee (PBC), and the Personnel Committee. He or she shall prepare the department's budget, negotiate it with the Dean, and inform the department, in writing, of its general dimensions. Following principles set forth by the PBC, he or she shall exercise jurisdiction over the expenditure of departmental funds, and over the office staff. The Chair determines the undergraduate and graduate course offerings each term in a consultative process, receiving recommendations from the Graduate and Undergraduate curriculum committees, and discoursing with individual faculty members. The Chair likewise makes all undergraduate and graduate course staffing assignments, following a consultative process of discussion with faculty members. In general, he or she shall be responsible for the execution of the department's bylaws, 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.

C. The Director of Graduate Studies shall preside over meetings and other activities of the Graduate Curriculum Committee, and shall be responsible for the day-to-day detail of administering the students' progress toward degrees, establishment and implementation of graduate policies, coordinating renewal of Teaching Assistants and Teaching Fellows, coordinating nomination of candidates for Predoctoral fellowships, and soliciting petitions for Directed Studies, extensions of statutes of limitations, etc.

D. The Director of Undergraduate Studies shall preside over meetings and other activities of the Undergraduate Curriculum Committee, and shall be responsible for the day-to-day detail of advising the undergraduate music majors, including oversight of degree curricula and requirements, students' progress toward degrees, establishment and implementation of undergraduate policies, chairing the Awards Committee to nominate candidates for fellowships, etc.

4. 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 the consent of three-quarters of the voting members present. Any provision may be waived outside a departmental meeting if three quarters of the voting members of the department consent. Voting shall be by written ballot, signed envelope, in response to a written proposal to waive the provision, indicating the duration of the proposed waiver.

5. Amendments. Amendments to these bylaws may be proposed upon petition by at least five 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.

6. Departmental Committees

The following is a list of departmental committees that currently function in the department.

A. Awards

Function: Oversee the awards for undergraduate student work.

B. Graduate Admissions

Function: Primary responsibility for graduate admissions and recommend selection of entering students for fellowships, Teaching Assistantships, and Teaching Fellowships. The chair of the committee will be the Director of Graduate Admissions.

C. Graduate Curriculum

Function: The annual coordination and long-range planning of graduate course offerings. The Committee recommends changes in the graduate curricula and requirements for all subdisciplines, for action by the voting members of the Department; and recommends the list of graduate course offerings each term, for action by the department Chair. The Graduate Curriculum Committee, appointed by the department Chair, is composed of the Director of Graduate Studies (Chair), representatives of departmental programs (Historical Musicology; Composition and Theory; Ethnomusicology; Jazz Studies), and the department Chair (ex officio). The Director of Graduate Studies shall be responsible for convening the committee and providing oversight for the graduate curriculum as a whole.

D. Undergraduate Curriculum

Function: The annual coordination and long-range planning of undergraduate course offerings. The Committee recommends changes in the undergraduate curricula and requirements, for action by the voting members of the Department; and recommends the list of undergraduate course offerings each term, for action by the department Chair. The Undergraduate Curriculum Committee, appointed by the department Chair, is composed of the Director of Undergraduate Studies (Chair), representatives of departmental programs (Historical Musicology; Composition and Theory; Ethnomusicology; Jazz Studies), and the department Chair (ex officio). The Director of Undergraduate Studies shall be responsible for convening the committee and providing oversight for the undergraduate curriculum as a whole.

Once each semester, the committee will review new undergraduate course proposals. Faculty submitting new courses should submit a course description, a detailed syllabus, and a cover letter explaining the level and audience for the course and how the course will complement or supplement the existing curriculum. Proposals will be evaluated by the committee on their academic rigor, integration of current scholarship, and their contribution to the curriculum and overall mission of the department. To be approved, courses should have appropriate levels and amounts of reading and writing, clear learning objectives, assignments, grading standards, and policies. Proposals should not overlap with existing courses. The committee may reject the proposal, or recommend revision and resubmission, or recommend approval. If the committee recommends approval of the course, they will present the course proposal at the next scheduled faculty meeting for a vote. The course will be approved if a majority agrees with the committee's recommendation.

E. Personnel

Function: Primary responsibility for screening, selecting, and interviewing candidates for full-time and part-time faculty positions.

F. Planning and Budget

Function: Aid in the preparation of the departmental budget each year and establish funding priorities and policies.

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