WESTERN WASHINGTON UNIVERSITY
College of Fine and Performing Arts

BYLAWS

ARTICLE I

Name

Section 1.01 Name of the College. The name of the College shall be the College of Fine and Performing Arts.

ARTICLE II

Constituencies

Section 2.01 Constituencies. The constituencies of the College shall consist of: the Department of Art and Art History, the Department of Design, the Department of Music, the Department of Theatre and Dance, the Western Gallery and Public Art Collection, and Performance Facilities (as represented by the Manager of CFPA Operations). All students who are majoring or minoring in any one or more of the departments, the faculty and staff of the College, and the alumni are considered constituents.

Section 2.02 Rights, Responsibilities, and Powers of the Constituencies. The rights, responsibilities, and powers of the constituencies shall be those granted by the Board of Trustees or defined in the Charter and its Bylaws.

ARTICLE III

Faculty

Section 3.01 Faculty Members. A faculty member is defined according to Section III of the Faculty Handbook for Western Washington University and Section 1.1 in the Collective Bargaining Agreement (CBA), 9/26/2015. Members who are eligible to vote on College matters are defined as those whose FTE assignment is equal to .5 FTE or more.

Section 3.02 Qualifications. The qualifications and ranks for appointment to the faculty shall be consistent with those listed in the CBA, Section 7, and may be further defined by the various departments of the College, in consultation with the President or designee.

Section 3.03 Authority. The faculty of the College acting as a committee of the whole has the right to review and approve/disapprove administrative and/or committee/division decisions of the College.

Section 3.04 Terms of Appointments. The terms of the initial appointment shall be consistent with CBA Section 7.2.1, and articulated in the letter of offer of employment.

Section 3.05 Resignation. Faculty resignations should be submitted in writing to the appropriate Department Chair at least three months prior to the anticipated date of separation.

Section 3.06 Termination. Termination of faculty shall be governed by the provisions contained in the CBA, Section 19.
Section 3.07 Meetings of the College. All-College faculty meetings shall be called by the Dean of the College to discuss College matters or at the request of a majority of any one department.

Section 3.08 Notice of Meetings and Agenda. A final notice and agenda for any faculty meeting of the College of Fine and Performing Arts shall be given and circulated at least one full working day prior to the meeting.

Section 3.09 Quorum. A simple majority of the voting members of the faculty shall constitute a quorum.

Section 3.10 Majority Voting Action. A simple majority of voting members present shall decide all regular issues brought before the faculty. Adoption of resolutions concerning the College Charter, Bylaws, organizational structure, and policies, however, shall require a two-thirds majority. Given the importance of these special issues, accommodation for absentee balloting shall be made for faculty unable to attend the meeting. Resolutions concerning either the Charter or the Bylaws will be voted upon in an expedient and expeditious manner following their introduction.

Section 3.11 Proxies. Proxy votes on any matter before the faculty shall be allowed if the proxy is communicated in writing to the Dean prior to the faculty meeting.

Section 3.12 Minutes. Minutes for all faculty meetings shall be kept and distributed to the faculty for their approval following the meeting.

ARTICLE IV

Dean

Section 4.01 Responsibilities. The Dean shall function as the chief administrative and personnel officer of the College. In this capacity the Dean shall function as the administrator and spokesperson for the College. The Dean reports to the Provost/Vice-President for Academic Affairs, the President, and the Board of Trustees. Duties include but are not limited to:

1) Representing the College and its interests to the upper administration of the University;
2) Directing and administering the budget and personnel matters;
3) Facilitating the administrative and academic work of the units;
4) Acting as objective arbitrator among the units;
5) Engaging in public relations and fund-raising on behalf of the College and its units;
6) Acting as a central University office for the fine and performing arts to the community, region, and state at large;
7) Receiving the findings of the various committees, including Tenure and Promotion, and recommending action to the Provost/Vice-President for Academic Affairs.

Section 4.02 Faculty Rights. The Dean is appointed and shall be considered as a member of the faculty of the University, and shall have all of the rights, responsibilities, and privileges of a faculty member during the period of appointment.

Section 4.03 Evaluation. The Dean shall be evaluated by the Provost/Vice-President for Academic Affairs annually with a major evaluation conducted every fifth year. The Provost/Vice-President of Academic Affairs will coordinate with the faculty of the College and the University Senate in conducting the fifth year evaluation.
ARTICLE V

Departments/Units

Section 5.01 Membership. The College shall consist of four academic units and two ancillary service units. The academic units are the Department of Art and Art History, the Department of Design, the Department of Music, and the Department of Theatre and Dance. The ancillary service units are the Western Gallery and Public Art Collection, and Performance Facilities.

Section 5.02 Responsibilities. The Departments shall have responsibility for their curriculum, course content, budget requests, faculty recruitment, selection, retention, and advancement within their respective areas. The service units are intended to complement and serve the academic needs of the Departments as their first priority but also maintain a liaison and work closely with the College’s public outreach. All decisions of the units are subject to review by the appropriate committees of Western Washington University, the Dean, the Provost/Vice-President for Academic Affairs, the President, and the Board of Trustees.

Section 5.03 Department Governance. Each department shall have the autonomy to develop its own self-governance model, which, as defined in the Collective Bargaining Agreement, shall be included in the Unit Evaluation Plan.

ARTICLE VI

Department Chair

Section 6.01 Qualifications. Department Chairs must be tenured faculty of the College and/or University.

Section 6.02 Selection and Appointment. Department Chairs shall be selected following the process prescribed in Appendix A at the end of this document.

Section 6.03 Responsibilities. Department Chairs shall represent the Department to the College on all departmental matters, including but not limited to departmental budgets, program development, faculty load assignments, faculty recruitment, evaluation procedures, resolution of student and faculty concerns, and other administrative duties required or assigned by the Dean and University administration.

Section 6.04. Length of Term. The length of term shall be four years, renewable upon a positive evaluation and consent of the chair, Department, Dean, and Provost.

Section 6.05 Evaluation of Chairs. The Chair shall be evaluated according to the process outlined in the College Unit Evaluation Plan.

1. A request for a formal review of the chair may be made in a letter that includes the signatures of a majority of faculty in the department. This request may be submitted at any time but preferably should be done early in the fall if possible to ensure a continuity of evaluation time line.

Section 6.06. Resignation. In the event a Chair wishes to resign prior to the conclusion of the term of office, a written letter shall be submitted to the Dean. The Chair will remain in their position for three months or until an interim chair can be appointed.
Section 6.07. Faculty Membership. During the term of office, the Chair shall be considered a faculty member with all rights, responsibilities, and privileges.

Section 6.08 Load. In view of the administrative responsibilities of the position, the Chair shall normally have a maximum of .5 FTE load according to departmental standards, negotiable with the Dean.

ARTICLE VII

Associate Department Chair

A department may consider the appointment of an associate chair to assist the department chair with various administrative duties as defined in Section 6.03.

Section 7.01 Qualifications for Appointment. Associate chairs must be tenured faculty of the College and/or University.

Section 7.02 Selection, Criteria, Term. The College Unit Evaluation Plan, “Appointment and Evaluation of Associate Chair” is the guiding document.

Section 7.03 Position Appointment. The position of associate chair shall be considered an independent appointment. There is no expectation, promised or implied, that the associate chair shall succeed the chair.

7.04 Load. The associate chair shall receive a .25 FTE course load reduction annually, the cost of which shall be covered by the department.

7.05 Term of Service. The term of service for the associate chair shall be one academic year and may be renewed without limitation.

7.06 Evaluation. The Associate Chair is evaluated according to the process outlined in the College Unit Evaluation Plan.

ARTICLE VIII

Standing Committees

Section 8.01 Executive Committee. The Executive Committee is the principal administrative committee for the College and shall act as an advisory committee to the Dean. The Committee shall consist of the Department Chairs and heads of the ancillary units. The Executive Committee is chaired by the Dean.

Section 8.02 Tenure and Promotion Committee. The College Tenure and Promotion Committee is charged with reviewing and ranking Summer Research and Teaching grant applications, reviewing and ranking applications for professional leave, and evaluating all applications for tenure and/or promotion, including the files of faculty due for Post Tenure Review.
The committee shall be composed of one tenured faculty member selected by each Department who will serve a two-year term. Terms will be staggered to provide consistency in the membership. Additionally, on a departmental rotating basis, one at-large member will be selected to serve a one-year term, bringing the total number of members to five.

The Committee shall elect a Chair from its membership. The Chair shall serve a one-year appointment.

**Section 8.03 Curriculum Committee.** The Curriculum Committee is charged with the approval of all curricular matters within the College. It reports to the faculty of the College and passes decisions to the appropriate University level committees for further review. It recognizes the authority of the Academic Coordinating Commission.

The Curriculum Committee is comprised of one or two faculty members selected by each department and will serve a two-year term. The Committee shall elect a chair from its membership. The Dean will act as ex officio unless needed to break a tie vote.

**Section 8.04 Technology Committee.** The Technology Committee is charged with reviewing submissions for the Student Technology Fee from the College and forwarding recommendations and rankings to the Dean. The committee is comprised of one or two faculty members selected by each department and will serve a two-year term. The Committee shall elect a chair from its membership.

**Section 8.05 Faculty Governance Council.** The Faculty Governance Council is charged with oversight and revision of the documents that help govern the College. The Council is comprised of one or two faculty members selected by each department and will serve a two-year term. The Committee shall elect a chair from its membership. Department Chairs shall facilitate the selection of faculty from their areas for open positions on the Council through the facilitation of nominations and an election. The Dean will act as ex officio unless needed to break a tie vote.

**Section 8.06 Minutes.** All College Committees shall take minutes of their deliberations. These are to be approved and copies submitted to the Dean’s office, who will distribute them as necessary and maintain an archive of such transactions within the College.

**ARTICLE IX**

**Amendments**

**Section 9.01 Amendments to the Bylaws.** Amendments to the Bylaws shall be proposed by a majority of the faculty of any department. They may also be submitted for faculty approval by the Chairs and the Dean.

**Section 9.02 Proposed Amendments.** Proposed amendments will be forwarded to the office of the Dean, whose duty it is to bring them to the attention of the entire faculty of the College.

**Section 9.03 Voting Procedures.** Voting on proposed amendments should be as expeditious as possible following distribution and presentation of the amendment. In any case, the vote should take place no earlier than the meeting following their presentation.

Revised/Approved by CFPA Faculty Governance Council….6/5/18
Revised/Approved by CFPA Faculty Governance Council and by majority vote of CFPA Faculty - 5/19/11
Revised/Approved by CFPA Council—4/8/04
Approved by CFPA Faculty/Staff – 9/16/98
BYLAWS

APPENDIX A

Procedural on Chair Selection

Policy
Each of the Departments of the College of Fine and Performing Arts shall have a chair. This chair must be tenured and be an Associate or Full Professor. The responsibilities of a chair are outlined in Section 17 of the CBA and Section 6.03 of the CFPA Bylaws. The Department may develop additional criteria for the purpose of appointment.

Procedure
1. The Dean will meet with the department to determine if the selection of a chair should be internal or the result of a search. If a chair is to be chosen from outside the University, the normal search protocols shall be in effect and the rest of this procedure does not apply. If a chair is to be chosen from within the department, the following steps will guide the process.
   a. Faculty may nominate themselves or other faculty within the department for the position of chair.
   b. A department meeting shall be convened at which the candidates address their ability to perform the responsibilities of chair according to Section 17 of the CBA and Section 6.03 of the CFPA Bylaws, as well as any additional criteria set by the department. The Dean may attend this meeting.
   c. The Dean, in consultation with the department, shall appoint a senior faculty member from outside the department to receive and compile the information.
   d. Non tenure-track department faculty and department staff may submit written comments about each of the nominees. However, only department tenured or tenure-track faculty shall evaluate each candidate as: not acceptable, satisfactory, above average, or superior, and submit written comments in support of their evaluation. In addition, faculty and staff are welcomed to meet with the Dean to provide additional feedback.
   e. The appointed faculty member will forward the results without comments to the department, but will send both comments and results to the Dean.
   f. After conversation with the department, the Dean will make a recommendation to the Provost. The Provost shall then make the appointment and inform the faculty of the decision.
   g. If there is no internal candidate or if there is no agreement between the Dean and the faculty on an acceptable candidate, then a candidate from outside the department may be considered, and the normal search protocols shall be in effect. This may be an interim appointment.

Passed by FGC May 17, 2018