

Subject: Notice of Motion for June SOMD Meeting
Date: Thursday, May 27, 2021 at 8:13:11 PM Eastern Daylight Time
From: SOMD Deans Office <deanmus@uoregon.edu>
To: SOMD Faculty List <SOMD_faculty@lists.uoregon.edu>
CC: SOMD Staff List <SOMD_staff@lists.uoregon.edu>
Attachments: SOMD-internal-gov_DRAFT_2021-05-27.pdf

Dear faculty,

Please see below for a NOTICE of MOTION which will be presented at our next SOMD meeting on Thursday, June 10 from 3:00-5:00 p.m.

Motion from the Dean's Office

The Dean's Office proposes adoption to revisions of the SOMD Internal Governance Policy.

Draft policy attached and please note that this marks the beginning of the review period. If there are questions or comments, please bring those to the floor once the motion is presented and there is discussion.

The May meeting minutes and June agenda will be distributed next week along with the zoom info. Visit the [Dean's Office blog](#) for agendas, minutes, and notices of motions from previous faculty meetings.

Many thanks for everyone's time and contributions to the revision process.

All the best,
Tiffany

Tiffany Benefiel

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**SCHOOL OF MUSIC AND DANCE
INTERNAL GOVERNANCE POLICY**

DRAFT: Ad Hoc Restructuring & Implementation Committee and Faculty Advisory Committee, May 5, 2021
REVISIONS APPROVED By the SOMD Faculty, June 10, 2021
APPROVED BY THE OFFICE OF THE PROVOST, [DATE]

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Preamble

The University of Oregon School of Music and Dance is grounded in the strength of academic inquiry and disciplined practice. We foster innovation while honoring tradition in the creation and performance of works from a broad range of eras, styles, cultures, and communities. We develop creative, critical thinking and embodied analytical skills through the lens of art and scholarship. Our School of Music and Dance is comprehensive, granting bachelor's degrees in music and dance, as well as master's degrees and doctoral degrees in music performance and scholarship.

Mission

The University of Oregon School of Music and Dance has a threefold mission:

- To identify and attract a diverse pool of the highest level of dedicated and striving musicians, dancers, and scholars and assist them in reaching their full potential;
- To enrich students' lives with the arts of music and dance, offering a dynamic curriculum for those seeking a robust liberal arts education;
- To serve as an educational and cultural resource for the University of Oregon, the local community, and the state of Oregon.

Vision

1. Our teaching is engaged, inclusive, and research-led. We seek to cultivate a synergy between academic and creative pursuits.
2. We welcome risk-takers. We strive to experiment and invest in new creations while critically examining existing work.
3. We look for opportunities to share music-dance knowledge and value all lived experience, all forms of education, and all fields of study that inform our artistic pursuits. We work to build and maintain a supportive environment so that our musicians and dancers feel safe to explore and flourish.
4. The community is our classroom. Our area is full of off-campus arts organizations, performance venues, and creative opportunities, connecting student artists with the skills and information they need to effect positive change within their communities and move the fields of music and dance forward.

Article 1 | Faculty Governance Roles

1.1 Membership in the Faculty and Voting Privileges

"SOMD Faculty", as defined below, are eligible to vote on school matters except where specifically limited. Where the voting rights and responsibilities of a particular faculty group are addressed in this document, the name of that group will be used in that statement of policy (e.g., Tenure-Track Faculty, Department Faculty).

SOMD Faculty is defined as including:

- All Tenure-Track Faculty (TTF)
- Tenure reduced faculty
- Emeritus retired faculty who have current academic appointments in the school
- Career Instructor Non-Tenure-Track Faculty (Career NTTF) who hold appointments at > 0.3 FTE. Faculty at less than 0.3 FTE are excluded from the SOMD Faculty as they are typically professionals who teach 1-2 courses per year and do not have an abiding interest in school or department governance and usually do not attend school or department meetings.

"Department Faculty" is defined as including the above-mentioned faculty groups from SOMD Faculty (TTF, tenure reduced faculty, emeritus faculty, and Career NTTF) within a specific department (e.g., Music Academic Department Faculty, Dance Department Faculty, and Music Performance Department Faculty). Department Faculty are eligible to attend department meetings and vote on topics within their department.

“Area Faculty” is defined as including the above-mentioned faculty groups from SOMD Faculty (TTF, tenure reduced faculty, emeritus faculty, and career NTTF) within a specific departmental area (e.g., Composition, Music Education, Conducting, Jazz Studies). Area Faculty are eligible to attend Area Meetings and serve as advisors to area matters.

When a faculty member holds an appointment in more than one SOMD department, they are eligible to attend Department Meetings and vote on department matters in each department they hold appointments in. When a faculty member is affiliated with more than one departmental area (teaching and research/creative activities), they are eligible to attend Area Meetings and serve as advisors to matters within those areas.

Faculty on sabbatical or approved partial leaves of absence continue to be eligible participating members of the relevant faculty group, but they are not required to participate in any governance activities during this leave. Faculty on full time leaves (0.0 FTE for the term) are not eligible to vote. Faculty in administrative roles, including those on leave from their faculty position (e.g., Dean, Associate Deans), continue to be eligible participating members of the relevant faculty group.

The school draws upon the professional community for additional affiliated faculty who hold short term NTTF appointments for teaching only, this includes pro tempore faculty, visiting faculty, officers of administration, and affiliated faculty from other units on campus. Due to the demands of their professional engagements, these faculty are invited to but are not required to attend faculty meetings and have limited non-voting roles in governance serving as advisors to SOMD Faculty and/or Department Faculty.

Committee membership shall be extended to all SOMD Faculty members as defined above except where otherwise stipulated or restricted in these policies.

1.2 Tenure-Track Professional Responsibilities

Per the guidance of the University Provost and congruent with the aims of the faculty collective bargaining agreement, many areas of academic governance are the ultimate responsibility of the TTF Faculty. Thus, in these areas, all TTF Faculty members will have full voting rights and the responsibility to develop and propose policy, though this will not preclude input from and consultation with all SOMD Faculty. These task areas include:

- Establish, review, and revise departmental curricula
- Establish and maintain requirements for earning degrees and certificates
- Develop workload allocation for TTF
- Develop guidelines for TTF tenure and promotion
- Participate in review of TTF for promotion and/or tenure
- Develop guidelines for merit salary increases for TTF
- Develop guidelines for the appointment of pro tempore and visiting faculty
- Participate in the search processes for NTTF and TTF colleagues
- Evaluate pro tempore faculty approaching qualification as Career NTTF
- Collaborate with Career NTTF in the development of the curricula and management of the degree programs in so far as the Career NTTF have this service contribution as part of their professional responsibilities. Career NTTF with purely instructional responsibilities may vote in an advisory capacity on curricular matters.

In all other matters of governance, participation will be based on the processes articulated in this policy.

1.3 Funding-Contingent Faculty

Time spent by funding-contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.

Article 2 | Administration and Staff

2.1 Dean

Chief academic and administrative officer of the school and oversees all aspects of the school's mission and operation; represents and advocates for the school to the university; serves on the university's Academic Leadership Team (ALT) and the provost's Dean's Council; chief spokesperson and fundraiser for the school, providing an active presence and effective communication within the university, among alumni and supporters, and in the broader local, regional, and national community; oversees the Oregon Bach Festival; serves as an ex-officio member of the Oregon Bach Festival's Advisory Board of Directors and the Dean's Advancement Council.

The faculty will have an opportunity to provide input to the Provost annually. The Dean will invite the Provost, or designee, to attend a meeting of the SOMD Faculty Advisory Committee (FAC). Faculty will have an opportunity to provide input to their Department Head and to faculty members in the FAC. The FAC will communicate to the Provost, or designee, the collective voice of the faculty regarding the Dean's use of the highly valued SOMD tradition of shared governance and the Dean's adherence to the SOMD Internal Governance Policy and other governance policies.

2.2 Associate Deans

Associate Dean for Graduate Studies

Coordinates all graduate advising, orientation, registration, and certification of degree requirements; assists with graduate admissions and audition processes, student recruitment, and graduate scholarship and Graduate Employee administration; oversees graduate student records, enrollment data, and graduate curricular coordination; chairs the Graduate Committee and co-chairs the Curriculum Committee. May choose to teach up to 0.5 FTE in addition to their administrative duties.

Associate Dean for Undergraduate Studies

Coordinates all undergraduate advising, orientation, registration, and certification of degree requirements; oversees undergraduate student records, enrollment data, undergraduate curricular coordination, assists with undergraduate admissions and audition processes, student recruitment, and undergraduate scholarship administration; chairs the Undergraduate Committee and co-chairs the Curriculum Committee. May choose to teach up to 0.5 FTE in addition to their administrative duties.

Associate Dean Appointment, Performance Review, and Reappointment Process

Associate Deans assist with administration of the school and are appointed by the Dean following an internal search process. The internal searches are conducted by appointed ad hoc committees and chaired by the Dean.

Associate Deans shall be selected by the Dean from SOMD Faculty members at the rank of Associate Professor or higher. The Dean shall solicit and consider nominations from representative faculty. Preference shall be given to candidates with the rank of Full Professor and relevant university level experience. The Dean shall consult with SOMD Academic and Operations Leadership Teams in the final decision-making process.

An Associate Dean is appointed for a 3-year term and they may choose to teach up to 0.5 FTE in addition to their administrative duties. Associate Deans shall receive an annual performance review, performed by the Dean, based on their responsibilities. These reviews shall be completed before the beginning of the fall term and address service during the prior academic year.

Associate Deans have major reviews conducted every three years by the Dean, based upon their responsibilities. The Dean shall solicit input (e.g., electronic, meeting) from representative faculty and staff (Department Heads, SOMD Faculty, SOMD leadership, Directors, and staff) in this process. Upon successful review, the Associate

Dean will be appointed for an additional 3-year term. A faculty member may serve any number of consecutive or non-consecutive terms as Associate Dean at the discretion of the Dean based on satisfactory annual performance reviews.

2.3 Department Heads

Department Heads oversee the following SOMD departments:

- Department of Academic Music
- Department of Dance
- Department of Music Performance

The following is a summary of responsibilities assumed by the Department Head:

Leadership Responsibilities: furthering academic excellence; supporting SOMD strategic goals; articulation of departmental goals; development of departmental academic programs; providing information to the department from administrators; curriculum development and review; exhibiting principles of shared academic governance; facilitating open communication with students; providing support for recruitment and admissions; engagement with external constituencies; coordinating course offerings and pro-tempore faculty hires; promoting diversity, equity, and inclusion; helping in facilitation of SOMD faculty mentoring program

Administrative Responsibilities: scheduling and presiding over department meetings; teaching assignments and schedules; GE position assignment decisions and GE evaluations; supervising attendance and work commitment for department faculty and staff; contributing to the evaluation, promotion, and retention of faculty; faculty search committees; merit, equity, and other salary increases; compliance with CBA, UO, and school policies; contributing to nominations for internal and external awards; departmental budget proposal; revisions of UO course catalog regarding department curriculum; cultivating a respectful workplace; fostering civility and respect; mediation of conflict; management of student grade appeals.

Department Head Appointment, Performance Review, and Reappointment Process

In consultation with SOMD Leadership and Department Faculty, the Department Head is appointed by the Dean. Potential candidates for Department Head are selected through an internal nomination process initiated by the Dean's Office. The nomination process begins in fall academic term during the third year of the appointment term. Full and Associate Professors in the corresponding department are eligible for nomination, including self-nomination, with a preference for Full Professors. Each faculty member is expected to submit no more than one nomination, unless they serve in more than one department. After nominations are collected, confirmation of the docket of nominees will be made, and a formal secret ballot follows. All Department Faculty are eligible to submit nominations and vote in their corresponding department. The results of the Department Faculty votes, which are advisory in nature, are reviewed by the Dean for consideration before an appointment is made. The Dean meets with final candidates, selects a new Department Head, and makes the announcement prior to the start of spring term.

The Department Head is a rotating position comprised of a 3-year term, which can be extended for a second term; additional terms are permitted with approval from the Dean. During fall of their third year of the current term, the Department Head shall receive a performance review by the Dean, based upon their responsibilities. The Dean will solicit input from Department Faculty, SOMD leadership, and staff in this process. Upon successful review, the Department Head will be appointed for a second 3-year term.

The Dean, in consultation with the Department Head and/or constituent faculty, may shorten the appointment term, but may not extend it, except by the renewal process described above. Department Heads will be compensated by receiving at least one course release from teaching during the academic year, plus an administrative stipend.

2.4 Area Chairs

Area Chairs fall within the following departmental areas:

Department of Academic Music

- Composition
- Music Education
- Music Technology
- Musicology/Ethnomusicology
- Theory and Musicianship

Department of Dance

No areas at this time

Department of Music Performance

- Brass
- Conducting
- Jazz Studies
- Keyboard
- Percussion
- Popular Music
- Strings
- Voice, Choral, and Opera
- Woodwinds

The following is a summary of responsibilities assumed by Area Chairs:

Coordinate, convene, set agendas, and chair Area Meetings of Area Faculty as needed; serve as the liaison for the Area Faculty to the SOMD administration including the Department Head, Dean, and Associate/Assistant Deans when needed; oversee and coordinate scheduling of area activities including examinations, auditions, juries, or special events as appropriate and relevant to the area, in consultation with the Department Head; coordinate selection, assignment of duties, and supervision of any GEs assigned to the area in collaboration with the Department Head and Associate Dean for Graduate Studies; contribute to curriculum development in collaboration with the Department Head and the Curriculum Committee; in collaboration with the Department Head and Area Faculty, guide the active recruitment of undergraduate and graduate students by creating and maintaining a productive partnership with the SOMD Admissions Office; advocate for and appropriately steward resources of the area, including faculty and area budgets; coordinate and prioritize area requests for special guests and events in consultation with the Department Head and Area Faculty; coordinate identification of scholarship recipients (including GEs) in coordination with Area Faculty, Assistant Dean for Admissions and Enrollment Management, Associate Dean for Graduate Studies, and Department Head.

Area Chair Appointment, Performance Review, and Reappointment Process

In consultation with Department Heads and Area Faculty, Area Chairs will be confirmed by the Dean. All Area Faculty are eligible to serve as Area Chairs, with preference given to tenure-related faculty. Area Chairs typically serve 2-or 3-year terms, depending on the size and number of eligible Area Faculty. Area Chairs may be appointed for a second term. Additional terms are permitted with approval from the Department Head and Dean. During winter term, Department Heads will confer with Area Faculty regarding the Area Chairs availability to continue in the position or seek nominations for a new Area Chair as needed. There is no formal performance review process for Area Chairs, however Department Heads may solicit feedback from Area Faculty and/or Area Faculty may consult with Department Heads sharing their support or concerns about the Area Chair.

Area Chairs may receive a course release for serving, depending on the size and/or complexity of the area. Area Chairs are generally non-compensated positions.

2.5 Non-Faculty Officers of Administration

Artistic Director – OBF

Associate Dean of Finance and Operations

Associate Director of Development - OBF

Assistant Dean for Admissions and Enrollment Management

Development Program Manager - OBF

Director of Artistic Administration and Operations - OBF

Director of Development
Director of Education Programs - OBF
Director of Facilities Services
Director of Finance and Operations - OBF
Director of Marketing and Communications – OBF
Director of Strategic Communications and Marketing
Events and Scheduling Coordinator
Executive Assistant to the Dean
Graduate Advisor and Department Coordinator
Piano Technician
Production Manager
Senior Sound and Video Recording Engineer
Student Services Director
Undergraduate Academic Adviser

2.6 Classified Staff

Accountant 1
Accountant 1 – OBF
Administrative Coordinator of Community Music Institute (CMI)
Administrative Coordinator of Athletic Bands
Administrative Support Specialist
Admissions Assistant
Audio Visual Technician 2
Communications Specialist
Donor and Alumni Relations Coordinator
Education and Operations Coordinator - OBF
SOMD Receptionist

Article 3 | Meetings

3.1 SOMD Meetings

SOMD Faculty and staff meet at the beginning of the academic year in September during the Week of Welcome (WOW) for the annual “SOMD Kick-Off Meeting”. Currently the Dean presents a report of school-wide accomplishments from the prior year and highlights activities for the coming academic year. New faculty and staff are introduced at this time.

SOMD meetings are scheduled regularly throughout the academic year for updates and to vote on school-wide policies. SOMD meetings are convened by the Dean or by designee if the Dean is not available.

3.2 Department Meetings

Department Faculty meet regularly following a schedule established by the Department Head. The Department Faculty functions as a committee of the whole to develop policies, formulate curricular decisions, and discuss department-related issues and concerns. Department Meetings are convened by the Department Head or by designee if the Department Head is not available.

3.3 Area Meetings

In addition to SOMD meetings and Department meetings, regular meetings of Area Faculty also occur throughout the academic year. Area Chairs are the conveners of these meetings, and they construct agendas in consultation with the faculty from within the respective areas.

3.4 Committee Meetings

Committees are convened as appropriate by the committee chair or the Dean.

3.5 Meeting Protocol

All SOMD meetings and Department meetings shall be conducted according to the latest edition of Robert's Rules of Order, Newly Revised. Meeting agendas must be distributed at least one week prior to the meeting. A two-week notice is required for an official Notice of Motion when there are substantive matters of policy, governance, curriculum, or other items requiring faculty votes.

It is understood that emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Dean (for SOMD meetings) or the Department Head (for Department meetings) will make all reasonable accommodations to ensure that the full range of faculty members are adequately represented in the meeting. It is understood that such emergency situations are intended to address short-term accommodations, and that these meetings will not be used to discuss or decide upon long-term policy.

Manner of Voting

In general, voting will take place during meetings, tallied by the meeting convener or designee, and recorded in the minutes. On some issues, voting may occur outside of SOMD meetings or Department meetings, (e.g., committee elections) with the Executive Assistant to the Dean (for school-wide issues) or designee and Department Head (on department specific issues) or designee tallying votes.

A quorum must be present for binding votes on changes to policy and curriculum with that quorum consisting of a majority of all eligible faculty, exclusive of those on sabbatical or approved leaves. Approval of motions requires a majority (more than half) of the eligible faculty in attendance at the meeting.

Absentee Voting

An eligible member of the voting body may cast an absentee vote by sending an email from their UO email account to the Dean's Office (for SOMD meetings) or to the Department Head (for Department meetings) clearly stating their vote on a specific motion at least 24 hours prior to the meeting at which the motion is discussed and voted on. Should the motion be subject to substantive amendment prior to the vote, the absentee vote shall be voided.

Meeting Minutes

Formal meeting minutes, including a record of voting, for each SOMD meeting and Department meeting will be recorded. Minutes will be distributed via email in a timely manner, but no later than one week prior to the next regularly scheduled meeting. Minutes will be archived and available to faculty and staff.

Article 4 | Curriculum Development

Curriculum development, including proposals for new courses and new programs and changes to existing courses and curriculum, follows the following internal review process:

1. A faculty member or group works with Area Faculty and Department Faculty to draft proposal
2. Proposal is reviewed by Department Head for support and considerations to curricular needs and impact on faculty workload and department finances
3. Faculty submits proposal via CourseLeaf
4. Curriculum proposal is reviewed and voted on by Graduate and/or Undergraduate Committee*

5. Curriculum proposal is reviewed and vetted simultaneously by the Curriculum Committee* and the Scheduling and Space Allocation Committee* in consultation with the Associate Dean of Finance and Operations
6. Graduate or Undergraduate Office submits motion and curriculum proposal is voted on by SOMD Faculty

*Refer to committee charge, in Article 5.2, for details on the committee review process

Article 5 | Committees

5.1 Committee Guidelines and Definitions

Committee members shall disseminate information discussed by the committee to individual faculty members through department and area channels and will also bring back any questions or concerns from their department or area to the committee.

Minutes will be recorded by the committee, archived, and available to faculty and staff.

As needed, committee chairs will invite faculty members from appropriate areas and ranks for additional input as ad hoc (ex officio, non-voting) members.

Committee membership terms will be limited to the duration described for each committee, except for unusual circumstances.

Election/Appointment Processes

- Department Elected: Each Department will nominate and collect ballots from Department Faculty, usually during spring term, and the persons elected will take office the following fall. Faculty will be allowed to submit as many names as there are vacancies; one per vacancy.
- Appointed by Department Head: Department Heads will appoint Department Faculty committee members in consultation with Area Chairs.
- Appointed by Dean: Dean will appoint committee members in consultation with Department Heads or areas as appropriate.

A committee member who does not complete a term will be replaced through the normal committee election or nomination process, if possible, or by a special appointment by the Department Head or Dean, if necessary. The same eligibility requirements apply as described for each committee.

5.2 Standing Committees

Admissions and Recruitment Committee

Charge and Responsibilities: Serve as the advisory group to the Assistant Dean for Admissions and Enrollment Management. Its role is to provide input on behalf of faculty and staff regarding SOMD admissions, recruitment, scholarship, and enrollment management matters.

Membership: Nine members comprised of the following SOMD Faculty and staff:

1. Assistant Dean for Admissions and Enrollment Management, chair
2. Director of Strategic Communications and Marketing

3. Admissions Assistant
4. Student Services Director
5. Academic Music Department Faculty
6. Dance Department Faculty
7. Music Performance Department Faculty
8. Music Performance Department Faculty
9. Music Performance Department Faculty

A staff member from Undergraduate or Graduate Office serves as an ad hoc/ex officio member, as needed.

Eligibility: All SOMD Faculty and staff; individuals with a strong interest in admissions and recruitment are encouraged to seek membership.

Election/Appointment Process: Appointed by the Assistant Dean for Admissions and Enrollment Management.

Term: Faculty members serve two-year terms, staggered.

Reporting: Dean, Associate Deans.

Committee for Equity and Inclusion (CEI)

Charge and Responsibilities: In cooperation with UO's Division of Equity and Inclusion, the SOMD CEI works to facilitate an inclusive, safe, and welcoming environment for all.

Membership: 15 members comprised of the following:

1. 11 representatives from SOMD Faculty and Staff
2. Three SOMD students (students elected via nomination/election process)
3. Dean, ex-officio

Eligibility: All SOMD Faculty, staff, and students.

Election/Appointment Process: Appointed by Dean; student members are elected by the student body.

Term: Not limited.

Reporting: Dean.

Curriculum Committee

Charge and Responsibilities: Responsible for reviewing all curricular requests from all three departments, including proposals for new and modified courses, specializations, certificates, and degree programs. Submitted proposals will have been fully vetted by Area/Department Faculty and the appropriate Department Head. The Curriculum Committee shall ensure that the music and dance curricula are in alignment with NASM and NASD standards and will confer directly with the appropriate areas and Department Heads to modify proposals as necessary.

The committee will take part in the review process of new course proposals. After the Undergraduate and/or Graduate Committees have voted to endorse a new course, the proposal will be forwarded simultaneously to the Curriculum Committee and the Scheduling and Space Allocation Committee for review. The Curriculum Committee will consider and assess the proposed curricular changes according to the criteria above.

Membership: Eight members consisting of the following SOMD Faculty and staff:

1. Associate Dean for Graduate Studies, co-chair (ex officio, voting member)
2. Associate Dean for Undergraduate Studies, co-chair (ex officio, voting member)
3. Academic Music Department Faculty
4. Dance Department Faculty
5. Music Performance Department Faculty
6. Events and Scheduling Coordinator

- 7. Member of the undergraduate advising staff (ex officio, non-voting)
- 8. Member of the graduate advising staff (ex officio, non-voting)

The SOMD representative on UO Curriculum Committee serves as ex officio non-voting member

Eligibility: All SOMD TTF and Career NTTF may be selected to serve in the faculty positions.

Election/Appointment Process: Appointed by Department Head.

Term: Faculty members generally serve for two-year terms. Members can be reappointed for an additional term in the case of an extended project. No consecutive terms (two-year interim required).

Reporting: The Curriculum Committee’s recommendations will be forwarded to the appropriate Department Head, and to the appropriate academic office committee (Undergraduate, Graduate, or both), who, in the event of the committee’s endorsement, will send forward a notice of motion for SOMD Faculty vote.

Faculty Advisory Committee (FAC)

Charge and Responsibilities: Providing the Dean with faculty opinion, advice, and counsel on a wide range of school matters such as budget, educational policies and programs, academic/artistic/financial resources, public relations/marketing, and recruitment. The FAC will serve as the school’s official Planning Committee, and the Merit Review and Annual Evaluation Committee. It will serve as the consultative body for current and future Collective Bargaining Agreement implementation matters for the school. The FAC shall act either by request or on its own initiative.

The FAC shall discuss pertinent school-wide matters as presented by any member of the committee and disseminate information discussed by the committee to individual faculty members through department and area channels.

All FAC recommendations related to policies, planning, and/or action items will be presented to SOMD Faculty for further discussion, notices of motion, and votes as necessary.

Membership: Nine members comprised of the following:

Department	Term rotation
1. Academic Music Department Faculty	even
2. Academic Music Department Faculty	odd
3. Dance Department Faculty	even
4. Music Performance Department Faculty	even
5. Music Performance Department Faculty	odd
6. Member at-large	even
7. Member at-large	odd
8. Member at-large	odd
9. Dean, chair (ex officio, non-voting)	

In instances of annual reviews for merit raise years, the Dean may appoint faculty members from appropriate areas and ranks for additional input as ad hoc (ex officio, non-voting) members, as needed.

Eligibility: All SOMD TTF and Career NTTF

Election/Appointment Process: Department Elected, with the exception of the at-large positions, which are appointed by the Dean.

Term: Faculty members serve two-year terms, except for those filling vacancies in unexpired terms. Membership is staggered, with four members elected one year and four members elected the next year.

Reporting: Dean.

Graduate Committee

Charge and Responsibilities: Oversight of the graduate program, including all curricular and procedural matters; review standards for admission and admission files for newly admitted graduate students; consider graduate student petitions, including course waivers; select and promote funding for graduate students and process nominations and awards; advise the Associate Dean for Graduate Studies on graduate policies, procedures, and student degree progress; review any graduate curricular proposals including new courses, offer recommendations for changes, and vote on endorsing proposals. When the committee has voted in favor of new courses, the proposal will be sent simultaneously to the Curriculum Committee and the Scheduling and Space Allocation Committee for further review.

Membership: Eleven members comprised of the following:

1. Associate Dean for Graduate Studies, chair (ex officio, voting member)
2. Academic Music Department – Theory and Musicianship Area Faculty
3. Academic Music Department – Musicology/ Ethnomusicology Area Faculty
4. Academic Music Department – Music Education Area Faculty
5. Academic Music Department – Composition Area Faculty
6. Academic Music Department – Music Technology Area Faculty
7. Music Performance Department Faculty
8. Music Performance Department – Conducting or Jazz Studies Area Faculty
9. Music Performance Department – Applied Music Faculty
10. Non-voting student representative preferably a master's student
11. Not-voting student representative preferably a Doctoral student

Eligibility: All SOMD TTF and Career NTTF may be selected to serve in the faculty positions.

Election/Appointment Process: Appointed by Department Head. With the advice and consent of the members, the committee chair will appoint two non-voting student members, ideally with one master's and one Doctoral student representing the two music departments.

Term: Three-year terms, staggered.

Reporting: The Graduate Committee reports to the SOMD Faculty about all curricular or programmatic proposals approved by the committee as either a Notice of Motion or as an informational item only. All items are open to discussion and can be returned to committee for further review.

Library Committee

Charge and Responsibilities: Advise and collaborate on strategies concerning purchases and projects to support the SOMD.

Membership: Four members comprised of the following:

1. Music and Dance Librarian, chair
2. Music Liaison
3. Dance Liaison
4. University Library Committee Liaison (when applicable; If an SOMD faculty member serves on the university-wide Library Committee, they should also be a member of this committee)

Eligibility: All SOMD TTF and Career NTTF; individuals with a strong interest in library resources are encouraged to participate.

Election/Appointment Process: Appointed by Department Head.

Term: Not limited.

Reporting: Department Heads.

Personnel Committee

Charge and Responsibilities: The principal work carried out by the Personnel Committee involves performing personnel reviews of tenured and untenured SOMD Faculty involving TTF and NTTF promotion and related actions. The committee considers and recommends the implementation of new policies or procedures, and revisions to existing policies and procedures that are related to the evaluative reviews. The documents “TTF Review and Promotion” and “NTTF Review and Promotion” contain specific descriptions of these reviews.

Membership: Five faculty members comprised of the following:

1. Academic Music Department Faculty
2. Dance Department Faculty
3. Music Performance Department Faculty
4. Member at-large
5. Member at-large

In instances of NTTF reviews, the Dean will appoint a faculty member at the rank of NTTF Senior Instructor I or above from the appropriate department. The Personnel Committee will elect a chair from within its membership. In the event of a conflict of interest, a faculty member must recuse themselves from those deliberations.

Eligibility: All SOMD tenured Associate Professors and Full Professors.

Election/Appointment Process: Department Elected.

Term: Two-year terms, except for those filling vacancies in unexpired terms. Membership is staggered with two members elected one year and three members elected the next year. No consecutive terms can be served. A mandatory one-year exclusion will follow two consecutive years of service.

Reporting: Dean.

Scheduling and Space Allocation Committee

Charge and Responsibilities: Responsible for allocating and designating all SOMD-controlled spaces for curricular delivery, including Frohnmayer Music Building, Gerlinger Annex, Berwick Hall, and Collier House. The committee shall work to remove scheduling obstacles that impede a timely completion of degree requirements, and to eliminate or minimize course conflicts and the need for students to seek course waivers based on scheduling conflicts. The committee is charged with standardizing and maintaining a framework for scheduling based on equity and available facilities. In addition, the committee will advise the Department Heads and Academic Deans on potential scheduling conflicts and lack of available facilities.

The committee will regularly review existing courses for appropriate placement based on the following criteria: 1) Curricular and space needs; 2) Student schedules; 3) Academic continuity; 4) Scheduling logistics; 5) NASM and NASD Standards.

The committee will take part in the review process for new course proposals. After the Undergraduate and/or Graduate Committees have voted to endorse a new course, the proposal will be forwarded simultaneously to the Scheduling and Space Allocation Committee and the Curriculum Committee for review. According to the criteria above, the committee will assess the feasibility of proposed curricular changes and the scheduling and environmental impact on the space itself.

Membership: Seven members comprised of the following SOMD Faculty and staff:

1. Associate Dean for Graduate Studies or Associate Dean for Undergraduate Studies, chair
2. Director of Facilities Services
3. Events and Scheduling Coordinator
4. Member of the graduate or undergraduate advising staff

5. Production Manager
6. Academic Music Department Faculty
7. Music Performance Department Faculty

A staff member from the Scheduling and Space Allocation Committee will serve as an ex officio (non-voting) member of the Curriculum Committee.

Dance Department Faculty and Academic Music Department Faculty housed in Collier House serve as an ad hoc (ex officio, non-voting) members, as needed.

Eligibility: All SOMD TTF and Career NTTF may be selected to serve in the faculty positions.

Election/Appointment Process: Appointed by Dean.

Term: Faculty members generally serve for two-year terms and can be reappointed.

Reporting: The Scheduling and Space Allocation Committee, having consulted with faculty members, Department Heads, and the Dean's Office, is responsible for notifying faculty about necessary scheduling changes in a timely manner in order to minimize inconvenience and miscommunication. After reviewing proposals for new courses, the committee will forward its recommendations to the appropriate Department Head and Academic Dean(s).

Undergraduate Committee

Charge and Responsibilities: Oversight of the undergraduate program, including all curricular and procedural matters; review the undergraduate portion of the University Catalog every fall term; review standards for admission for newly admitted undergraduate students; consider undergraduate student petitions and course waivers; promote funding for undergraduate students and process nominations and awards; monitor degree progress of undergraduate students; advise the Associate Dean for Undergraduate Studies on undergraduate policies and procedures. When the committee has voted in favor of new courses, the proposal will be sent simultaneously to the Curriculum Committee and the Scheduling and Space Allocation Committee for further review.

Deadline for receipt of Petitions: petitions due by the end of week nine in the prior term. Committee will meet to consider petitions by the end of week ten for the following term.

Membership: Seven to eight members comprised of the following (Associate Dean for Undergraduate Studies may represent one area):

1. Associate Dean for Undergraduate Studies, chair (ex officio, voting member)
2. Academic Music Department Faculty
3. Academic Music Department Faculty
4. Academic Music Department Faculty
5. Dance Department Faculty
6. Music Performance Faculty
7. Music Performance Faculty
8. Music Performance Faculty

A SOMD undergraduate student serves as an ad hoc (ex officio, non-voting) member as needed.

Eligibility: All SOMD TTF and Career NTTF may be selected to serve in the faculty positions.

Election/Appointment Process: Appointed by Department Head. With the advice and consent of the members, the committee chair may appoint one non-voting student member.

Term: Three-year terms, staggered.

Reporting: The Undergraduate Committee reports to the SOMD Faculty about all curricular or programmatic proposals approved by the committee as either a Notice of Motion or as an informational item only. All items are open to discussion and can be returned to committee for further review. Committee minutes, redacted of confidential information, will be available for review by all faculty. Additionally, an annual written report documenting all actions taken by this committee is submitted to the Dean.

5.3 Ad hoc Committees and Working Groups

Academic Leadership Team

Charge and Responsibilities: To serve as an advisory group to the Dean regarding strategic planning and administration of academic-related topics for the school such as interpretation and implementation of policies, curriculum/program/department needs, budget, and faculty hiring.

Membership: Eight members comprised of the following:

1. Dean, chair
2. Associate Dean for Graduate Studies
3. Associate Dean for Undergraduate Studies
4. Associate Dean of Finance and Operations
5. Academic Music Department Head
6. Dance Department Head
7. Music Performance Department Head
8. Executive Assistant to the Dean

Eligibility: Faculty and Non-Faculty Administrators.

Election/Appointment Process: Appointed by Dean.

Term: Not limited.

Reporting: Dean.

Distinguished Alumni Selection Committee

Charge and Responsibilities: Solicits and reviews nominees to be considered for the SOMD Distinguished Alumni awards. The committee meets once annually during late fall term. The nominees are selected and invited to attend the school's June commencement program when they are honored as featured guest speakers.

Membership: Eight members comprised of the following:

1. Dean, chair
2. Associate Dean for Graduate Studies
3. Associate Dean for Undergraduate Studies
4. Assistant Dean for Admissions and Enrollment Management
5. Academic Music Department Head
6. Dance Department Head
7. Music Performance Department Head
8. Director of Development

Eligibility: Faculty and Non-Faculty Administrators.

Election/Appointment Process: Appointed by Dean.

Term: Not limited.

Reporting: Dean.

Ensemble Petition Committee

Charge and Responsibilities: To consider exceptions to the stated catalog and degree requirements pertaining only to fulfilling large ensemble requirements for a given term.

Membership: Nine members comprised of the following:

1. Associate Dean for Undergraduate Studies (calls meeting and chairs for undergraduate petitions) or Associate Dean for Graduate Studies (calls meetings and chairs for graduate petitions)
2. Brass or Percussion Area Chair
3. Winds Area Chair
4. Strings Area Chair
5. Voice Area Chair
6. Director of Wind Ensemble
7. Director of Wind Symphony
8. Director of Choral Activities
9. Director of Orchestra

Eligibility: TTF and Career NTTF.

Election/Appointment Process: Appointed by Department Head.

Term: Not limited.

Reporting: Associate Dean for Graduate or Undergraduate Studies.

Marketing Committee

Charge and Responsibilities: Guide the publicity, marketing, and communications efforts of the school. The committee guides SOMD marketing by: bringing an essential point of view from the faculty on the broad spectrum of activities that require public notification; serving as a sounding board for specific communications concerns and questions; identifying initiatives for publicity and marketing that are concordant with the mission statement of the SOMD; representing the individual departments, including voicing the concerns of each respective area, and soliciting feedback and input from Department and Area Faculty.

The committee may advise communications staff on items including, but not limited to: the content, navigation, and design of the SOMD website; event-related materials such as programs, calendars, print ads, posters, and press releases; admission recruiting materials such as viewbooks, print ads, and college fair booth content; development communications materials such as the school's alumni magazine and reception invitations.

Membership: Nine members comprised of the following SOMD Faculty, staff, and students:

1. Director of Strategic Communications and Marketing, chair
2. Communications Specialist
3. Admissions Assistant
4. Academic Music Department Faculty
5. Dance Department Faculty
6. Music Performance Department Faculty
7. SOMD student representative (one-year rotating)
8. SOMD Development Staff (ad hoc member)
9. Student assistants from SOMD communications or development offices, as needed and directed by their supervisor

Eligibility: All SOMD TTF and Career NTTF may be selected to serve in the faculty positions.

Election/Appointment Process: Appointed by the Director of Communications and Marketing.

Term: Faculty members serve two-years; may serve two consecutive terms.

Reporting: Dean, Faculty Advisory Council.

Operations Leadership Team

Charge and Responsibilities: To serve as an advisory group to the Dean regarding the operations and administration of the school. Members of the group report on activities, needs, or issues of concern arising from their respective areas of responsibility and solicit feedback from the group.

Membership: Ten members comprised of the following:

1. Dean, chair
2. Associate Dean for Graduate Studies
3. Associate Dean for Undergraduate Studies
4. Associate Dean of Finance and Operations
5. Assistant Dean for Admissions and Enrollment Management
6. Executive Assistant to the Dean
7. Director of Artistic Administration and Operations – OBF
8. Director of Strategic Communications and Marketing
9. Director of Development
10. Director of Facilities Services

Eligibility: Faculty and Non-Faculty Administrators.

Election/Appointment Process: Appointed by Dean.

Term: Not limited.

Reporting: Dean.

Robert M. Trotter Visiting Professor Review Committee

Charge and Responsibilities: Review proposals for guest residencies of scholars and/or performers for the next academic year, and to recommend candidates to the Dean. Candidates shall fulfill the criteria of the endowment. According to the stated language of the endowment, a Robert M. Trotter Visiting Professor should be:

... a humane forward-looking teacher of analysis and criticism, pedagogy and musicianship, who is at once comfortable with music education and ethnomusicology, music majors and non-majors, and professional musicians and lay people. This teacher should be ready to teach courses to non-majors as readily as majors, and to relate to the community as readily as the academy.

The Dean's Office issues the call for proposals annually during the fall term. Proposals are to be submitted by the beginning of winter term. The committee generally convenes once in winter term to review and prepare a prioritized list of recommendations for the Dean's final consideration. At the completion of their work, the committee will also select the chair for the following year. The committee members may query the individual(s) submitting the proposals as needed.

Membership: Seven members comprised of the following:

1. Academic Music Department
2. Academic Music Department
3. Academic Music Department
4. Music Performance Department Faculty
5. Music Performance Department Faculty
6. Music Performance Department Faculty
7. Dance Department Faculty

Eligibility: All SOMD TTF and Career NTF faculty members.

Election/Appointment Process: Appointed by Dean.

Term: Faculty are selected for two-year terms, except for those filling vacancies in unexpired terms.

Membership is staggered with three members elected one year and three members elected the next year. No consecutive terms (two-year interim required).

Reporting: The committee chair presents the committee's prioritized list of recommendations to the Dean for final consideration.

Search Committees

Charge and Responsibilities: Conduct searches for highly qualified candidates for any SOMD vacancy with integrity, transparency, and respect for confidentiality, according to the following: provide a variety of perspectives on the role and function of the position in question; utilize strategic resources to produce a diverse candidate pool; encourage applications from traditionally underrepresented groups in our efforts to work with the university's core values of Diversity, Equity, and Inclusion.

Membership: Determined by the Dean according to the nature of the search.

Eligibility: All SOMD Faculty and staff, depending on the nature of search.

Election and Appointment Process: Appointed by the Dean.

Term: Length of search.

Reporting: Following the final candidate interview, the Search Committee will meet with or write a report that is sent to the Dean that recommends an appointment action.

Technology Committee

Charge and Responsibilities: Function as an advisory group to the Dean. Their role is to provide input on behalf of faculty and staff regarding school-wide technology needs and initiatives, and technology-related infrastructure and budget.

Membership: Ten members comprised of the following SOMD Faculty and staff:

1. IT Staff, chair
2. SOMD Recording Engineer
3. Associate Dean of Finance and Operations
4. Director of Facilities Services
5. Academic Music Department – Music Technology Area Faculty
6. Academic Music Department Faculty
7. Dance Department Faculty
8. Music Performance Department Faculty
9. Student representative from Music
10. Student representative from Dance

Eligibility: All SOMD TTF and Career NTTF may be selected to serve in the faculty positions.

Election and Appointment Process: Appointed by the Dean.

Terms: Not limited.

Reporting: Dean.

Article 6 | Future Policy Development and CBA Implementation

Any policy development processes undertaken as a result of faculty Collective Bargaining Agreement requirements will follow the relevant policy development process outlined in the CBA.

Faculty may call for changes to established internal governance policies at a regular faculty meeting consistent with CBA Article 4, Section 1. The faculty will strive to inform the Dean or Department Head of any desired

changes once per academic year. The Faculty Advisory Committee or an ad hoc committee appointed by the Dean will serve as the elected faculty group that will advise and assist the Dean in creating policies as required by the CBA.

Draft proposals created in collaboration with the Dean and FAC will be shared with faculty in both face-to-face meetings and electronic distribution to enable all parties to participate in the creation and eventual implementation of policies related to the assignment of professional responsibilities; guidelines for tenure, promotion, and performance review; guidelines for merit increases; guidelines for summer session appointments and assignments; and funds for professional development.

The recommended policy will be submitted to the Dean for review. The Dean will provide a written explanation to faculty and an opportunity to discuss any alterations that they make to the recommended policy before it is submitted to the Provost or designee. The Provost or designee will have final authority to establish policy for the school or department.

6.1 Timely Progress on Policy Development

Committee members and faculty members acknowledge the urgency of policy development and accept responsibility for meeting implementation and deliverable deadlines. In the event that a committee misses an implementation or deliverable deadline, the Dean has the authority to make reasonable interpretations of previously existing policy until such time that the committee completes assigned tasks and affected deliverables are approved by the Provost. Administration will provide guidance on implementation of subsequent Key Collective Bargaining Agreement Provisions as Provost guidelines and timelines become available. In accordance with CBA, this document will be updated periodically.