

Music Department By-Laws
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Article I PREFACE

The Music Department By-Laws provide a departmental plan of governance, consistent with the legal requirements of the State University of New York, the policies of the Board of Trustees, and the Faculty By-Laws of Buffalo State.

Article II MEMBERSHIP AND VOTING

Section A The Faculty shall consist of those members of academic rank or with professional staff status appointed to the Department by the President and approved by the Board of Trustees.

Section B Voting members of the Faculty shall be defined in accordance with the College By-Laws as stated in the policies of the Board of Trustees, and shall include full-time professional staff members.

Section C Special individuals or groups of individuals may be invited by the Department Chair, to participate in meetings for advisory, consultative or informational purposes.

Section D The Faculty and Chair shall collaboratively establish policy for the courses and programs offered by the Department and for the welfare of the Faculty, students and Department.

Article III MEETINGS

Section A Faculty meetings shall be held at the request of the Chair or Chair's designate, or by any member of the Faculty with the approval of four additional Faculty members.

Section B There shall be a minimum of six Department meetings throughout each academic year.

Section C The Chair shall distribute the agenda to the Faculty for each meeting, at least 36 hours prior to the scheduled time.

Section D The Chair or Chair's designate shall preside at Department meetings.

Section E When requested by the Chair, the department secretary shall record minutes. Minutes must be approved by the Faculty before they may be entered into record.

Section F Two-thirds of the Faculty shall constitute a quorum.

Section G The Chair may call special or emergency meetings. In such an event, a temporary suspension of Article III, Section C is granted. These meetings shall not be considered under Article III, Section B.

Article IV ELECTIONS AND VOTING PROCEDURES

Section A Each voting Faculty member shall be entitled to one vote except for the Chair, Chair's designate, or presiding officer whose vote may only be cast to break a tie vote of the membership.

Section B Absenteeism

B.1 Absentee ballots on matters of committee constituency, changes of programs and changes of administrative officers, will be provided for Faculty who will be absent from meetings for reasons of health, sabbatical leave, or official college business, provided that issues are defined and published at least 36 hours prior to the scheduled meeting.

B.2 Balloting shall be timed such that absentee ballots are delivered to the Chair at the scheduled meeting time. Such ballots shall be declared invalid if the proposition upon which the vote is cast has been amended. Those absentee members shall have the right to vote on the amended proposals, by special arrangement with the Department Chair.

Section C All requests for a secret ballot issued by any voting Faculty member will be honored.

Section D The privilege of voting may be extended to persons outside the Music Department on specified matters, with a unanimous vote of the Faculty.

Section E Departmental elections will typically be held in the fall semester, though may occur in the spring or summer as mandated by special circumstance.

Article V DEPARTMENTAL COMMITTEES

Section A The Role of the Department Chair

- A.1 The Chair of the Music Department may not serve as a voting or active member on any Department committee, though may serve in an ex-officio capacity. The Department Chair shall charge the Committee Chair with specific tasks and directives. Committee Chairs shall make recommendations or offer council to the Department Chair as appropriate.
- A.2 The Department Chair will present the Dean of the School of Arts and Humanities with the views, findings and opinions of the Department committee, as well as those formulated by independent investigation executed by the Department Chair. Such independent investigation may include the solicitation of data or references from external experts and consultants, or evaluative commentary from tenured faculty at peer institutions.

Section B Personnel Committee

- B.1 The Personnel Committee shall be composed of no less than three and no more than six tenured members of the Faculty. The Committee shall be elected by the Faculty or appointed by the Department Chair annually, as needed. Faculty members under review may not vote in matters of Personnel Committee composition. The Personnel Committee shall elect its own committee Chair.
- B.2 This committee shall evaluate non-tenured, tenure track Faculty and shall make recommendations to the Department Chair with respect to renewal and termination of appointments, promotion, and faculty welfare. Evaluations in each case may include consultation and public forum with students and appropriate individuals. The committee shall employ the five criteria suggested by the Board of Trustees' policies in the execution of internal peer review: (1) mastery of subject matter, (2) effectiveness in teaching, (3) scholarly ability, (4) effectiveness of university service, and (5) continuing growth.
- B.3 This committee may be employed by the Department Chair to offer counsel with respect to new and/or vacant positions, personnel distribution, or Faculty workload.
- B.4 In the special case of renewal, reappointment, promotion, or termination of the Department Chair, the Personnel Committee will be appointed by, and report directly to, the Dean of the School of Arts and Humanities.

Section C Curriculum and Assessment Committee (September 2014)

- C.1 The Curriculum and Assessment Committee shall be comprised of no less than three members who are elected by the Faculty, or appointed by the

Department Chair, annually as needed. The Curriculum and Assessment Committee shall elect its own committee Chair.

- C.2 This committee shall study and make recommendations in matters of policy and procedure for the development and/or revision of curricula based on the collection and analysis of assessment data, as needed by the Department, or in accordance with accreditation procedures and internal and external reviews.
- C.3 This committee will oversee the Department's compliance with the General Education requirements of the College.
- C.4 The committee or Department Chair will present recommendations to the Faculty. The Faculty will vote either to uphold or negate the committee's recommendations. The result of the Faculty vote will be transmitted to the appropriate levels of administration.

Section D Search Committees

- D.1 The Search Committee shall be comprised of no less than three members who are elected by the Faculty, or appointed by the Department Chair, as needed. The Department Chair will appoint a Search Committee Chair. This committee may contain external members. Voting privilege may be extended to external Search Committee members under Article IV, Section D.
- D.2 This Committee will conduct work in accord with DOPS policies, College By-Laws, and the policies of the Board of Trustees.

Section E Ad Hoc Committees

- E.1 The Department Chair or Chair's designate may appoint or conduct an election to staff any Ad Hoc Committees or Task Forces that are necessary or useful to the welfare of the Department.
- E.2 Ad Hoc Committees or Task Forces may be appointed throughout the summer for extra service pay.

Section F Diversity Committee

- F.1 The Diversity Committee shall be composed of no fewer than three members who are elected by the Faculty, or appointed by the Department Chair, annually as needed. The Diversity Committee shall elect its own committee chair.
- F.2 This committee shall study and make recommendations in matters of

policy, procedure, programming, recruiting, and curriculum that support, embrace, and enhance diversity in the Music Department as outlined by the 2008 NASM Self Study.

Section G Recruiting Committee

- G.1 The Recruiting Committee shall be composed of no fewer than three members who are elected by the Faculty, or appointed by the Department Chair, annually as needed. The Recruiting Committee shall elect its own chair.
- G.2 This committee shall study and make recommendations to the Department Chair in matters pertaining to the recruitment of qualified music majors, minors, and non-majors to Buffalo State, with the goal of increasing quality, diversity, and overall numbers among the student population served by the department. The committee shall study enrollment data/trends and analyze results of recruiting initiatives for the betterment of the department.
- G.3 The committee and Department Chair shall work together to identify appropriate funding levels and sources for recruitment initiatives and to strategize ways in which to maximize human and fiscal resources toward the goal of increasing the breadth and quality of the Music Major population.

Section H Auditions and Scholarship Committee (April 2014)

- F.1 The Auditions and Scholarship Committee (ASC) may (shall?) be composed of the instrumental coordinator, vocal coordinator, a member of the music education faculty, the piano instructor, and the primary ensemble directors. The committee shall elect its own chair.
- F.2 The music department chair shall serve on the committee in an ex-officio capacity.
- F.3 The committee shall regularly evaluate audition-day practices and recommend procedural changes in an effort to increase the percentage of students who matriculate to the Music Department following their acceptance.
- F.4 The ASC shall review (1) audition recommendations submitted by the applied faculty (2) interview recommendation submitted by the music education faculty, (3) data from ensemble directors regarding critical personnel needs within their respective ensembles, and (4) data from the department chair regarding available scholarship dollars and any attached stipulations. The committee shall make award recommendations to the

Department Chair. The Department Chair shall make all decisions with respect to the dollar amount awarded.

Section I Masters Program Admissions Committee (Sept 2015)

- H.1 The Masters Program Admissions Committee (MPAC) shall be composed of no fewer than three members who are appointed by the Department Chair, annually as needed. The MPAC shall elect its own chair. Membership must include at least two faculty members with graduate faculty status.
- H.2 The MPAC shall review applications for admission to the Master's of Music Education Degree Program and make recommendations to the Music Department Chair and the Graduate School.
- H.3 The MPAC shall periodically review MMED admissions policies and practices and provide recommendations to the Music Department Chair.

Article VI DEPARTMENT CHAIRPERSON

Section A Appointment and Reappointment (September 2017)

- A.1 The President of the College shall designate the Chairperson of the Department upon the receipt of a recommendation from the Music Department Faculty and the Dean of the School of Arts and Humanities and the provost. Executive reappointment authority resides with the Dean.
- A.2 Election
 - a. The Music Department Nominee for Chair shall be elected or reappointed by majority vote to a renewable three-year term.
 - b. Voting will be done by secret ballot with all full-time faculty members eligible to cast a vote.
 - c. In the event of a tie, the faculty must continue discussion and voting until one candidate receives a majority vote.
 - d. The chair of the personnel committee shall present the recommendation of the faculty to the Dean of Arts and Humanities and the Provost.
- A.3 Reappointment
 - a. Should the Chair wish to seek reappointment, they must provide written notification to the Music Faculty and the Dean of Arts and Humanities by the beginning of the fifth semester of the term.

- b. The personnel committee shall work with the Dean of Arts and Humanities to enact a review process according to the policies laid out by the School of Arts and Humanities and the Buffalo State Directory of Policy Statements.
- c. The Reappointment of an internal candidate shall be governed by the rules laid out in Article VI, Section A.2.

A.4 Initial Appointment of Internal Candidate

- a. For initial appointment of the Department Chair (internal candidate), the chair of the personnel committee shall act as chair of the search.
- b. Any full-time faculty member may offer nominations, or faculty members may self-nominate.
- c. The Music Faculty may request materials, seek references and/or conduct an interview with candidates.
- d. The Election of an internal candidate shall be governed by the rules laid out in Article VI, Section A.2.

A.5 Initial Appointment of External Candidate

- a. For the initial appointment of the Department Chair (external candidate), a search committee shall be created and elect its own chair.
- b. All other search procedures shall be carried out according to Article V, Section D of the Music Department By-laws, DOPS policies, College By-Laws, and the policies of the Board of Trustees.

A.6 The Chairperson may select and delegate the responsibilities of the chair to a chairperson *pro-tempore*, at anytime deemed necessary.

Section B The Department Chair will report to the Dean of the School of Arts and Humanities, and in consultation with the Faculty, be the executive officer charged with personnel, curricular, operational and fiscal oversight.

Section C The Department Chair shall appoint area coordinators from amongst the Faculty as follows: (1) Instrumental Coordinator, (2) Vocal Coordinator, (3) Music Education Coordinator, (4) Bachelor of Arts in Music Coordinator, and others as needed. In the absence or vacancy of an area

coordinator, the Department Chair will assume the duties of the coordinator, on an interim basis.

Section D The Chair must receive the approval of the appropriate area coordinator prior to the execution of part-time or full-time temporary instructional appointments.

Section E Chair's Student Advisory Committee

E.1 The Chair will maintain a student advisory committee to communicate directly with students and to obtain feedback from students enrolled in programs controlled by the music department.

E.2 The Chair's Student Advisory Committee (CSAC) shall consist of no fewer than 4 students and no more than 10.

E.3 Members of the CSAC shall be appointed by the Music Department Chair. Potential candidates may self-nominate, be nominated by other music students, be nominated by the faculty, or by the Music Department Chair. The Chair will strive to achieve broad representation from all constituencies within the music program.

Article VII Faculty Workload

Section A Music faculty are expected to engage in a judicious mixture of Teaching, Scholarship, and Service as defined by the *Music Department Statements on Teaching Effectiveness, Scholarship, and Service*.

Section B A normal load shall consist of between 9 and 12 load hours per week.

Section C Applied instruction, student teacher supervision, coaching, accompaniment, and independent studies shall be calculated as follows: 3 contact hours = 2 load hours.

Section D Ensembles, techniques courses, and academic classes shall be calculated as follows: 1 contact hour = 1 load hour.

Section E The department recognizes that load for certain music faculty will remain fluid, as applied studios and administrative duties expand and shrink with little predictability.

Section F Loads with fewer than 9 hours, or more than 12 hours shall be resolved between the faculty member and the Chair, if necessary.

Section G Graduate thesis and project advising shall be calculated as follows: 5

advisees = 3 load hours. Only primary advisors will be awarded load credit.

Article VIII Summer Session

Section A Recommendation for summer session staffing shall be the concern of the Personnel Committee, in consultation with the appropriate area coordinator, which shall make recommendations to the Chair.

Section B Recommendations for programs and course offerings shall be the concern of the Curriculum Committee, in consultation with the appropriate area coordinator, which shall make recommendations to the Chair.

Article IX AMENDMENTS, SUSPENSION, AND REPEAL OF BY-LAWS

Section A These By-Laws and subsequent amendments shall become effective upon adoption by the Faculty with a majority vote and approval by the Dean of the School of Arts and Humanities.

Section B Amendments to the By-Laws may be proposed by any Faculty member and must be submitted to the Chair in written form. The Chair shall circulate amendments to the Faculty no less than one week prior to a vote.

Section C Amendments to the By-Laws require a vote of two-thirds of the faculty. Amendments are in action immediately subsequent to a successful vote.

Section D The Chair may request a temporary suspension of any and all By-Laws, in the interest of departmental productivity and health. A temporary suspension requires a majority Faculty vote. The duration of the suspension must be articulated in the motion to suspend made by the Chair.

Section E The Dean of the School of Arts and Humanities may repeal any and all By-Laws, in the interest of departmental productivity and health. Such a repeal will require a majority faculty vote and written consent from the Chair.

Article X Robert's Rule shall govern all matters not covered by these By-Laws.

