THE UNIVERSITY OF OKLAHOMA

Weitzenhoffer Family College of Fine Arts

Bylaws

January 1, 1994
(Last Revision: August 2010)
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The University of Oklahoma
Weitzenhoffer Family College of Fine Arts

Bylaws
(Adopted by unanimous vote of the Faculty, January 12, 1994)
(Last Revision August 2010)

Introduction

The provisions outlined herein are consonant with the regulations and policies published in The University of Oklahoma Norman Campus Faculty Handbook. Any amendments or revisions of the Faculty Handbook supersede the Weitzenhoffer Family College of Fine Arts Bylaws. Bylaws have also been developed and approved by the School of Art & Art History, School of Drama, School of Music, School of Dance, and the A. Max Weitzenhoffer School of Musical Theatre, hereinafter referred to as “School of Musical Theatre.” Provisions outlined in the unit Bylaws are consistent with the policies and regulations outlined in The University of Oklahoma Weitzenhoffer Family College of Fine Arts Bylaws.

I. Organizational Structure

The name of the organization shall be the Faculty of the Weitzenhoffer Family College of Fine Arts at The University of Oklahoma. On March 25, 2004, the State Board of Regents unanimously approved that the College of Fine Arts be named for the Weitzenhoffer family. This recognition was made to honor the significant impact the families of Aaron and Clara Weitzenhoffer, Max Weitzenhoffer and Ayako Takahashi Weitzenhoffer and Max Weitzenhoffer’s late wife, Dr. Frances Weitzenhoffer, have had on the arts, Oklahoma, and the life of the university and the college. The Weitzenhoffer Family College of Fine Arts shall consist of the School of Art & Art History, School of Drama, School of Music, School of Dance, and the A. Max Weitzenhoffer School of Musical Theatre.

II. Weitzenhoffer Family College of Fine Arts Mission Statement

The Weitzenhoffer Family College of Fine Arts, as part of The University of Oklahoma, recognizes the universal language of the arts and the integral role of the arts in the improvement of the human condition in a culturally diverse environment. The Weitzenhoffer Family College of Fine Arts provides excellence in arts education, scholarship, and creative activities, and the nurture of its students by maintaining a university environment in which the highest professional standards are exemplified through its faculty. The College promotes the arts through statewide community-based outreach programs. As the Center for the Arts in the State of Oklahoma, the Weitzenhoffer Family College of Fine Arts is dedicated to bringing recognition to the state within the national community.
III. **Administrative Statement**

The Weitzenhoffer Family College of Fine Arts Dean's Office has as its mission the development of the best possible artistic and educational environment. To this end, the administrative structure of the Dean's Office includes two Academic Counselors responsible for undergraduate advising, mentoring, and student counseling. The college Dean's Office also includes an Associate Dean who primarily reviews curricular issues, tuition and fee waiver allocation, recruitment activities, college policies, evaluation and assessment procedures, and summer school programs. The Weitzenhoffer Family College of Fine Arts Dean oversees all budgetary, curricular, and programmatic aspects of the college and represents the college to the Provost, President, and the Board of Regents. The Dean is also responsible for resource development and fund raising for the college and each of its units.

The Dean of the Weitzenhoffer Family College of Fine Arts appoints Directors and Department Heads according to the policies and procedures developed by The University of Oklahoma Faculty Senate, 1992. This may include the appointment of an internal search committee that recommends nominations for administrative appointment directly to the Dean of the college.

The Director of the School of Art & Art History, Director of the School of Drama, Director of the School of Music, Director of the School of Dance, and the Director of the School of Musical Theatre, report directly to the Dean of the Weitzenhoffer Family College of Fine Arts.

The Dean of the Weitzenhoffer Family College of Fine Arts is advised by a council which consists of an Associate Dean, Assistant to the Dean, Director of the School of Music, Director of the School of Art & Art History, Director of the School of Drama, Director of the School of Dance, and the Director of the School of Musical Theatre. This Council deals with policy issues, fund raising activities, internal curricular programs, publicity, recruitment, legal matters, and other topics related to the administration of the Weitzenhoffer Family College of Fine Arts.

Three additional advisory councils meet with the Dean at least once per month to provide information regarding concerns, issues and programs in the college.
The Weitzenhoffer Family College of Fine Arts Faculty Advisory Committee consists of ten members; one member is appointed by the Dean from each of the five units in the college and one member is elected from each of the five units in the college. The Student Advisory Council has fifteen members; three from each of the units who are nominated by faculty and Directors directly to the Dean of the college. The Weitzenhoffer Family College of Fine Arts Advising Council consists of one faculty advisor from each unit. The Academic Counselor in the Dean’s Office and the Fine Arts Advisor from University College shall serve as ex-officio members. All three Advisory Councils make recommendations to the Dean; they do not have the authority to adopt policies for the college.

IV. Faculty Responsibilities and Governance

Within the limits of the law of the State of Oklahoma, the Bylaws of the State Board of Regents, the Bylaws of The University of Oklahoma Board of Regents, the policies outlined in The University of Oklahoma Faculty Handbook, the policies established by The University of Oklahoma Faculty Senate, and the Graduate College Council, the Weitzenhoffer Family College of Fine Arts faculty shall:

A. establish rules and policies for the conduct of its business;

B. establish committees, assign their functions and responsibilities, and choose their members;

C. develop and amend the Weitzenhoffer Family College of Fine Arts Bylaws;

D. develop requirements for undergraduate and graduate degrees; approve or disapprove the establishment of programs for majors and minors and of courses to be offered for credit in the college; approve or disapprove courses and their descriptions to be offered by the Weitzenhoffer Family College of Fine Arts;

E. establish procedures and regulations for students in the Weitzenhoffer Family College of Fine Arts regarding such matters as admission, probation, dismissal, reinstatement, and other matters related to the maintenance of proper academic and artistic standards;

F. consider other business brought before it by the Dean of the college, the College Faculty Advisory Committee, the Student Advisory Council, the Advising Council, the faculty, or other authorized persons according to the procedures outlined in these Bylaws;
G. consider other items of broad interest to the welfare of the faculty;

H. establish plans, projects, and activities that contribute to the future of the arts and culture at the university and throughout the state.

V. **Weitzenhoffer Family College of Fine Arts Voting Guidelines**

The membership of the college shall consist of all faculty members with the rank of Instructor and above.

VI. **College Faculty Meetings**

A. The college faculty shall meet at least once each semester.

B. The Dean of the Weitzenhoffer Family College of Fine Arts, or a representative so designated by the Dean, shall preside at meetings of the faculty except that in the absence of the Dean or the Dean's representative, the faculty shall elect a President Pro Tem.

C. The Assistant to the Dean, or his/her designated recorder, will be appointed as the recording secretary for the faculty meetings of the college.

D. A meeting may be called by the Dean of the Weitzenhoffer Family College of Fine Arts, the Faculty Advisory Committee, or by written request of at least ten of the college's voting membership.

E. A call for a Weitzenhoffer Family College of Fine Arts faculty meeting shall be distributed in writing to faculty members by the Dean no less than one week before the meeting. Copies of the agenda and pertinent information shall be posted and provided to the members no less than three working days prior to the meeting.

F. Items may be placed on the agenda by:
   1) the Dean of the Weitzenhoffer Family College of Fine Arts
   2) the Faculty Advisory Committee
   3) five or more of the voting membership of the faculty who shall submit the item in writing to the Dean's Office at least five days prior to the meeting.
G. A quorum of at least one-fifth of the eligible faculty must be present before any business can be transacted.

H. All elections shall be decided by majority vote of all members voting. If a majority is not reached on the first ballot, the second ballot of the two candidates receiving the highest number of votes shall be held.

I. The agenda of each meeting of the faculty will be sent to the College Student Advisory Council and to the College Faculty Advisory Council.

J. Except when otherwise provided in these Bylaws, all procedures shall be in accord with the latest edition of Robert's Rules of Order.

VII. **College Standing Committees**

A. There shall be the following standing committees of the college:

1) Faculty Advisory Council
2) Student Advisory Council
3) Advising Council
4) Weitzenhoffer Family College of Fine Arts Administrative Council
5) Fine Arts Academic Appeals Board
6) Fine Arts Academic Misconduct Board

B. All other standing committees will be established, modified, or terminated as needed by the majority vote of those present and voting at a Weitzenhoffer Family College of Fine Arts faculty meeting. The faculty shall prescribe the responsibilities and method of selection of such committees. Each standing committee shall report to the faculty at least once per year.

C. Committee responsibilities and membership:

1) **Faculty Advisory Committee**

   The Weitzenhoffer Family College of Fine Arts Faculty Advisory Committee shall consist of ten members. One member is appointed by the Dean from each of the five units in the college and one member is elected from each of the five units in the college.
This committee shall advise the Dean on curricular and educational issues, budget matters, policies, and other items appropriate to the mission of the college. Faculty concerns are also discussed by this committee. The Faculty Advisory Committee will meet at least once per month during the academic year.

2) **Student Advisory Council**

The Student Advisory Council shall consist of fifteen members; three from each of the units who are nominated by faculty and administrators directly to the Dean of the college. Members may be undergraduate or graduate, full-time students.

The Student Advisory Council of the college shall act in an advisory capacity to the Dean. The Council will meet at least twice per month.

3) **Advising Council**

The Weitzenhoffer Family College of Fine Arts Advising Council shall consist of one faculty advisor from each unit. The Academic Counselor in the Dean’s Office and the Fine Arts Advisor from University College shall serve as ex-officio members.

The Advising Council has as its purpose the organization, structure and periodic review of the advising system in the college. The Advising Council will make recommendations to the Fine Arts Council regarding the communication of advising changes and advising information and to promote the quality of the advising process in the Weitzenhoffer Family College of Fine Arts. The Council will meet at least once per month during the academic year. (Approved by faculty January 21, 1999).

4) **Administrative Council**

The Administrative Council of the college includes the Dean, Associate Dean, Assistant to the Dean, Director of the School of Music, Director of the School of Art & Art History, Director of the School of Drama, Director of the School of Dance, and Director of the School of Musical Theatre.
This Council, along with the Senior Academic Counselor and the Development Officer, shall advise the Dean on policy issues, curricula issues, budget matters, and other items appropriate to the mission of the college. The Administrative Council shall meet at least once per month during the calendar year.

5) **Fine Arts Academic Appeals Board**

The Fine Arts Academic Appeals Board shall consist of six members; three faculty members and three students. Faculty board members are elected by the faculty of the Weitzenhoffer Family College of Fine Arts.

Student board members are appointed by the Dean upon the recommendation of the President of The University of Oklahoma Student Association.

The Academic Appeals Board was established at The University of Oklahoma to consider appeals of students who feel that they have been unfairly evaluated by faculty members. The University of Oklahoma *Faculty Handbook* specifies two specific grounds for appeal:

a) prejudiced or capricious evaluation.
b) instructor's inability to speak English.

The Weitzenhoffer Family College of Fine Arts Academic Appeals Board is convened at the request of the Dean of the college after an appeal has been received.

6) **Fine Arts Academic Misconduct Board**

The Fine Arts Academic Misconduct Board shall consist of two students and three faculty members from the college. Student board members are appointed by the Dean upon the recommendation of appropriate student organizations within the Weitzenhoffer Family College of Fine Arts. Faculty board members are elected by the faculty of the Weitzenhoffer Family College of Fine Arts.

The Academic Misconduct Board hears cases of academic misconduct. The Board is convened at the discretion of the Dean of the college at the request of a student. Such a request must be granted even if suspension or expulsion is not an issue.
VIII. **Faculty Performance Evaluation Statement**

The basic purposes of the faculty evaluations at The University of Oklahoma are described in Section 3.11 of the *Faculty Handbook*. The evaluation process provides information to faculty members regarding their work so that they can build upon strengths and make improvements where desirable.

Faculty evaluations provide a documented basis for providing appropriate recognition of the quality and quantity of the faculty member's work (i.e., how well the faculty members meet their academic unit's approved criteria for faculty evaluations and merit increases). The Regents' policy asks individual units to establish their own criteria subject to Dean and Provost approval and to the general standards and limits enacted by the Regents. Sections 3.7.4, 3.11, and 3.11.B of the *Faculty Handbook* spell out these requirements. Sections 3.6.1, 3.6.2, and 3.6.3 provide definitions of teaching, research, and service.

In 1986, the President of the University approved a Faculty Senate recommendation that the faculty evaluation process produce results that can be reflected on a uniform summary report. In addition to the summary report of annual faculty evaluations, the Provost's Office began requesting in 1991, a brief one-page mini-vitae enumerating each faculty member's calendar year contributions.

In the Weitzenhoffer Family College of Fine Arts, the School of Music, School of Drama, School of Art & Art History, School of Dance, and the School of Musical Theatre will monitor the evaluation process, including the development of evaluation criteria and specific quality indicators. Individual faculty evaluations are submitted to the Weitzenhoffer Family College of Fine Arts for review. The Dean evaluates each faculty member in the Weitzenhoffer Family College of Fine Arts and each administrator. These evaluations are then submitted to the Provost. The Dean and the Provost meet to review each faculty member and administrator in the college.

Appeals to the Committee A evaluations of faculty members should be made directly to the unit Director. If the faculty member is not satisfied with the appeal, he or she may submit a review to the Dean of the Weitzenhoffer Family College of Fine Arts. The Dean will review the area of concern and will either sustain the decision made by Committee A and the Director of the unit or will reverse the decision. The faculty member will be informed in writing of the Dean's decision regarding the appeal. Documents regarding the appeal and the results of the appeal will be forwarded to the Provost's Office. Section 3.9 of the *Faculty Handbook* allows faculty members in the Weitzenhoffer Family College of Fine Arts to appeal all decisions to the Faculty Appeals Board of the university. Recommendations for merit increases will be based on the compilation of School, Dean, and Provost review and evaluation.
It is the policy of The University of Oklahoma that all salaried faculty, temporary and permanent, tenure-track and non-tenure track, be subject to the same evaluation process in each unit.

Directors should, either at the time of the annual evaluations or in conjunction with the review of progress towards tenure, meet and mentor all untenured faculty members in the Weitzenhoffer Family College of Fine Arts.

All tenure-track faculty members will receive a written evaluation of progress toward tenure from the Director of the School by May 1st of each year.

IX. **Criteria for Promotion and Tenure**

Initial Criteria for Promotion and Tenure were approved on March 1, 1974. Modifications of the Criteria have been made regularly since that time. A current Criteria for Tenure and Promotion document is attached to the Weitzenhoffer Family College of Fine Arts Bylaws as Appendix G. The Weitzenhoffer Family College of Fine Arts Criteria for Tenure and Promotion are consistent with the descriptions outlined in the Bylaws of each of the five units of the college.

X. **Grievances and Appeals**

If a faculty member has reason to believe that there has been unjust discrimination, violation of due process, or infringement of academic freedom regarding evaluations, reappointment, salary increases, promotion, tenure, or personnel decisions, or other grievances not resolved administratively, the faculty member may seek redress through the appropriate grievance procedures as outlined in Article 3.9 of The University of Oklahoma *Faculty Handbook*. Except for promotion or tenure issues, the appeal process should begin at the School or Department level. If the grievance or appeal is not resolved in the School or Department, then the issue can be appealed to the Weitzenhoffer Family College of Fine Arts Dean for review. Appeals regarding tenure and promotion should be taken directly to the Faculty Appeals Board for review.

XI. **Weitzenhoffer Family College of Fine Arts Board of Visitors**

The Board of Visitors of the Weitzenhoffer Family College of Fine Arts was initiated in 1993 by the College Dean and the President of the university. The Board of Visitors are alumni members, members from the leadership of the professions represented by the college, and community leaders who support the artistic mission of the college.
The purpose of the Board of Visitors is to advise the President of The University of Oklahoma and the Dean of the Weitzenhoffer Family College of Fine Arts on matters pertaining to relationships with professional groups represented by the college and the advancement of the quality of professional programs of the college. The main effort of the Board of Visitors is to help with the continual improvement of the stature of the Weitzenhoffer Family College of Fine Arts. The Board is empowered to raise discretionary funds on behalf of the Weitzenhoffer Family College of Fine Arts in support of its artistic, academic, and research programs.

The Charter for the Weitzenhoffer Family College of Fine Arts Board of Visitors is attached to the Weitzenhoffer Family College of Fine Arts Bylaws as Appendix F.

XII. Changes in Bylaw Statements

Changes in the Bylaws of the Weitzenhoffer Family College of Fine Arts require a majority vote of the Weitzenhoffer Family College of Fine Arts faculty. Changes in the Bylaws must be submitted to the faculty of the Weitzenhoffer Family College of Fine Arts at least seven days prior to the discussion and vote of the proposed changes.

XIII. Criteria for the Evaluation of the Dean

The performance of the Dean will be evaluated on an annual basis by the faculty and staff. The Weitzenhoffer Family College of Fine Arts Faculty Advisory Council, a standing committee of the college, will be charged with administering and compiling the evaluation forms from faculty and staff. Based on the university policy, this information will then be submitted to the Senior Vice President and Provost. (Approved by the faculty April 23, 1996).

XIV. Faculty Senate Representation

The Faculty Advisory Committee recommends, for the purpose of maintaining fair and equal representation on the university Faculty Senate, to distribute the elected Weitzenhoffer Family College of Fine Arts representatives as follows:

School of Art & Art History – 1 representative
School of Music – 1 representative
School of Drama – 1 representative
School of Dance – 1 representative
School of Musical Theatre - 1 representative

If Faculty Senate reduces the total allotted representatives for the college to 4, the Schools of Dance and Musical Theatre will elect and share 1 representative. All other representatives will be elected by their individual units. Elections will occur at the Spring Fine Arts Faculty Meeting. (Approved by the faculty April 17, 2003).
XV. Amendments:

Amendment Approved by the College of Fine Arts Faculty – January 21, 1999.

College of Fine Arts Advising Council

The College of Fine Arts Advising Council shall consist of one faculty advisor from each unit. The Academic Counselor in the Dean’s Office and the Fine Arts Advisor from University College shall serve as ex-officio members.

The Advising Council has as its purpose the organization, structure and periodic review of the advising system in the college. The Advising Council will make recommendations to the Fine Arts Council regarding the communication of advising changes and advising information and to promote the quality of the advising process in the Weitzenhoffer Family College of Fine Arts.

Amendment Approved by the College of Fine Arts Faculty – April 22, 1999.

School of Dance Amendment

The Department of Dance was elevated to “School” status by the Board of Regents effective July 1, 1998. All points in the College of Fine Arts Bylaws referring to “Department of Dance” shall be changed to “School of Dance.”

Amendments Approved by the College of Fine Arts Faculty - April 17, 2003.

1. Add the A. Max Weitzenhoffer Department of Musical Theatre Bylaws as Appendix E.

2. The Faculty Advisory Council will consist of ten members, for the addition of the Department of Musical Theatre, and the Student Advisory Council will consist of fifteen members, which adds three members from the Department of Musical Theatre.

Amendments approved by the Weitzenhoffer Family College of Fine Arts Faculty – April 6, 2010.

Change in the Criteria for Tenure and Promotion - 6 years minimum for promotion from Associate Professor to Full Professor.

Editorial revisions to bring bylaws current with name change to School of Musical Theatre.

Editorial revisions to bring bylaws current with name change to School of Art & Art History.
THE UNIVERSITY OF OKLAHOMA
Weitzenhoffer Family College of Fine Arts

BYLAWS

Appendices:

A. School of Art & Art History Bylaws

B. School of Music Bylaws

C. School of Drama Bylaws

D. School of Dance Bylaws

E. School of Musical Theatre

F. Weitzenhoffer Family College of Fine Arts Board of Visitors Charter

G. Weitzenhoffer Family College of Fine Arts Criteria for Tenure and Promotion
THE UNIVERSITY OF OKLAHOMA

Weitzenhoffer Family College of Fine Arts

Appendix A.

School of Art & Art History
Bylaws
The University of Oklahoma  
School of Art & Art History  

BY – LAWS  

The provisions outlined herein are consonant with the regulations in the University of Oklahoma Faculty Handbook. Any amendments in the Faculty Handbook supersede the School of Art & Art History By–Laws.  

MISSION STATEMENT  

The School is cognizant of the overall goals of the University and the Weitzenhoffer Family College of Fine Arts, where the goals are to increase artistic excellence, knowledge, resources, visibility, retention, and recruitment, including minority students. In conjunction with those, the School of Art & Art History has developed the following mission statement:  

The School of Art & Art History strives to achieve excellence as the most comprehensive School of Art & Art History in the state. It seeks to become one of the outstanding centers for visual arts teaching, research and creative activity in the region, as well as serving as a major cultural and economic resource for Oklahoma by offering nationally recognized programs and activities. Additionally, we will add to the cultural and aesthetic diversity of the University by increasingly supporting those programs and activities that enhance diversity and extend the boundaries of art.  

We wish to educate our students in the most thorough and professional manner so that they may become successful professionals as alumni/ae. The School also seeks to continue its service component as an integral part of its mission by providing cultural enrichment and artistic enlightenment for the community, the professions, the public and the University.  

The Director of the School of Art & Art History:  
(Approved by the Faculty of the School of Art & Art History, March 19, 1993)  

The School of Art & Art History, a division of the Weitzenhoffer Family College of Fine Arts, is administered by a Director. The Director provides leadership in matters of policy determined by the faculty of the School, operating within guidelines provided by the University of Oklahoma Regents, University administrative officers, and the Weitzenhoffer Family College of Fine Arts.
Duties and Responsibilities of the Director of the School of Art & Art History:
(see 2.8.2 Faculty Handbook)

A. The Director has a leadership function and is accountable both to the School and to the Dean of the Weitzenhoffer Family College of Fine Arts for the performance of this function.

B. The Director represents the School in relations with other departments, with the deans, and with other administrative officers of the University. The Director is charged by the faculty of the School of Art & Art History to interpret the special nature of the School of Art & Art History and its creative/scholarly activities and needs to the Dean and other administrative officers of the University.

C. The Director is expected to encourage and facilitate the work, quality, and professional development of the School, including:

1. taking the initiative in reporting the needs and championing the causes of the School to the Dean;
2. assuming responsibility (with the assistance and counsel of Committee A) for obtaining merited recognition of faculty members with respect to:
   a. promotions and salary increases; and
   b. support and encouragement for faculty career development.
3. ensuring that the needs of faculty, staff, and students are considered fairly and equitably.

D. The Director shall consult with all faculty members of a program area (Studio, Art History, Media, Visual Communications), and not only the Committee A representative, with regard to:
   1. the hiring of additional members in that program area, or the curtailment of a position line within the program;
   2. any changes in curriculum or in program emphasis within the School of Art & Art History curriculum;
   3. any descriptions of the program or reports concerning the program requested by an outside source.

E. The Director shall implement the Affirmative Action Plan.

F. The Director shall summarize the program review.

G. The Director shall prepare and submit tenure and promotion recommendations with supporting reasons separate from the recommendations submitted by Committee A (3.7.5 Faculty Handbook).

H. The Director shall provide leadership in and interpretation of all matters of policy as determined by the faculty, dean, and Provost.
I. The Director (in conjunction with Committee A) shall determine procedures for carrying on the work of the School.

J. The Director is responsible for administering the budget of the School in accordance with approved University policy.

Assistant Director

A. The Director of the School of Art & Art History may, at his or her discretion, appoint an Assistant Director, subject to approval by the faculty. The term of appointment, scope of responsibilities, and duties of the Assistant Director will be assigned as needed in ways that best suit the existing needs of the Director and the School. (8/21/97)

The Faculty of the School of Art & Art History: (Approved by the Faculty of the School of Art & Art History, March 19, 1993.)

The faculty of the School is defined as all members with the rank of assistant professor or higher. It does not include temporary appointees but full–time temporary faculty may at the discretion of the School be given full departmental privileges, except for those specifically excluded by the Faculty Handbook.

The School of Art & Art History faculty has jurisdiction over matters of policy and procedure. The faculty is involved in preparing faculty personnel recommendations, and it elects representatives who participate in transmitting formal recommendations. As dictated by the University’s Faculty Handbook, the School’s form of organization includes an elected body called Committee A, the foremost of the School’s Standing Committees.

The Faculty are, above all, expected to engage in professional activities, as clarified by the University’s Faculty Handbook:

A. Teaching (3.6.1 Faculty Handbook) at the undergraduate level, and (if part of the Graduate Faculty) at the graduate level. Teaching includes giving regularly scheduled instruction, directing graduate work, and counseling and advising students. The direction or supervision of students in reading, research, internships, or fellowships is included in the definition of teaching.

B. Research or creative achievement (3.6.2 Faculty Handbook). The Faculty Handbook defines research as "systematic, original investigation directed toward the enlargement of human knowledge or the solution of contemporary problems." Creative achievement means "significantly original or imaginative accomplishment in literature, the arts, or the professions."
C. Professional service (3.6.3 Faculty Handbook). This refers to activities directly related to the faculty member's discipline or profession. Among the categories included in the Faculty Handbook's definition of professional service are: artistic or humanistic presentations; official service in relevant professional societies; service on local, state, national, or international commissions, advisory boards, or agencies; service to professional communities outside the University; consultation; participation in a specialized professional capacity in programs sponsored by student, faculty, or community groups; editing professional journals or other publications; book reviews in professional journals; reviews of art exhibitions; refereeing of research papers submitted for publication; refereeing of submissions to art exhibitions; serving on selection panels for commissions, grants, or awards.

D. Participation in university governance or service.

Program Areas within the School of Art & Art History:
(Approved by the Faculty of the School of Art & Art History, March 19, 1993)

A. In the School of Art & Art History there are four distinct program areas:
1. Art History;
2. Media;
3. Studio Art; and

B. The School of Art & Art History recognizes that faculty members within given program areas are the most knowledgeable about curricular and professional matters in their program. Therefore:

1. all four program areas shall be represented on Committee A and the Graduate Committee (both discussed below); and, further,

2. all tenured and tenure–track faculty members within a given area shall be consulted in matters specifically concerning their area.

SCHOOL OF ART & ART HISTORY STANDING COMMITTEES:

COMMITTEE A
(See section 2.8.2 in the Faculty Handbook)
(Approved by the Faculty of the School of Art & Art History, March 19, 1993)

I. The Constitution of Committee A:
A. The governing body of the School of Art & Art History, called Committee A, shall be comprised of the Director of the School and one tenured or tenure–track faculty member from each of the School's divisions: Studio, Art History, Media, and Visual Communication.

B. All faculty members (except those with term appointments, or having less than a 1.0 appointment) are expected to share in the governing process of the School of Art & Art History by serving on Committee A. (Amended 8/13/98)
C. 1. Each division will nominate a representative to Committee A to be elected by the entire faculty by secret ballot (with provisions for absentee ballots).

2. If the faculty as a whole should fail to elect a division's nominee, that division must propose a second nominee for election by the faculty.

3. Should the faculty as a whole fail to elect the division's second nominee, the Director of the School of Art & Art History will appoint a representative to a one–year term.

D. Elected representatives will serve for two consecutive years, and terms will be staggered, so that, ideally, the Committee A will consist, in a given year, of the Director of the School of Art & Art History, two division representatives in the second year of their term, and two newly elected division representatives.

E. If illness, resignation, or sabbatical leave should interrupt a given representative's two–year term, or if the representative was appointed to a one–year term as provided for above (section B.2), his or her division shall nominate a replacement (to be duly elected by the entire faculty) to serve out the term.

F. Faculty members may not normally serve two consecutive terms on Committee, although a representative serving out the term of another may afterwards be elected for a full two–year term.

II. The responsibilities of Committee A:
(Approved by the Faculty of the School of Art & Art History, October 15, 2001)

A. Unless a separate faculty committee established and elected by the voting members of the School of Art & Art History has been assigned any of the following responsibilities, Committee A shall prepare and transmit to the Director formal recommendations as to:
   1. annual faculty evaluations;
   2. budget requests/allocations;
   3. increases in salaries of faculty;
   4. faculty awards (unless donors have specified that the decision be made through another process);
   5. hiring of new faculty;
   6. tenure and promotion matters; and
   7. such other matters as may be transmitted to Committee A from time to time.

B. Committee A shall provide annual written evaluation and guidance, jointly with the Director, to all tenure–track faculty to aid in their efforts to obtain tenure.

C. Minority opinions may be noted in any formal recommendation forwarded by Committee A.

D. Faculty grievances of any sort may be addressed to Committee A, and a faculty member has the right to ask for a hearing with members of Committee A concerning
alleged injustices of any sort, including annual evaluations and salary adjustments.

THE GRADUATE COMMITTEE
(See section 3.1.2 and Appendix C:
"Charter of the Graduate Faculty,"
ssections 12.1 – 12.11 Faculty Handbook)
(Approved by the Faculty of the School of Art & Art History, March 19, 1993)

I. The constitution of the Graduate Committee of the School of Art & Art History:

A. The Graduate Committee of the School of Art & Art History will be comprised of the Director of the School and one representative from each program area (defined above) offering a graduate degree.

B. Each representative of a program area must be a member of the Graduate Faculty (12.5.1 and 12.5.2 Faculty Handbook).

C. Duly approved and permanent members of the Graduate Faculty within each program area will serve on the Graduate Committee on a rotational basis, each member to serve for two years in his or her turn.
   1. In the event that a program area has only one such member of the Graduate Faculty, that member must serve continuously; or
   2. The program may consider combining with another program area in order to pool its graduate faculty for rotational representation.

D. The Director of the School of Art & Art History will nominate, and the faculty must confirm, one of these members to serve both as Chair of the Graduate Committee and as Liaison to the Graduate College.
   1. The Chair's term shall be three years in duration; and
   2. This term may be renewed.

II. The responsibilities of the Graduate Committee:
(see section 12.5.1, 12.5.2, and 12.5.3 Faculty Handbook)

A. To be aware of and to understand thoroughly the criteria set out by previous School of Art & Art History Graduate Committees for determining the graduate faculty membership status of each faculty member of the School (see section 12.5.2 Faculty Handbook).

B. To review when necessary these criteria for determining graduate faculty status, to obtain necessary approval of any changes in such criteria from the School, and to recommend these changes to the Dean of the Graduate College for approval.
C. To review each new faculty member for possible membership to the Graduate Faculty.

D. To recommend to the Dean of the Graduate College for his/her approval the appropriate graduate faculty status for any new faculty member considered worthy of Graduate Faculty status. (Types of status are: Member and Special Member, as in 12.5.2 Faculty Handbook.)

1. Recommendations must be based on the criteria which have been approved by the Dean of the Graduate College for use in determining graduate faculty status in the School.

2. The Committee must also send these recommendations via the Director to the Dean of the Weitzenhoffer Family College of Fine Arts. The Dean and the Director shall then send their comments on the recommendations to the Dean of the Graduate College.

E. To evaluate annually all members of the School's faculty who are not Members of the Graduate Faculty for possible membership (see section 12.5.3 Faculty Handbook).

F. To provide review of each member of the Graduate Faculty every seven years according to the procedures of Article IV, Sections 1 and 2 (sections 12.5.1 and 12.5.2 Faculty Handbook).

G. To respond to any faculty member who requests that his/her graduate faculty status be reviewed (this is permitted at any time).

H. To oversee the quality of curricula across the separate program areas.

I. To work closely with Committee A in the assignment of graduate assistantships.

J. To oversee and to bring to the attention of the greater faculty any issues of concern, such as:

1. procedures of admission to a particular program;
2. recruitment of students;
3. retention of students;
4. graduate assistantships and their distribution;
5. distribution of graduate studio spaces.
III. The duties of the Graduate Committee Liaison (See I.D. above):

A. The Graduate Committee Liaison will also serve as the Chair of the Graduate Committee of the School of Art & Art History. In this capacity he or she will:
   1. call any necessary meetings;
   2. initiate appropriate reviews of faculty members' status with regard to Graduate Faculty membership;
   3. submit any appropriate written recommendations or reports to the Dean of the Weitzenhoffer Family College of Fine Arts or to the Dean of the Graduate College.

B. The Graduate Committee Liaison is responsible for understanding completely the rules set out by the Charter of the Graduate Faculty (Appendix C in the Faculty Handbook), interpreting these for the other members of the Committee, and initiating all necessary actions by the Committee.

C. The Graduate Committee Liaison shall serve as the primary link between the Committee and the Graduate College.

D. The Graduate Committee Liaison shall sign all recommendations for admission or denial of applicants to the various graduate degree programs.

E. The Graduate Committee Liaison shall bring to the attention of members of the School of Art & Art History's Graduate Committee any problems he or she notices in the overall administration of the separate programs.

**SCHOLARSHIP COMMITTEE**
(Approved by the Faculty of the School of Art & Art History, May 4, 2000)

I. The Constitution of the Scholarship Committee

A. The Scholarship Committee of the School of Art & Art History shall be comprised of representative faculty members from each of the School’s areas: Studio, Art History, Media, and Visual Communications. Each area within the School shall be represented on the committee with full voting privilege on all appropriate scholarship matters.

B. 1. Each area will nominate a representative to the Scholarship Committee to be elected by the entire faculty (with provisions for absentee ballots).
   2. If the faculty as a whole should fail to elect an area’s nominee, that division must propose a second nominee for election by the faculty.
   3. Should the faculty, as a whole fail to elect the area’s second nominee, the Director of the School of Art & Art History will appoint a representative to a one–year term.
C. The Chair of the Scholarship Committee shall be nominated by the Director of the School of Art & Art History from eligible faculty as a whole, and elected by majority vote of the faculty (with provisions made for absentee ballots). The Chair shall serve a minimum term of two consecutive years, and may, with consent of the faculty and the Director, continue in service as Chair for a maximum of six years.

D. Elected representatives will serve for two consecutive years, and terms will be staggered, so that, ideally, the Scholarship Committee will consist, in a given year, of the Chair, two area representatives in the second year of their term, and two newly elected area representatives.

E. The Director of the School of Art & Art History shall serve in the capacity of advisor and consultant to the committee, and shall not have voting privileges. However, the Director may serve as a fifth member to the committee with voting status in the case of a tie vote on any issue before the committee.

II. The responsibilities of the Scholarship Committee:

A. The business of the Scholarship Committee shall be determined by:
   1. the faculty of the School of Art & Art History; and
   2. the Director of the School of Art & Art History.

B. All scholarship matters introduced to the faculty or the Director by the Dean of the Weitzenhoffer Family College of Fine Arts or by the administration of the University of Oklahoma shall be directed to the Scholarship Committee for consideration. These include existing scholarship programs, such as:
   1. The Ben Y. Barnett Art Scholarship Program (administered by the Weitzenhoffer Family College of Fine Arts Office); and
   2. The Tuition Fee Waiver Scholarship Program (administered by the Financial Aids Office of the University).

C. The Scholarship Committee shall coordinate the policies of scholarship programs designed for student recipients in the School.

D. Area–specific scholarship moneys, awarded by the faculty of those areas concerned, will be coordinated through the Scholarship Committee.

E. The Scholarship Committee is responsible for making recommendations for undergraduate scholarship awards to the Director for forwarding to the Office of Financial Aid Services (4.4 Faculty Handbook).
RECRUITMENT COMMITTEE
(Approved by the Faculty of the School of Art & Art History, May 4, 2000)

I. The constitution of the Recruitment Committee

A. The Recruitment Committee of the School of Art & Art History shall be comprised of representative faculty members from each of the School’s areas: Studio, Art History, Media, and Visual Communications. Each area within the School shall be represented on the committee with full voting privilege on all appropriate scholarship matters.

B. 1. Each area will nominate a representative to the Recruitment Committee to be elected by the entire faculty (with provisions for absentee ballots).
2. If the faculty as a whole should fail to elect an area’s nominee, that division must propose a second nominee for election by the faculty.
3. Should the faculty, as a whole fail to elect the area’s second nominee, the Director of the School of Art & Art History will appoint a representative to a one–year term.

C. The Chair of the Recruitment Committee shall be nominated by the Director of the School of Art & Art History from eligible faculty as a whole, and elected by majority vote of the faculty (with provisions made for absentee ballots). The Chair shall serve a minimum term of two consecutive years, and may, with consent of the faculty and the Director, continue in service as Chair for a maximum of six years.

D. Elected representatives will serve for two consecutive years, and terms will be staggered, so that, ideally, the Recruitment Committee will consist, in a given year, of the Chair, two area representatives in the second year of their term, and two newly elected area representatives.

E. The Director of the School of Art & Art History shall serve in the capacity of advisor and consultant to the committee, and shall not have voting privileges. However, the Director may serve as a fifth member to the committee with voting status in the case of a tie vote on any issue before the committee.

II. The responsibilities of the Recruitment Committee:

A. The business of the Recruitment Committee shall be determined by:
   1. the faculty of the School of Art & Art History; and
   2. the Director of the School of Art & Art History.

B. All recruitment matters introduced to the faculty or the Director by the Dean of the Weitzenhoffer Family College of Fine Arts or by the administration of the University of Oklahoma shall be directed to the Recruitment Committee for consideration.
C. The Recruitment Committee shall coordinate the policies of all recruitment initiatives designed for student recipients in the School.

D. All recruitment matters introduced to the faculty or the Director by the Dean of the Weitzenhoffer Family College of Fine Arts or the administration of the University of Oklahoma shall be directed to the Recruitment Committee for consideration and action.

E. The Recruitment Committee, in concert with the Director and faculty of the School of Art & Art History, shall determine appropriate recruitment policy.

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**THE CURRICULUM COMMITTEE**

(Approved by the Faculty of the School of Art & Art History, April 16, 1993)

I. The constitution of the Curriculum Committee:

A. The School of Art & Art History Curriculum Committee shall be comprised of five members, including:
   1. One tenured or tenure–track faculty from each of the School's divisions (Studio, Art History, Media, and Visual Communications); and
   2. A chair, to be appointed by the Director of the School.

B. Members shall be nominated by the individual areas and voted on by the faculty of the School of Art & Art History as a whole.

C. Nominees to the Committee shall be tenured or tenure–track faculty members. However exceptions may be made, as follows:
   1. If the expertise of a full–time or part–time non–tenure track member of the faculty is desired; or
   2. If a particular division's representation on the Committee is threatened by sabbatical or other leaves of absence.

D. Elected members will serve for two consecutive years, and terms will be staggered, so that, ideally, the Committee will consist, in a given year, of two members in the second year of their term, and two newly elected members, plus a chair.

E. The chair of the Curriculum Committee, appointed by the Director of the School, may be selected from:
   1. the faculty at large; or
   2. from among the elected members of the Committee. If one of the members already elected to the Committee is selected by the Director to serve as chair:
      a. the faculty shall elect another member (from the Chair's program area) to serve; or
      b. the faculty shall (by vote) empower the Director of the School to break any voting ties.
F. The Director of the School of Art & Art History shall serve in the role of advisor and consultant to the Committee, voting only in order to break ties, if so empowered (see E.b above).

II. The responsibilities of the Curriculum Committee:

A. The business of the Curriculum Committee shall be determined by:
   1. the faculty of the School of Art & Art History;
   2. the Director of the School of Art & Art History;
   3. the Dean of the Weitzenhoffer Family College of Fine Arts; and
   4. the administration of the University of Oklahoma.

B. The Curriculum Committee will receive, review and make recommendations to the School of Art & Art History faculty regarding all undergraduate curricular matters. The Committee will deal with long and short term goals, such as:
   1. curricular changes within areas of study;
   2. NASAD accreditation;
   3. new courses within the School, OCCE, and the University.

C. The Curriculum Committee shall report its actions to the faculty of the School of Art & Art History on a regular basis during regularly scheduled faculty meetings.

THE TECHNOLOGY COMMITTEE
(Approved by the Faculty of the School of Art & Art History, April 16, 1993)

I. The constitution of the Technology Committee:

A. The School of Art & Art History Technology Committee shall be comprised of a maximum of five members, one of which will be chair.

B. Membership on the Technology Committee shall represent fairly all individual areas of the School of Art & Art History concerned with a particular prospect or problem. Therefore:
   1. a particular faculty person outside the membership of the Committee may be invited for temporary membership (for consultation purposes only); or
   2. a particular faculty person with a special interest or problem normally considered by the Technology Committee may request a hearing with the Committee.

C. Members shall be nominated by the faculty of the School of Art & Art History as a whole.

D. Nominees to the Committee shall normally be tenured or tenure-track faculty members. However, exceptions may be made:
   1. if the expertise of a full-time or part-time non-tenured or tenure-track member of the faculty is desired; or
   2. if a particular division's representation on the Committee is threatened by sabbatical or other leaves of absence.
E. Elected members will serve for two consecutive years, and terms will be staggered, so that ideally, the Committee will consist, in a given year, of two members in the second year of their term, and two newly elected members, plus a chair, to serve a two–year tenure with possibility of reappointment.

F. The chair of the Technology Committee shall be appointed by the Director of the School from among the five members of the Committee.

II. The Responsibilities of the Technology Committee:

A. The business of the Technology Committee shall be determined by:
   1. the faculty of the School of Art & Art History;
   2. the Director of the School of Art & Art History;

B. The allocation of any funds made available to the School for technological equipment is to be recommended by the Committee, with consultation of the Director as an ex–officio member, on the basis of:
   1. consideration of particular proposals submitted by areas;
   2. an assessment of the needs of the School as a whole;
   3. any active long–range plan in place for the School for Art & Art History.

C. The Chair of the Technology Committee shall report the actions of the Committee to the faculty of the School as a whole on a regular basis during scheduled faculty meetings.

CRITERIA FOR ACADEMIC APPOINTMENTS, PROMOTION AND TENURE:
(Approved by the Faculty of the School of Art & Art History, April 16, 1993)

I. Non Tenure–Track Appointments:
   A. Instructor:
      1. A person shall be appointed as an Instructor on a term contract as a non tenure–track appointment.
      2. In Studio, Media or Visual Communications, the Instructor shall show special ability in his or her area and shall have earned the terminal degree.
      3. In Art History, an Instructor shall have earned at least the M.A. degree.
      4. An appointment as Instructor shall indicate that the Search Committee and the Director of the School of Art & Art History believe that the person possesses the abilities to contribute to the School in special ways for a finite, specified time.
B. **Assistant, Associate, and Professor limited appointments:**
   1. Persons with ranks higher than Instructor may be appointed for limited time periods in the following cases:
      a. for sabbatical replacements;
      b. for visiting appointments;
      c. in the case of faculty exchanges.
   2. Persons with such limited appointments will be expected to perform at the level of their rank, as specified below, during the time of their appointment.
   3. Such persons will usually not be expected to serve on University committees, but may be asked to serve on committees within the School of Art & Art History.

C. **Renewable Term appointments** (Approved by the Faculty of the School of Art & Art History, May 4, 2000):
   1. Because of the special needs of the School of Art & Art History, appointments under conditions other than tenure, tenure track or limited appointments may be made.
   2. These appointments will be in the form of renewable term appointments and may carry, but are not limited to, titles such as Artist in Residence or The Charles Marion Russell Scholar.
   3. The renewable term appointments will be made for multi year terms, generally for 3-5 years, and may be renewed as mutually agreed upon following performance reviews.
   4. Appendix Two contains the criteria for evaluating these appointments and follows Appendix One, The Faculty Evaluation Process.

II. **Tenure–Track Appointments:**

A. **Assistant Professor**:
   1. An Assistant Professor is appointed on the basis of appropriate credentials or demonstrated promise as a teacher, and a scholar, or artist or designer.
      a. The School of Art & Art History may recognize notable professional experience as equivalent to the MFA for the Studio, Media or Visual Communications person.
      b. The Assistant Professor rank is generally considered to be one offering the artist, designer, or scholar the opportunity to develop his or her potential, and to demonstrate effectiveness as a teacher and productivity in creative work or scholarship.
   2. Teaching effectiveness should be reflected not only in teaching evaluations, but in student performance.
   3. The Assistant Professor shall be evaluated on his or her performance in all areas of teaching, advising, professional service, creative activities or scholarly achievements, and University and public service.
      a. Research in art includes creative activities as well as art historical scholarship, criticism, and theory of the arts.
4. The Assistant Professor is expected to serve on committees in the School of Art & Art History, and to fulfill any other duties specified in the terms of his or her appointment.

5. University–wide committee work should be kept at a minimum before tenure is earned.

B. Associate Professor:
   1. Promotion to Associate Professor depends upon demonstration of effective teaching, based on a fundamental grasp of subject matter and techniques, and the ability to communicate one's knowledge to students.
   2. A candidate for the Associate Professor rank must also offer evidence of appropriate and substantial research or creative work manifested in publications, presentations, or exhibitions.
   3. There should be clear evidence that he or she will continue to contribute to the field at a high level of achievement.
   4. A recommendation for promotion to the rank of Associate Professor will mean that the candidate's peers believe in his or her potential for further growth.
   5. Promotion to Associate Professor brings with it increased committee and administrative responsibilities.
   6. Generally, the recommendation to promote to the Associate Professor rank will be made after the candidate has spent six or seven years at the Assistant Professor rank demonstrating high levels of achievement.

C. Professor:
   1. Promotion to full Professor generally follows at least six years of excellent achievements as an Associate Professor. (Approved by faculty April 6, 2010).
   2. Promotion to Professor is dependent upon demonstrated recognition, by peers in the School of Art & Art History and also within the candidate's profession, of his or her stature and distinguished professional achievements.
   3. Such promotion requires evidence of superior teaching and advisement.
   4. A candidate's contribution to his or her field shall be recognized as being of substantial consequence by colleagues at other institutions as well as at the University of Oklahoma.
   5. His or her work on committees and in other forms of University, professional and public service should continue to be substantial.

III. Criteria for tenure:

   A. Annual evaluations of non-tenured but tenure–track faculty persons shall clearly demonstrate achievements above and beyond the minimally acceptable.

   B. In some instances, specific levels of attainment may be specified in the initial letter of appointment of the tenure–track faculty member.
C. Subsequent evaluations must clearly address the tenure–track faculty member's strengths and deficiencies with regard to expected levels of performance (see Committee A, section II.B), and, if applicable, with regard to Graduate College faculty status (see The Graduate Committee, II.C.D. & E.).

D. This annual evaluation of the tenure–track faculty member will be written by Committee A and the Director separately from the annual faculty evaluation and will be presented to the tenured faculty for review.

E. This annual evaluation of the tenure track faculty member will be done using all available appropriate material and will include an assessment of his or her progress in the areas of teaching, research/creative activity and service. Documentation or supporting evidence by the untenured faculty member is to be presented to the tenured faculty for their review.  (8/21/97)

F. The granting of tenure is an endorsement by the faculty that the probationary faculty members have clearly demonstrated the qualities necessary to join the ranks of the permanent faculty. Therefore, it is the responsibility of candidates for tenure:
   1) to provide concrete evidence of substantial achievements in research and/or creative activities as demonstrated by publications, presentations or exhibitions of high professional quality on a regional and national level;
   2) to demonstrate mastery of teaching including a comprehensive knowledge of subject matter and techniques along with an ability to communicate that knowledge to students; and,
   3) to show an appropriate understanding of the role of service for a tenured faculty member and to demonstrate a willingness to participate in those service activities.

When considering the candidate for tenure, the faculty will consider all relevant material including the potential of the candidate to continue to develop and work effectively as a professional colleague.  (8/13/98)
PROCEDURE FOR AMENDING BY–LAWS OF THE SCHOOL OF ART & ART HISTORY:

(Approved by the Faculty of the School of Art & Art History, March 19, 1993)

A. Amendments to these By–Laws may be proposed by:
   1. one or more voting faculty members;
   2. Committee A; or
   3. the Director of the School of Art & Art History.

B. To propose an amendment, the initiator(s) shall:
   1. write a proposed revision of the portion in question;
   2. request a place on the agenda of a full faculty meeting to discuss the matter; and
   3. send to the Director and to each member of the faculty, at least three days before the meeting during which the matter will be taken up:
      a. the text of the original section;
      b. a text of the suggested amendment; and
      c. a rationale for the proposed amendment.

C. At the meeting, during which the proposed amendment is taken up, its author(s) shall explain:
   1. the need for the proposed alteration of the text;
   2. implications of all proposed alterations.

D. If two– thirds of the voting members of the faculty are present, the author of the proposed amendment may move that it be adopted.

E. If there is a second to this motion, the floor is open to discussion by all those present.

F. When discussion has terminated, the Director shall call for a vote.

G. The adoption of the proposed amendment shall require the positive vote of two– thirds of the voting faculty.

amendment 12/6/94-revised 2/27/95-revised 8/21/97-revised 5/4/00
Appendix One

School of Art & Art History
Annual Faculty Evaluations: Process and Standards

The Faculty Evaluation Process

Prior to the annual evaluation process, each faculty member proposes individual percentages for each category (teaching, research/creative activity and service) on the faculty evaluation forms and submits them to the director for approval. The sum of the three categories must total 100%. If there is a disagreement, the individual and the director will meet to arrive at a mutually acceptable decision.

The annual evaluation process will be as follows:

All faculty submit a summary of their accomplishments in a one-page Mini-Vita with supplemental materials to Committee A and the Director by the specified date;

Committee A evaluates the faculty member based on the materials submitted, the departmental criteria outlined below, and the individual weighing agreed upon by the faculty member and the Director;

A summary of the evaluation and a rating will be given to the faculty member by the Director who also provides an explanation of the evaluation;

In accordance with School policy, the faculty member is given a minimum of one week to respond to the evaluation;

The evaluation will be returned to the Director with the faculty member’s signature within the specified time with any comments that he or she wishes to affix:

or,

If the faculty member wishes to appeal the decision of Committee A, then he or she files a written notice of such an appeal at the time the evaluation is returned;

If appealed, the appeal may be either in a written format or presented in person at a meeting mutually acceptable to both the Faculty and Committee A;

Following the appeal, Committee A responds in writing within a reasonable length of time indicating its action and the Director meets with the faculty member to explain that decision;

If the faculty member is still not satisfied with the decision, he or she may appeal to the Dean of the Weitzenhoffer Family College of Fine Arts, with notice of such appeal given to Committee A when it is filed.

After the School of Art & Art History faculty evaluation process has been completed, all signed evaluations with accompanying mini-vita are sent forward to the Dean of the Weitzenhoffer Family College of Fine Arts.
I. The Standards for the Categories

The following statements of attainment will be used by Committee A in evaluating School of Art & Art History faculty members.

**Teaching:**

**Outstanding** – A rating of outstanding is achieved by the faculty when student evaluations are outstanding, he/she carries a heavy load in teaching and advising and he/she displays some distinguishing elements or innovations.

**Very Good** – A rating of very good is given when the faculty member is rated highly by students, carries a normal teaching/advising load, and displays distinguishing elements or innovations in the teaching or advising area.

**Good, Meets Expectations** – A rating of good, meets expectations is given when a faculty member is uniformly rated positively by students and carries a normal teaching/advising load.

**Marginal** – This rating is given when the student evaluations are generally favorable with a normal teaching and advising load.

**Unacceptable** – This rating is given when student evaluations and other data clearly indicate that the faculty member is not performing at an acceptable level.

**Research/Creative Activity**

**Outstanding** – Faculty receiving this rating should demonstrate exceptional levels of research or creative activity. Where possible, these activities should be supported by reviews or other forms of critical attention, such as an award, grant support, or other evidence that affirms their intrinsic value to a broad constituency.

**Very Good** – This rating is given to faculty who demonstrate that they are very active professionally with exhibitions, publications, grant proposals, or scholarly publications. Generally these activities will have received some regional or local attention and this will be documented.

**Good, Meets Expectations** – This rating is given to those faculty that display evidence of active levels of ongoing research or creative activities normally resulting in multiple exhibitions, publications, or presentations at scholarly conferences.

**Marginal** – This is given to those faculty doing the minimum in the areas of research or creative activities.

**Unacceptable** – Given to faculty not actively engaged in research or creative activity, or who are not displaying, disseminating, or publicizing their results.
Service, Public, Private, Professional or University

Outstanding – Given to faculty carrying extensive service loads with some special distinguishing features. Service may be internal to the university, external, or in any appropriate combination. (Examples may include: holding office in a professional organization, extensive consulting for professional purposes, extremely active lecture/workshop schedule, chair of a committee that meets with considerable regularity, or service on committees with extensive responsibilities, such as Committee A, University Program Review.)

Very Good – Given to faculty that carry a heavy service load. However, this rating assumes service on a number of committees, or providing public or professional service that promotes the University, College, School, or profession.

Good, Meets Expectations – Given to faculty that provide valuable service to any combination of university, professional, or community constituencies.

Marginal – Faculty who perform some university, professional or community service.

Unacceptable – This category is for those faculty who do not participate in the normal expectations for faculty as outlined in the Faculty Handbook. (8/21/97)
Appendix Two

Criteria for Evaluation of Renewable Term Appointment for:
School of Art & Art History Renewable Term Faculty Appointees or Artist-In-Residence

Approved by Provost 12/99
(Approved by the Faculty of the School of Art & Art History, May 4, 2000)

A. Definition:
1. The Renewable Term Appointee or Artist-In-Residence is an individual whose unique capabilities and/or experiences make it appropriate for the School of Art & Art History to appoint the individual to a defined, renewable non-tenure track appointment.

B. Appointment
1. A Renewable Term Appointee may be appointed as a non-tenure track term faculty member or Artist-In-Residence and is appointed on the basis of appropriate credentials or demonstrated expertise as a teacher, a scholar, or artist. The School of Art & Art History may recognize notable professional experience as equivalent to the MFA for the studio, media or visual communications appointee or the Ph.D. for Art History.
2. The Renewable Term Appointee shall be evaluated on his or her performance in all areas of teaching, advising, professional service, research/creative activities or scholarly achievements, and University/public service as appropriate and specified in his/her letter of appointment. Research in art includes creative activities and/or art historical scholarship, criticism, and theory of the arts.
3. The Renewable Term Appointee is expected to serve on appropriate committees in the School of Art & Art History and to fulfill any other duties specified in the terms of his or her appointment.

Annual Evaluations
1. Annual evaluations for the Renewable Term Appointee shall be conducted in the same manner as the annual evaluations for faculty as outlined in the School of Art & Art History Bylaws.
2. The Renewable Term Appointee will be primarily evaluated on those specific areas of responsibility delineated in the appointment letter.

Teaching
1. The Renewable Term Appointee faculty member is expected to provide inspired, expert teaching and instruction at the highest level as well as contributing to student development through advisement and consultation. Teaching effectiveness should be reflected not only in teaching evaluations, but also in demonstrated student performance levels.
2. The Artist-In-Residence will be expected to lead by example and to challenge and involve students to the highest artistic and academic levels and to contribute to student development through instruction, advisement, and consultation. The Artist-In-Residence will maintain an appropriate teaching load as agreed upon annually.
**Professional Scholarship or Creative Activity**

1. The Renewable Term Appointee or Artist-In-Residence will be expected to maintain his/her professional, scholarly or creative activity on a level appropriate to the agreed upon responsibilities of the appointment. Evaluation in this area will be primarily based on awards, reviews, individual and public responses, and peer acknowledgment from within the unit, the college, and appropriate outside professional colleagues.
   a. The Artist-In-Residence will be continuously involved in artistic research and/or creative activity of outstanding quality.
   b. The Renewable Term Appointee will be expected to be continuously involved in professional activities of quality appropriate to his or her area of specialization.

**Service**

1. Service is expected of a Renewable Term Appointee/Artist-In-Residence, thus, the Renewable Term Appointee/Artist-In-Residence should demonstrate the ability and willingness to share knowledge, creativity, and artistry with students, colleagues and members of the profession.

2. While service may also include participation in regional and national professional organizations, the Renewable Term Appointee/Artist-In-Residence is expected to maintain a high level of service to the University, the College and the community.
THE UNIVERSITY OF OKLAHOMA

Weitzenhoffer Family College of Fine Arts

Appendix B.

School of Music
Bylaws
The University of Oklahoma  
School of Music  

By-Laws

The provisions outlined herein are consistent with the regulations in the Faculty Handbook for the University of Oklahoma. These School of Music By-laws and policies are subject to the current laws and actions of the University of Oklahoma Board of Regents and other University policies and procedures as described in the Faculty Handbook and as subsequently revised. Each by-law is intended to be interpreted and applied in a manner consistent with the current Regents’ policies and actions. In the event of a conflict, the Regents’ policies and those stated in the current Faculty Handbook for the University of Oklahoma shall take precedence.

Section I.  Mission

The mission of the School of Music is to foster excellence in creative activity, research, teaching, and service through involvement of the faculty and students in public performance, media presentations, research publications, and other creative activities. As the only comprehensive music school in the State of Oklahoma, the mission of the University of Oklahoma School of Music serves the students of this state as well as individuals from all regions of the United States and abroad, extending the artistic influence of our faculty, students, and alumni extends far beyond the boundaries of the state of Oklahoma and can be experienced through concerts, recordings, and publications that reach a national and international audience.

Section II.  Membership

The membership of the School shall consist of all faculty holding an academic appointment with the rank of Instructor and above. The full faculty shall vote on all matters with the exception of the election of members of Committee A and other personnel issues as described in the Faculty Handbook (tenure, promotion, etc.) The voting body for members of Committee A shall consist of all tenured and tenure-track members of the faculty.
Section III. Meetings of the School

School of Music full faculty meetings shall normally be held on the first Wednesday of the month during the academic year. At least three full faculty meetings should be held during the fall and during the spring semesters. All tenured and tenure-track faculty are expected to attend. Visiting and adjunct faculty appointees are invited to these meetings.

Additional meetings may be called by the Director or by petition of at least twelve faculty members. A quorum for the purpose of voting shall consist of one-half of the voting membership of the faculty.

Section IV. Committee Structure

The Director of the School of Music shall appoint all committees with the exception of those elected members of Committee A. The Director may consult with Committee A and/or other appropriate faculty concerning appointments to standing and ad hoc committees. Committee recommendations are made directly to the Director of the School of Music. The following policies will govern the make-up of committees in the School of Music:

1. All full-time faculty of the School of Music may serve on permanent standing committees.

2. Appointments to any committee shall ordinarily be for no more than three consecutive years.

3. Faculty members may, and are encouraged to, notify the Director regarding preferences of committees on which they wish to serve.

4. In most circumstances no faculty member will serve concurrently as chair of more than one standing committee at the same time.

5. Committee appointments will be published and distributed to the faculty at the beginning of each fall term.

6. The Director of the School of Music (or his/her authorized representative) may serve as a member of each committee.

7. Committee recommendations shall be determined by consensus or by a simple majority vote.
A. Committee A

Committee A shall consist of the Director of the School and two elected members of the tenured faculty. Elected members of Committee A serve two-year staggered terms. The Committee A election shall take place at the first full faculty meeting of the academic year. Voting shall be by secret ballot and all tenured and tenure-track faculty members must cast a vote for one of the nominees or must abstain. Votes will be solicited from faculty members not in attendance at the meeting. Faculty members on sabbatical may have the option of voting or not voting. Votes may not be solicited from faculty members not in attendance and out of the country for a period of five consecutive working days after the meeting. An elected member of Committee A may not succeed him/herself. The Director of the School of Music shall serve as the Chair of Committee A.

Duties of Committee A are those stated in the Faculty Handbook and include but are not limited to preparing and transmitting to the Dean formal recommendations concerning annual faculty evaluations, preparing recommendations for increases in salaries of faculty, and nominations of faculty members for faculty awards. Additional duties include interviewing new faculty, tenure and promotion matters, and other such matters as may be transmitted to Committee A from time to time.

B. Graduate Studies Committee

The Graduate Studies Committee shall consist of a minimum of seven faculty members. The members shall hold the earned doctorate or its equivalent and all must be members of the Graduate Faculty at the M2 or M3 level. Faculty appointments shall be for overlapping three-year terms. This committee will make recommendations to the School of Music faculty regarding graduate curricular matters and will review and oversee graduate entrance examinations in music history, theory, aural skills, and piano proficiency. This committee also will oversee the graduate general and comprehensive examinations.

Proposals for curricular change normally will initiate with the faculty of the area teaching the courses. However, proposals may be initiated by any faculty member or by the Graduate Studies Committee. All curricular issues are discussed, referred to the appropriate area if necessary, and eventually forwarded with recommendation to the Director for discussion and vote by the Faculty of the School of Music.
C. Undergraduate Studies Committee

The Undergraduate Studies Committee shall consist of a minimum of seven faculty members. Faculty appointments shall be for overlapping terms. This committee will review policy and make recommendations to the School of Music faculty regarding undergraduate curricular matters and address other issues related to the undergraduate education of students in the School of Music.

Proposals for curricular change normally will initiate with the faculty of the area teaching the courses. However, proposals may be initiated by any faculty member or by the Undergraduate Studies Committee. All curricular issues are discussed, referred to the appropriate area if necessary, and eventually forwarded with recommendation to the Director for discussion by the Faculty of the School of Music.

D. Strategic Planning Committee

The make-up of the Strategic Planning Committee shall consist of the Director, Associate Director(s), members of Committee A, and up to five additional faculty appointed by the Director. The committee will oversee the degree to which the School is meeting its stated objectives. This committee will review actions, courses, and degree programs for their consistency with stated goals and objectives and to recommend appropriate changes. The Committee is charged with reviewing all facets of the School of Music and with charting the School's growth and development.

E. Recital Policy Committee

This committee shall consist of at least five faculty members. It shall recommend policy concerning recital requirements to the Director and general policies for recitals and concerts to the faculty. This committee shall deal with, but not be limited to, issues such as specifying times that certain kinds of recitals may be scheduled, overseeing the administration of recital previews, and reviewing petitions for exceptions to any rules or policies.
F. Recital Preview Committees

Four rotating recital preview committees shall be established for the fall and spring semesters and two preview committees for the summer term. These committees shall hear a representative portion of the full recital program for students playing degree recitals for the BM, BMA, BME, and MM degrees. The make-up of each of these committees should consist of one representative each from the keyboard, voice, and academic areas, and two representatives on each committee from the winds, strings, and percussion areas.

These committees and their Chairs are appointed by the Director, and faculty are required to be in attendance at recital previews or to secure a substitute. The Chair of the committee shall notify each committee member of meeting times and shall schedule previews and preside during the hearings. No recital preview committee shall be required to hear preview auditions for more than two consecutive hours. Preview auditions for composition students are heard by a separate recital preview committee consisting of the music composition and theory faculty.

G. Music Technology Committee

This committee shall consist of at least five faculty members. It shall deal with issues concerning the use, maintenance, updating, staffing of labs, and other matters concerning music technology in the School of Music. This committee may recommend policy concerning the direction the School should take in keeping abreast of current technology.

H. Library Committee

This committee shall serve in an advisory capacity to the Director regarding policies concerning the music area of the Fine Arts Library. This committee should consist of the Music Librarian, the Fine Arts Librarian, and at least three music faculty members. This committee may also recommend policy governing the use of all media and of all listening lab materials.
I. Ad hoc Committees

Ad hoc committees may be appointed by the Director as specific needs arise. Service as a member or chair of a standing committee will not disqualify faculty members from similar appointments on ad hoc committees.

J. Formation of New Standing Committees

The Director may formally constitute additional standing committees consistent with general committee policy above.

Section V. Administration

The School shall be administered by the Director who will, in consultation with the Dean, define an administrative structure within the School to effectively deal with issues related to but not limited to:

1. Class scheduling
2. Calendar of activities
3. Course offerings
4. Continuing education activities
5. Recruitment and publicity
6. Recruitment of faculty (with Committee A)
7. Graduate assistant candidate screening

Section VI. Evaluation of Faculty

Each year the Committee A and the Director of the School will review each faculty member's performance and will provide each faculty member with a written statement describing the results of that review. Suggestions for personal career improvement will be given as part of the individual's annual review. These evaluations also will be the basis for recommending annual merit increases.

Since recommendations for merit salary increases go forward in the spring, the annual evaluation time period will be January, through December 31 of the previous year.

Merit increases are considered rewards for past performances, but are short-term rewards. Time in rank and prior service will not normally be considered for merit increases, unless no merit money was available at a previous time when the faculty member was recommended for such an increase. In that case, Committee A, the Director, and the Dean may take into consideration service prior to the previous year.
A. Criteria

The three basic areas of achievement, Teaching and Advising; Research, Scholarly, and Creative Activities; and Service, and the accompanying evidence of these achievements, will be considered in the annual evaluation. For merit increases, emphasis will be placed on Teaching, Advising, Research, Scholarly and Creative Activities, with less consideration for Service. In general, the criteria for evaluation will be those reflected in the document "Criteria for Determining Membership on the Graduate Faculty" approved by the School of Music faculty in 1987. Special assignments that result in different weightings are possible provided that a written understanding is prepared and made available to the faculty member at the time the assignment is made.

B. Process

All members of the faculty will be evaluated each year by Committee A and the Director. Data which support the three major areas of achievement will be considered at this time. Materials evaluated may include but are not limited to required annual report forms submitted by the faculty member (together with annual "mini-vita"), student course evaluations, classroom visitation, peer evaluations, evaluations of teaching materials and processes, self-evaluation, interviews of students, input from alumni, and other information.

The relative weighting and priority of each criteria will be determined by the person's area of specialization and responsibility. The faculty member and Committee A will determine this weighting in writing prior to the time period being evaluated. The calendar year weighting will be reviewed annually upon submission of the previous year's annual report.

Upon completion of the review, Committee A and the Director will supply each faculty member a written Summary Report of Annual Faculty Evaluation form describing the results of the review. Additional suggestions for personal career development may be included. In addition, the recommended weightings of teaching, research, and service will be confirmed.

At the time salary recommendations are requested, each member of the faculty will be considered for a merit increase. It will then be the responsibility of the Director working with Committee A to assign the available amount of money for merit increases to the individual for the next academic year.

These recommendations and amounts are then sent forward to the Dean for his/her approval, revision, and forwarding to the Provost. The appropriate appeal process is outlined in Section 3.9 of the Faculty Handbook.
Deadlines for faculty evaluations vary from year to year. Approximate deadlines are:

**December 1** - Schools and departments distribute individual faculty activities summaries to faculty members for completion.

**January 15** - Faculty activities summaries are due to Directors for review by Committee A.

**February 15** - Faculty evaluation forms are forwarded to the Dean's Office from Schools and departments.

**March 1** - Faculty evaluation forms are forwarded to the Provost from Dean's Office.

**Section VII. Procedure for Initiating Curriculum and Course Changes**

**A. Curriculum approval**

Requirements for all new degree programs and majors, as well as substantive changes in these programs, shall be approved by the curricular Area and/or Division in which the program falls, by the Undergraduate or Graduate Studies Committee as appropriate, and finally by a majority vote of the faculty in a full faculty meeting.

**B. Course approval**

All new courses require the approval of the curricular Area and/or Division in which the program falls, followed by the Undergraduate or Graduate Studies Committee as appropriate. Sections of special topics courses such as M--- 4970, M--- 5970 are considered to be temporary offerings and do not require the approval of the Undergraduate or Graduate Studies Committee.

**Section VIII. Changes in By-laws**

A motion to change the Bylaws requires a majority vote of the faculty for passage. A proposed change shall be put to vote when:

1. it has been distributed to the faculty in writing at least one week prior to the meeting; or

2. the motion was originally presented at the preceding meeting of the faculty, or earlier; or

3. unanimous consent of those present in the meeting of the faculty is granted to proceed to a vote.

CRITERIA FOR SCHOOL OF MUSIC FACULTY APPOINTMENTS,
PROMOTION AND TENURE

I. **Non Tenure-Track Appointments**

A. **Adjunct Professors, Lecturers, and Instructors**

1. A person shall be appointed as an Instructor on a term contract as a non-tenure-track appointment.
2. In Applied Music, the Instructor shall show special ability in his or her area and shall have earned at least the Master’s degree or possess equivalent professional experience.
3. In Musicology, Music Education, and Music Theory, an Instructor shall have earned at least the Master’s degree.
4. An appointment as Instructor shall indicate that the Search Committee and the Director of the School of Music believe that the person possesses the abilities to contribute to the musical life of the School in special ways for a finite, specified time.

B. **Assistant, Associate, and Professor (Limited Appointments)**

1. Persons with ranks higher than Adjunct Professor, Lecturer, or Instructor may be appointed for limited time periods in the following cases:
   a. for sabbatical replacements;
   b. for visiting appointments;
   c. in the case of faculty exchanges.
2. In Applied Music, the Assistant Professor, Associate Professor, or Professor shall show special ability in his or her area and shall have earned at least the Master’s degree or possess equivalent professional experience.
3. In Musicology, Music Education, and Music Theory, the Assistant Professor, Associate Professor, or Professor shall have earned at least the Master’s degree.
4. Persons with such limited appointments will be expected to perform at the level of their rank, as specified below, during the time of their appointment.
5. Such persons will usually not be expected to serve on University committees but may be asked to serve on committees within the School of Music.
II. Tenure-Track Appointments

A. Assistant Professor

The doctorate is regarded as the terminal degree in the School of Music. In those cases where faculty members have had exceptional professional musical experience, but do not possess the terminal degree, this experience, verified by peer and colleague evaluation and approved by Committee A and the Dean, may be accepted in lieu of the degree. The acceptance of professional experience in lieu of the terminal degree is only applicable to applied music, composition, and conducting.

1. An Assistant Professor is appointed on the basis of appropriate credentials or demonstrated promise as a teacher-artist and/or scholar. The Assistant Professor rank is generally considered to be one offering the teacher-artist and/or scholar the opportunity to develop his or her potential, and to demonstrate effectiveness as a teacher and productivity in performance, creative work, or scholarship.

2. Teaching effectiveness should be reflected not only in teaching evaluations, but also in student performance.

3. The Assistant Professor shall be evaluated on his or her work in the areas of teaching, research, and/or creative activity, and University, professional, and service. Research in music includes performance, composition, criticism, and scholarship in educational philosophy, pedagogy, musicology, and music theory.

4. The Assistant Professor is expected to serve on committees of the School of Music and, when appropriate, the University, to fulfill any other duties specified in the terms of his or her appointment.

B. Appointment as or Promotion to Associate Professor

1. The candidate for Associate Professor must demonstrate effective teaching, based on a fundamental grasp of subject matter and techniques, and the ability to communicate one’s knowledge to students.

2. The candidate must also offer evidence of appropriate and substantial research or creative work manifested in performances, publications, and/or presentations.

3. The candidate should have established an emerging profile or experience based upon active participation in regional, national, and/or international venues.
4. The candidate should present evidence that he or she will continue to contribute to the institution and to the field at a high level of achievement.

5. A recommendation for appointment or promotion to the rank of Associate Professor will indicate that the candidate’s peers believe in his or her potential for further growth.

6. Generally, the candidate will be considered for promotion to the rank of Associate Professor following six years of excellent achievement at the rank of Assistant Professor.

C. Appointment as or Promotion to Professor

1. Promotion to Professor is dependent upon recognition by peers in the School of Music and also within the candidate’s profession of his or her stature and distinguished professional achievements; the candidate’s contributions to his or her field should be recognized as being of substantial national and/or international consequence.

2. Such promotion requires evidence of superior teaching, superior research and/or creative activity, and superior service to the institution and profession.

3. There should be evidence of ongoing success in these areas, and it is expected that the faculty member will maintain a high level of productivity after promotion to the rank of Professor.

4. Faculty members who hold the rank of Associate Professor in the School of Music will be eligible for consideration, but not required, to apply for promotion to Full Professor after six years at the Associate Professor level. Exceptions to this policy can be made on an individual basis. (Amended 4/6/10. See Criteria for Tenure and Promotion of College bylaws.)

III. Criteria for Tenure

A. During the prescribed Probationary Period, non-tenured faculty members who are in tenure-track positions shall clearly demonstrate through their annual Calendar Year Summary Reports achievements that are consistent with the expectations outlined in the Weitzenhoffer Family College of Fine Arts Criteria for Tenure and Promotion.

B. In some instances, specific levels of attainment may be specified in the initial letter of appointment of the tenure-track faculty member.

C. The Annual Evaluation must clearly address the tenure-track faculty member’s strengths and deficiencies with regard to the expectations outlined in the School of Music and Weitzenhoffer Family College of Fine Arts Criteria for Tenure and Promotion.
D. The Annual Evaluation of the tenure-track faculty member will be written by Committee A and the Director separately from the Progress Toward Tenure letter.

E. The Tenure Evaluation of the tenure-track faculty member will be done using all available appropriate material and will include an assessment of his or her progress in the areas of teaching, research/creative activity and service. Documentation or supporting evidence by the non-tenured faculty member is to be presented to the tenured faculty for their review, in the fall, during the final year of the Probationary Period.

F. The granting of tenure is an endorsement by the faculty that the probationary Faculty members have clearly demonstrated the qualities necessary to join the ranks of the permanent faculty. It is therefore the responsibility of candidates for tenure:

   a. to provide concrete evidence of substantial achievements in performance, research, and/or creative activities as demonstrated by concert presentations, research presentations, and publications of a professional quality on a regional and national level;

   b. to demonstrate mastery of teaching including a comprehensive knowledge of subject matter and techniques along with an ability to communicate that knowledge to students; and,

   c. to show an appropriate understanding of the role of service for a tenured faculty member and to demonstrate a willingness to participate in those service activities.

G. When considering the candidate for tenure, the faculty will consider all relevant material including the potential of the candidate to continue to develop and work effectively as a professional colleague.

H. Tenure is normally considered at the time of promotion from the rank of Assistant to Associate Professor.
THE UNIVERSITY OF OKLAHOMA

Weitzenhoffer Family College of Fine Arts

Appendix C.

School of Drama

Bylaws
THE UNIVERSITY OF OKLAHOMA
SCHOOL OF DRAMA

BY - LAWS

The provisions outlined herein are consistent with the regulations found in the University of Oklahoma's Faculty Handbook. These By -Laws and policies are subject to the current laws and actions of the University of Oklahoma Board of Regents and other University policies and procedures as described in the Faculty Handbook and as subsequently revised. Each by-law is intended to be interpreted and applied in a manner consistent with the current Regents policies and actions. In the event of a conflict, the Regents' policies and/or those stated in the current Faculty Handbook shall take precedence.

Section I. Mission:

The mission of the University of Oklahoma School of Drama is to educate theatre artists, scholars and teachers, preparing them to enter their professions with a knowledge of evolving industry standards; to perpetuate theatrical art by encouraging and nurturing the development of new artistic endeavors; and to provide a variety of theatrical productions and programs of excellence to Oklahoma audiences. (08/14/06).

Section II. Membership:

The membership of the School of Drama shall consist of all faculty holding an academic appointment with the rank of Instructor or above. The full faculty shall vote on all matters with the exception of the election of Committee A members and other personnel and budgetary issues as described in the Faculty Handbook. The voting body for Committee A elections shall consist of all tenured and tenure-track members of the faculty.

A. Renewable Term Faculty

Renewable Term Faculty are appointed year-to-year for a specific term of years. He or she may be given the title of instructor, lecturer, assistant professor, associate professor or professor, as appropriate to the individual’s credentials and background.

The length of the term will ordinarily be three to five years, except as approved by the unit, Dean and Senior Vice President and Provost.

Ranked term faculty shall have all the rights and responsibilities of other faculty with their titles except the right to vote for Committee A membership. Term faculty may not serve on Committee A.

Section III. Meetings of the School:

The School of Drama's regular full Faculty meetings normally shall be held on the first Wednesday of the month during the academic year.

A. At least three full Faculty meetings should be held during each of the Fall and Spring Semesters,
B. All tenured and tenure-track Faculty are expected to attend these meetings - while Visiting and Adjunct Faculty appointees are invited to attend.

C. A quorum, for the purpose of voting, shall consist of one-half of the voting membership of the Faculty (tenured and tenure-track Faculty).

D. Student representatives: one (1) Undergraduate and one (1) Graduate representative shall be invited to attend these meetings.

E. Additional meeting may be called by the Director or by petition of at least five (5) Faculty members.

Section IV. Administration:

Faculty and Staff working in the School of Drama are expected to perform their duties within the School's By-laws, policies, practices, and procedures. Those charged with administrative duties and responsibilities are to be clearly identified to the full School membership whether they are elected or appointed. Administrative personnel shall include:

A. **The Director:**

The School shall be administered by the Director who will, in consultation with the Dean, define an administrative structure within the School to deal effectively and efficiently with issues related, but not limited, to:

1. Class scheduling
2. Program and Course Offerings
3. Faculty recruitment, evaluation, and retention (with Committee A)
4. Budgetary planning and accountability
5. Production Season Selection and Scheduling
6. Fund raising
7. Continuing Education and other Outreach Activities.
8. Student and Program Recruitment and Marketing
9. School representation as needed or occasion requires
10. Serve as channel of communication within, to, and in behalf of the School

B. **Committee A:**

Committee A shall consist of the Director and two elected members of the tenured and tenure-track faculty. Elected members of Committee A may not succeed themselves. The Committee A election shall be held at the first regular full faculty meeting of the academic year. Voting shall be by secret ballot. All tenured and tenure-track faculty members must either cast a vote for one of the nominees or abstain.
Votes will be solicited from Faculty members not in attendance at the meeting, including those on leave. The Director of the School of Drama shall serve as the Chair of Committee A. Duties of Committee A shall include preparing and transmitting to the Dean formal recommendations concerning (1) annual faculty evaluations, (2) budget requests/allocations, (3) increases in faculty salaries, (4) faculty awards, (5) hiring of new faculty, (6) tenure and promotion matters, and (7) such other matters as may be transmitted to Committee A from time to time. Committee A shall provide annual written evaluation and guidance, jointly with the School's Director, to all tenure-track faculty to aid in their efforts to obtain tenure. Minority opinions may be noted in any formal recommendation forwarded by Committee A.

C. Program Head:

Each of the School's recognized academic Program areas, Performance and Design/Technology, shall be coordinated by a Program Head. Program Heads are appointed by the Director of the School of Drama for a two-year term. Successive terms are permissible. Program Heads report to the Director of the School of Drama regarding all recommendations and proposals calling for possible action.

D. Graduate Program Liaison:

The School of Drama's Graduate Liaison is appointed by the Director of the School for a two-year term. Successive terms are permissible. The Graduate Liaison must be a member of the School's Graduate Faculty, and serves as the School's administrative coordinator for Graduate Programs with responsibility including, but not limited to: official student advisement, all record keeping, admissions coordination and Graduate College communication including representing the School's interests with the Graduate College and vice-versa. The Graduate Program Liaison shall call at least one meeting of the School's Graduate Faculty each semester.

Section V. Committees:

A. The Director of the School of Drama shall appoint members to all Committees with the exception of those elected to Committee A. The Director may consult with Committee A, Area Heads, and/or other appropriate faculty concerning appointments to Standing and ad hoc Committees. All committee recommendations are made directly, in writing, to the Director of the School of Drama. The following policies will govern the make-up of Committees in the School of Drama:

1. All full-time Faculty of the School of Drama may, and are expected to, serve on Standing and ad hoc Committees.
2. An appointment to a standing Committee shall ordinarily be for a three year term.
3. Faculty are encouraged to notify the Director regarding preferences of Committees on which they wish to serve.
4. In most circumstances no faculty member will serve concurrently as Chair of more than one Standing Committee.
5. Committee appointments will be published and distributed to the faculty at the beginning of each fall term.
6. The Director of The School of Drama may serve as a member of each Committee.
7. Committee recommendations shall be determined by consensus or by a simple majority vote.

B. **Standing Committees:**

The Standing Committees of the School of Drama are:

1. Strategic Planning Committee
2. Scholarship Committee
3. Production Committee
4. Library Committee
5. Theatre Technology Committee
6. Season Selection Committee
7. Recruitment Committee

C. **Ad hoc Committees:**

Ad hoc Committees may be appointed by the Director of the School of Drama as required on deemed advisable.

**Section VI. Faculty Performance Evaluation:**

A. **Criteria**

1. The annual evaluation period will be the calendar year January through December.
2. Each year Committee A and the Director of the School will review each faculty member's performance and will provide each faculty member with a written statement describing the results of the review. Suggestions for personal career improvement will be given as part of the individual's annual review. These evaluations will be the basis for recommending annual merit increases.

   a. **Evaluation Criteria**
      
The three basic areas of achievement are: Teaching; Research, Scholarly, and Creative Activities; and Service and the accompanying evidence of these achievements will be considered in the annual evaluation.
b. Evaluation Process

1. In early November, a meeting is held with all new faculty members explaining the yearly evaluation requirements, procedures, process, and purpose.

2. In mid-November, individually weighted percentages are solicited from each faculty member and reviewed by Committee A.
   a. Faculty members receive a copy of the previous year’s weighted scale percentages.
   b. Each faculty member is asked to make adjustments based upon their activities in the current year.
   c. If Committee A disagrees with the weighted percentages, it negotiates with the faculty member to achieve agreement.

3. In early December, faculty members complete the following report:
   a. A comprehensive descriptive report of activities of the previous year, including documentation where appropriate.
   b. A one-page mini-vita.

4. In mid-January, Committee A begins its deliberations of review material presented by faculty and discusses it. Faculty Performance Evaluations are based on:
   a. Criteria published and distributed by the Weitzenhoffer Family College of Fine Arts and the School of Drama
   b. Year-end summary reports
   c. Personal observations of teaching, production process, and service activities
   d. Student evaluations
   e. Creative accomplishments
   f. Scholarly activities and publications.

5. Based on the above process, official forms are completed, reviewed, and signed by Committee A and then:
   a. Individual meetings are scheduled between Director of the School of Drama and each faculty member to review the evaluation and forms.
   b. Faculty members are asked to sign the form at the time of the meeting indicating the meeting has taken place.

6. Any faculty member disagreeing with the evaluation will be invited to meet with Committee A to discuss the evaluation process and results, after having the opportunity to respond in writing.
7. Should any disagreement continue to exist following the conclusion of step #6 above, faculty members will be informed of their right of appeal and/or grievance. More specifically, the School of Drama shall inform concerned faculty of the University’s formally adopted procedures as outlined in the FACULTY HANDBOOK (Sections 3.9 and 3.10 – 3.10.4 found on pages 33-40). This information is made available to all faculty members in the School of Drama prior to the process and is discussed with all new faculty members.

8. Upon completion of the review, Committee A and the Director will supply each faculty member a written Summary Report of Annual Faculty Evaluation form describing the results of their view. Additional suggestions for personal career development may be included. The appropriate appeal process is outlined in Section 3.9 of the Faculty Handbook.

9. Renewable term faculty members shall be evaluated annually as part of the process applicable to all faculty as specified in the University of Oklahoma Faculty Handbook and stated in Section VI. 1-8 above.

B. Deadlines for faculty evaluations vary from year to year. Approximate deadlines are:

- **December 1** - School requests individual faculty activities summaries from faculty members.

- **January 5** - Faculty activities summaries are due to Director for review by Committee A.

- **Mid-March** - Faculty evaluation forms are forwarded to the Dean's Office from Schools and departments.

- **Late-March** - Faculty evaluation forms are forwarded to the Provost from the Dean's Office.
Section VII. Promotion and Tenure:

Faculty Members in the School of Drama are evaluated for tenure and promotion using the College of Fine Arts Criteria for Tenure and Promotion as published in the Weitzenhoffer Family College of Fine Arts By-laws. The School of Drama adheres to the procedures outlined in the Norman Campus Faculty Handbook (Section 3.7 Faculty Tenure).

School of Drama Criteria for Promotion from Associate to Full Professor

1) Following at least 6 years of excellent achievement as an Associate Professor, a faculty member in the School of Drama may apply for promotion to Full Professor. (Approved at College Faculty Meeting 04/06/10).

2) Promotion to Full Professor is dependent upon demonstrated recognition, by peers in the School of Drama and within the academic and/or professional theatre, of his or her stature and distinguished professional achievements.

3) Such promotion requires evidence of outstanding teaching, as evidenced through student evaluations, peer evaluations, and other teaching materials submitted by the candidate.

4) A candidate’s contribution to his or her field shall be recognized as being of substantial consequence by colleagues within the University of Oklahoma and/or at other institutions as evidenced by peer review of the candidate’s artistic or scholarly work.

5) The candidate shall have distinguished him or herself through his or her service to the School, College, University or the profession.

Approved 11/15/2000 / Approved 04/06/10

Section VIII. Appeal Process:

The appropriate Faculty Appeal Process regarding Performance Evaluation and other personnel matters is outlined in Section 3.9 of the Faculty Handbook.

Section IX. Procedure for Initiating Curriculum and Course Changes:

A. Curriculum approval
Requirements for all new degree programs and majors, as well as substantive changes in these programs, shall be approved by the curricular area Program first then by a majority vote of the faculty in a Full Faculty Meeting.

B. Course approval
All new courses require the approval of the curricular area Program in which the course falls, and a majority vote of the faculty in a Full Faculty Meeting. Sections of Special Topics and seminars are considered temporary and do not require the approval of the full faculty.
Section X. Changes in By-Laws:

A motion to change the By-Laws requires a majority vote of the faculty for passage. A proposed change shall be put to vote when:

A. the text has been distributed to the faculty in writing at least one week prior to the meeting; or

B. the motion was originally presented at the preceding meeting of the faculty, or earlier.

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The School of Drama encourages all faculty members to familiarize themselves and use the criteria discussed in Section 3.6.1 of the UNIVERSITY OF OKLAHOMA’S NORMAN CAMPUS FACULTY HANDBOOK. The School of Drama attaches the following criteria to supplement the information found in this section:

TEACHING/ADVISING:

Outstanding – A rating of outstanding is achieved by the faculty member who stimulates students to reach outstanding artistic and academic levels and to achieve exceptional levels of progress. Faculty member should demonstrate superior, up-to-date knowledge of subject matter and techniques. Exceptional student development should occur through instruction, (in classroom, in performance, in studio and in laboratory) advisement and consultation. Awards, nominations or citations for teaching excellence are strong indications of excellence.

Very Good – A rating of very good is given when the faculty member stimulates students to high levels of artistic and academic achievement and to strong levels of progress. Faculty member demonstrates solid knowledge of subject matter. Student development in the classroom, the studio, in performance and in laboratory should be strong. Advising activities should be of a comprehensive and significant nature.

Good, Meets Expectation – This rating is given when the faculty member enables students to reach satisfactory levels of progress in the classroom and the laboratory. Faculty member adequately demonstrates an acceptable knowledge of subject matter. Academic advising meets acceptable standards.

Marginal – This rating indicates that the faculty member is deficient in one or more of the following areas: Stimulating student progress, up-to-date knowledge or transmission of subject matter, or academic advising. Faculty member demonstrates need for improvement in skills to meet acceptable criteria expected of tenure-track faculty.

Unacceptable – This rating indicates that the faculty member is not performing at a level which contributes to student progress. The faculty member’s involvement in teaching and advising is far below the level expected of OU School of Drama faculty.
Drama

RESEARCH/CREATIVE ACTIVITIES: Definitions of evaluation ratings—School of Drama

**Outstanding** – A faculty member may achieve an outstanding rating when the scope and quality of the research, scholarship or creative activity of the faculty member far exceeds the accepted artistic and/or intellectual norm; when the faculty member attains recognition for excellence in that work by receiving awards or through reviews, individual and public response, and/or on the state, national and/or international level; and/or when the faculty member is continually and consistently involved in research/scholarly/creative endeavors of superior quality.

**Very Good** – A rating of very good is achieved when a faculty member achieves a quality of research, scholarship or creative activity which is above the accepted artistic or intellectual norm; when the faculty member attains recognition in this area by receiving awards or through reviews, individual and public response, and/or peer acknowledgement from within the unit, the college and/or appropriate outside professional colleagues; and/or when the faculty member is continually and consistently involved in research/scholarly/creative endeavors of recognizable merit.

**Good, Meets Expectations** – A faculty member will receive a rating of good/meets expectations in the areas of research, scholarly and creative activities when his/her participation in specific projects demonstrates quality within the accepted artistic or intellectual norm and/or when there is demonstration of consistent and continual research/scholarly/creative endeavor.

**Marginal** – This ranking will be applied when the faculty member’s quality of research, scholarly or creative activity is below artistic or intellectual norms; when there is demonstration of less than consistent and continual research/scholarly/creative endeavor; and/or when the faculty member demonstrates little development or growth and is in need of major improvement in these areas.

**Unacceptable** – This ranking will be applied when the quality of the faculty member’s research, scholarly or creative activity is far below artistic or intellectual research/scholarly/creative endeavor; and/or when there is no demonstration of development or growth in these areas.

The School of Drama encourages all faculty members to familiarize themselves and use the criteria discussed in Section 3.6.3 of the UNIVERSITY OF OKLAHOMA’S NORMAN CAMPUS FACULTY HANDBOOK. The School of Drama attaches the following criteria to supplement the information found in this section:

**SERVICE**

**Outstanding** – To receive the designation of outstanding a faculty member in the School of Drama evidences service of particularly noteworthy significance to 1) the community of scholarly discipline or the profession; 2) the unit, the Weitzenhoffer Family College of Fine Arts and the University Community; and 3) the community or the public at large. The faculty member also evidences outstanding service to his/her discipline in the form of continued advancement of the discipline through leadership and service through their work on the area, state, regional, national and in some cases international levels.
Very Good – To receive the designation of very good a faculty member in the School of Drama evidences significant service to one or more of 1) the community of scholarly discipline or the profession; 2) the unit, the College of Fine Arts and the University Community; and 3) the community or the public at large. The faculty member also evidences contributions to the discipline in the form of continued advancement of the discipline through their work on the area, state, regional, and national levels.

Good, Meets Expectations – To receive the designation of good, meets expectations, a faculty member in the School of Drama evidences satisfactory service to one or more of 1) the community of scholarly discipline for the profession; 2) the unit, the Weitzenhoffer Family College of Fine Arts and the University Community; and 3) the community or the public at large. The faculty member evidences sufficient work in the form of continued advancement of the discipline through their work on an area, state, and regional level.

Marginal – A faculty member will receive the designation marginal, if he/she does not evidence reasonable contributions to one of the following areas: 1) the community of scholarly discipline or the profession; 2) the unit, the Weitzenhoffer Family College of Fine Arts and the University Community; and 3) the community or the public at large. The faculty member evidences limited work and participation in the form of continued advancement of the discipline through their work on an area, state, and regional level.

Unacceptable – A faculty member will receive the designation unacceptable, if he/she evidences little or minimal contributions to one of the following areas: 1) the community of scholarly discipline or the professor; 2) the unit, the Weitzenhoffer Family College of Fine Arts and the University Community; and 3) the community or the public at large. The faculty member shows little or sub-standard work or participation in the form of continued advancement of the discipline through their work on an area, state, or regional level. (4/11/97)
THE UNIVERSITY OF OKLAHOMA

Weitzenhoffer Family College of Fine Arts

Appendix D.

School of Dance
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As the only university School of Dance in the state of Oklahoma, our Mission is to provide pre-professional and/or returning professional students of classical ballet and modern dance with a thorough experiential base of artistic and academic programs designed to prepare them for careers as performing artists, choreographers and teachers; to provide high quality dance performances locally, regionally, and internationally stimulating interest in and appreciation for dance as a performing art; to be a positive force in the cultural climate in the State of Oklahoma and the region, interacting with and supporting all art forms (approved by School of Dance faculty 09-21-09).

1. The School of Dance shall consist of the following units all of which are expected to abide by school policies and By-laws.
   A. Administrative Personnel - Persons holding administrative duties by appointment or by election will be clearly identified to the full membership.
      1. School Director (Executive Officer) - appointed by the Dean, subsequent to the receipt of the school’s faculty recommendation, for a three year term which may be extended by an indefinite number of renewals. The duties of the Director as outlined in section 2.8.2 of the Faculty Handbook are to include:
         a. Being ultimately responsible for school administration.
         b. Serving as a channel of communication within, to, and on behalf of the school.
         c. Chairing school meetings.
         d. Chairing Committee A (executive committee) meetings.
         e. Establishing policies for expenditures from the school’s budget.
         f. Submitting an annual report to faculty detailing significant school developments.
         g. Representing the school as the need arises.
         h. Approving class schedules for the school.
      2. Assistant Director – may be appointed by the Director for a two-year term with possible extended appointments. The duties of the Assistant Director may include:
         a. Representing the school and chairing meetings in the absence of the Director.
         b. Serving as graduate liaison.
         c. Fulfilling administrative duties as agreed upon in consultation with the Director.
B. Teaching Personnel
   1. Faculty holding at least one quarter time FTE appointments in the school
   2. Special, Guest, or Visiting Instructors
   3. Graduate Teaching Assistants

C. Students
   1. Graduate students with declared majors in the school
   2. Undergraduate students with declared majors in the school

D. Staff
   1. Accompanists
   2. Clerical Staff

2. The School shall be comprised of two components, Classical Ballet and Modern Dance.

3. The School of Dance Student Advisory Council members shall be appointed by the faculty for a one year term with possible reappointment. The Student Advisory Council representatives shall consist of one student with a declared major in the ballet area, one student with a declared major in the modern dance area, and one student with a declared major in either area. It is recommended that one of the three be a graduate student. The duties of the Student Advisory Council are to include:
   A. To represent student interests and to advise the faculty concerning school policies and issues. The council shall have the opportunity to share concerns at the monthly school faculty meetings.
   B. To represent the School of Dance students on the Weitzenhoffer Family College of Fine Arts Student Advisory Council.

4. School Meetings - Meetings for the school shall be held on (at least) a monthly basis to provide a forum for gathering, disseminating, and discussing information pertinent to the operation and future development of the school.
   A. Procedures for school meetings shall include:
      1. Attendance is required by the entire faculty.
      2. A clerical staff member or an appointed member of the faculty shall keep the minutes of each school meeting.
      3. The minutes shall identify the subjects discussed and record all discussions as well as voting results. A copy of the minutes shall be made available to each faculty member prior to the next regularly scheduled faculty meeting. Upon approval, a copy of the minutes will be distributed to the Dean of the Weitzenhoffer Family College of Fine Arts and a copy will remain on file for school records.
4. Voting Procedures shall include:
   a. A simple majority of the full faculty is required for approval on issues which concern the school such as policy, curricular matters, and interim replacement recommendation of the Director if different from the Assistant Director.
   b. A 2/3 majority of the full faculty is required for approval on amending school By-laws or philosophy.
   c. A vote may be cast by absentee ballot or by a proxy vote when faculty are absent.
   d. The election of Committee A members will be by secret ballot according to policies set forth in section 2.8.2 of the Faculty Handbook.

5. Additional meetings may be requested by the Director of the school or by a full-time faculty member by giving at least one full day notice to the entire faculty.

B. Concerns of school meetings may include but are not limited to:
   1. Conducting searches and submitting recommendations to the executive committee for approval.
   2. Designating and awarding scholarships.
   3. Receiving concerns presented by the Student Advisory Council.
   4. Handling academic matters.

5. Committees of the School of Dance shall include but are not limited to:
   A. Committee A - the Director shall be assisted in the administrative work of the school by an executive committee (Committee A) consisting, in addition to The Chair, of three elected voting members, two from the School of Dance and one external to the school. In accordance with section 2.8.2 of the Faculty Handbook, both are to be full-time faculty (tenured or non-tenured) at the rank of Assistant Professor or above. It is recommended that one Committee A member be elected for each area in the school (classical ballet and modern dance) for two year rotating terms. A Committee A member may serve a maximum of 2 consecutive terms. Committee A shall prepare and transmit to the Dean formal recommendations as to the following:
      1. Annual faculty evaluations
      2. Budget requests/allocations
      3. Increases in salaries of faculty
      4. Faculty awards
      5. Hiring of new faculty
      6. Tenure and promotion considerations - to include input from all school faculty with the option of the addition of one (or two) tenured faculty from another school if so required by the limited number of tenured faculty in the school.
7. Such other matters as may be transmitted to Committee A from time to time.
8. Annual written evaluation and guidance, jointly with the Director, to all tenure-track faculty to aid in their efforts to obtain tenure.

B. Ad Hoc committees - may be appointed by the Director as required.

6. The following list shall serve as a major vehicle for the educational and artistic endeavors for the future growth and current stability of the programs of the School of Dance.
   A. School productions and projects related to creative activities (in non-prioritized order):
      1. Oklahoma Festival Ballet and Modern Repertory Dance Theatre annual productions in the Rupel Jones Theatre.
      2. Undergraduate and graduate choreographic works presented annually in the Student Dance Concert in Rupel Jones Theatre.
      3. Local, regional, national, and international dance tour performances and cultural exchanges.
      4. Local and regional outreach/service activities.
      5. Regional and national dance festivals and conferences.
      7. Professional dance workshops in choreography and performance.
      8. College-wide interdisciplinary creative projects.

   B. Management and development of dance programs:
      1. Both classical ballet and modern dance programs shall reflect the mission statement and the goals (please refer to Appendix A) of the School of Dance.
      2. The dance programs in classical ballet and modern dance shall actively promote artistic and educational productivity through mutual support.

   C. Unit relationships between the School of Dance and the School of Drama:
      1. The School of Dance and the School of Drama shall maintain ongoing planning and realizing the annual production season in the Rupel Jones Theatre and the Weitzenhoffer Theatre.
      2. The crossover between drama and dance curricular requirements shall encourage and promote artistic/educational experiences and the understandings of Theatre.

7. General School Procedures:
   A. For periods of extended absence of the Director, the Director will make a recommendation of appointment for interim Director. If other than the Assistant Director, the recommendation must be approved by the faculty through proper voting procedures.
   B. Any School of Dance Faculty member with a grievance may take the appropriate first step of requesting a review by Committee A with the optional inclusion of a faculty representative chosen by the person with the grievance. If this measure fails to reach an agreement, the faculty member with the grievance may follow procedures as indicated in the Faculty Handbook section 3.9.
C. Procedures governing the annual faculty evaluations for the School of Dance are as follows:

1. In December, the school Director shall issue a memo requesting that faculty submit a one page yearly report detailing activity in the areas of teaching, creative activity/scholarship/research and service.

2. At the same time faculty shall be asked to consider a weighted scale in each of the three areas (to total 100%). They shall be encouraged to make an appointment with the Director, if desired, to discuss the percentage to be applied in each area.

3. Early in the spring semester, Committee A will meet to review the weighted scale requested by each faculty member and to receive copies of the one page reports. If Committee A’s opinion of the weighted scale is at variance with the faculty member’s opinion, a meeting will be arranged to discuss and resolve the difference.

4. Shortly thereafter, Committee A will begin a series of meetings to conduct the faculty evaluations taking into account:
   a. The one page reports.
   b. Composites from student evaluations.
   c. Personal observations of classes and rehearsals.
   d. Personal observations of creative work in performance.
   e. NASD standards in terms of teaching and advising.
   f. Productivity and quality of work in terms of departmental standards.

5. In February, the evaluation process should be complete and the forms required by the University complete as well. The forms will be reviewed and signed by Committee A.

6. Each faculty member will then meet individually with the Director to review and discuss the evaluation. If the faculty member disagrees with Committee A’s evaluation, he/she will be encouraged to make an appointment with Committee A to examine the evaluation in detail. Faculty members wishing to do so will also have the opportunity to respond in writing to the evaluation and this written response as well as the evaluation itself will go forward to the Dean and then to the Provost.

7. Faculty members wishing to respond further to the evaluation may follow the procedures outlined in the Faculty Handbook.

8. In addition, the Director of the School of Dance shall provide a separate written evaluation of each tenure track faculty member in the school on an annual basis.

D. The By-laws and the Mission statement are subject to change at any time and in any manner provided changes are a result of the following procedures:

1. Suggested changes are submitted in writing in advance of a school meeting.

2. A meeting at which a quorum is present acknowledges by a simple majority that change merits consideration.
3. A subsequent school meeting at which a quorum is present approves the change by the necessary 2/3 vote or better.

*The School of Dance strictly follows the guidelines set forth by the University of Oklahoma Faculty Handbook. These By-Laws are designed to support and supplement the Faculty Handbook.*
Appendix A

Goals for the School of Dance as it moves toward the next century are:

(December, 1993)

1. To become a national force in the training and performance of classical ballet and modern dance.
2. To continue to develop and refine the recruiting initiative begun in 1991 with emphasis on minorities, men, and artistically and academically talented students.
3. Development of our summer program to include study at a major dance center and local performances and/or international tour.
4. To provide live accompaniment for all dance technique classes.
5. Creation and implementation of a degree program specifically designed to train male dancers at the college level. This will be the only program of its kind in the nation.
6. To increase our network of internship programs to five fully operational programs.
7. To implement biannual international tour/exchange programs.
8. To equip Studio 305 (in the Fine Arts Center) so that it may be utilized as a performance space for informal concerts.
10. To identify and pursue funding sources through the Weitzenhoffer Family College of Fine Arts development officer, proposal services, external support groups, and alumni.
11. To increase enrollment to a ceiling of 75 undergraduate and 10 graduate majors. New majors would then, ideally, be admitted on a space available basis.
12. To increase credit hour production by 60%.
13. To increase retention and graduation rates by 50%.
14. To host/participate in one regional or national conference or festival annually.
Appendix B

School of Dance Policies for Dance Majors and Students Enrolled in Dance Classes:
(Revised December, 1993)

1. ATTIRE: Proper attire for ballet classes includes tights, solid colored leotards and soft ballet shoes for women and tights, T-shirts and soft ballet shoes for men. Pointe shoes are also required for Ballet Technique III and IV as well as for Pointe class and they should be brought to every class meeting and appropriate rehearsal. Short ballet skirts are optional as are unitards, leg warmers and socks. Proper attire for modern dance classes includes tights without feet and leotards for women and T-shirts and tights without feet for men. Unitards may be substituted and soft jazz shoes are required for Jazz classes. Sweat pants and other bulky garments may be worn in class or rehearsal only with the permission of the instructor. Practice clothes are to be clean and neat (visitors often observe classes) and they should permit the instructor’s clear observation of the line of the body. All dancers are to secure their hair off the face and neck.

2. DRESSING ROOMS: Students are expected to enter the studios in their practice clothes. Street clothes are to be removed and left in the dressing room lockers located in the basement. Lockers are available and can be secured by simply choosing an unoccupied locker and placing a lock on it. No locker fee is involved. Each student is allowed one locker. All locks remaining on lockers one week after the close of the semester will be removed.

3. STUDIOS: No food or drinks may be brought into the studios. Smoking is strictly forbidden as is chewing gum and the use of baby powder on the linoleum floors. The studios are locked when not in use. Students wishing to use a studio must sign up on the master schedule sheets posted on the bulletin board. Faculty members will be certain the studio is unlocked at the correct time. Only rehearsals pertaining to School of Dance classes and productions may be scheduled in the dance studios unless special permission has been given by the Dean or Director of the School of Dance.

4. TARDINESS: Classes will begin five minutes after the time designated in the class schedule book in order to allow students time to change into practice clothes. Students will not be allowed to join the class after the first exercise has been completed and this will be considered an absence. Whether to excuse this type of absence if the student observes the class will be determined by the instructor.
5. **ABSENCES:** Only absences resulting from illness or from a death in the student’s immediate family are to be excused according to school policy. A doctor’s excuse is required in the event of illness. Students are to be allowed as many absences per semester as credit hours per course; therefore, a student enrolled in a class for two credit hours will be allowed two unexcused absences for the semester. Students are advised to ask instructors about individual absence policies beyond this guide. Excessive absence reports will be made during the semester as necessary. Students anticipating missing a class or rehearsal due to illness or another legitimate reason are expected to notify the instructor in charge. This may be done by leaving a message with the Dance office at 325-4051. Students should not leave a class in progress without notifying the instructor.

6. **INJURY AND ILLNESS:** Students who, through mild injury or illness may be unable to participate in a class or rehearsal, are expected to observe it. Major illness or injury that prevents a student from active participation in classes or rehearsals should be reported to the instructor before class begins and an injury sustained during a class or rehearsal should be brought to the instructor’s immediate attention. Messages may be left at 325-4051 for all dance faculty.

7. **GENERAL HEALTH:** A well-balanced and healthy diet is essential for every dancer. Weight control is also vital to the aesthetic of dance, and students will be counseled when weight loss is deemed appropriate. Dancers should be aware that they make extraordinary demands on their bodies, and should treat them accordingly with sound health and nutrition habits. Medical care is available at Goddard Health Center and faculty are able to recommend physicians for specialties upon request.

8. **BULLETIN BOARDS:** All dance majors are required to check the dance and drama bulletin boards daily for announcements, special information, rehearsal schedules, crew assignments, etc. Students wishing to post information on the dance bulletin boards should secure faculty permission. The bulletin board opposite the loading door is available for general posting of information by students.

9. **AUDITIONS:** Students enrolled in dance courses at the upper levels are encouraged to audition for Oklahoma Festival Ballet and Modern Repertory Dance Theatre. The auditions are required for majors in level II and above. Audition schedules will be posted at the beginning of each semester and all dancers must re-audition each semester. Dance majors may also audition for School of Drama productions that do not conflict with the departmental performance or touring schedule. Dancers should check with their faculty advisor before auditioning for another production.

10. **LIBRARY:** The dance materials are housed in the Fine Arts Library in the Catlett Music Center on the southwest corner of Boyd and Elm. Please take a few minutes to become familiar with the library and its resources, including the listening lab and periodicals, in order to become well-informed about events in the dance world and for purposes of research.
11. OUTSIDE ACTIVITIES: All dance majors are required to secure the permission of the School of Dance before consenting to become involved with any outside dance activities which may interfere with their responsibilities as dance majors and company members. Forms for this purpose may be secured from the School of Dance office. The purpose of this policy is to coordinate student involvement in all events and to avoid unnecessary schedule conflicts.

12. EVALUATIONS: Students majoring in dance will meet with faculty members of the major area on an individual basis at mid-term to discuss the faculty’s evaluation of the student’s work to that point. These meetings also provide students with the opportunity to express their feelings about their work and to ask pertinent questions. All students enrolled in dance classes will have the opportunity to schedule a mid-term conference for each dance course in which they are enrolled.

13. STUDENT PROJECT REHEARSALS: Rehearsals for student projects in dance are to be scheduled around the student’s existing class schedule and should not interfere with the class schedule, crew assignments or rehearsals for major productions. Students participating in these rehearsals are expected to approach them seriously and with the same degree of commitment they would approach a major production rehearsal.

14. REHEARSAL SCHEDULES: The posted rehearsal time indicates the time at which the rehearsal will begin. Dancers should arrive for the rehearsal early enough to change, warm-up, and be prepared to begin at the designated time.

15. SCHEDULE CARDS: Every student enrolled in a dance class is required to keep a schedule card with an up-to-date telephone number in the Dance office. Dancers in the modern or ballet companies should give an additional card to the faculty.

IT IS IN THE BEST INTEREST OF EVERY DANCE MAJOR AND STUDENT ENROLLED IN DANCE CLASSES TO PROMOTE THE PROGRESS, DEVELOPMENT AND WELFARE OF HIS/HER CHOSEN AREA AND THE SCHOOL OF DANCE AS A WHOLE IN ORDER TO GENERATE A SPIRIT OF GOOD WILL, PROFESSIONALISM, AND RESPECT FOR FACULTY AND FELLOW STUDENTS. IT IS EXPECTED THAT EACH MAJOR WILL TAKE HIS/HER RESPONSIBILITY SERIOUSLY AND WITH A STRONG SENSE OF COMMITMENT TO THE EXPLORATION AND DEVELOPMENT OF HIS/HER FULL CREATIVE POTENTIAL. STUDENTS ARE ENCOURAGED TO DISCUSS PROBLEMS OR CONCERNS THEY MAY HAVE WITH A FACULTY MEMBER SO THAT A SATISFACTORY SOLUTION MAY BE FOUND.
Appendix C

Criteria for Determining Membership on the Graduate Faculty
(Revised November 29, 1993 in accordance with section 3.1.2 of the Faculty Handbook)

1. To be appointed a member of the School of Dance’s Graduate Faculty, the faculty member must have (a) three years teaching experience and (b) an MFA in Dance or have evidence of extensive successful professional experience as a dancer or choreographer with a dance company(ies) of national reputation which contracts its dancers for a minimum of thirty weeks per year and (c) evidence of substantial on-going creative activity, creative development, or publication on the regional or national level.

2. To retain member status on the Graduate Faculty in Dance, the faculty member must show evidence of substantial on-going creative activity, creative development, professional service, or publication on the regional or national level.

3. Any member of the Graduate Faculty may teach graduate courses and serve on MFA committees; however, to chair a thesis committee, the member must have served previously as a member on no fewer than three thesis committees and may have served as co-chair.

4. Full-time, part-time, resident or visiting faculty members who do not meet the criteria above, but are particularly qualified for a specific thesis project or to teach specific graduate courses may be recommended for Special Membership for a limited amount of time.

5. Adjunct Faculty and artists-in-residence may be recommended for appointment as Special Members or Members-at-Large in specific cases.
Appendix D

Criteria for Annual Evaluations of the Faculty to be used by Committee A
(April, 1997)

TEACHING:

“Outstanding” - A rating of outstanding is achieved by the faculty when evaluations reveal outstanding data including but not limited to exceptional student progress, strong, articulate communication with the students, significant improvement or maintenance of a high level of teaching skills, and positive student evaluation composites.

“Very Good” - A rating of very good is achieved by the faculty when evaluations reveal very good data including but not limited to significant student progress, strong communication with the students, noted improvement or maintenance of a high level of teaching skills, and positive student evaluation composites.

“Good” - A rating of good is given when evaluations reveal effective communication with students, appropriate teaching skills, and favorable student evaluation composites.

“Marginal” - The rating is given when evaluations reveal satisfactory student progress, and generally favorable student evaluation composites.

“Unacceptable” - This rating is given when data, including student evaluation composites, indicates that the faculty member is performing at a level which does not contribute to student progress.

RESEARCH/CREATIVE ACTIVITIES:

Evaluation Criteria:
1) Demonstration of creative imagination and artistry which stimulates and promotes a higher attainment of artistic expression, form, and intellectual development.
2) Educational and professional contributions in scope and quality to the School of Dance, the Weitzenhoffer Family College of Fine Arts, and the University as a whole.
3) Thoroughness and adaptability of the creative/research activity process to accomplish a desired aesthetic outcome and impact.
Evaluation Ratings:
“Outstanding” - Goes beyond the accepted norm in terms of artistic and intellectual output and attains recognition for that work on the state, and/or national/international level.

“Very Good” - Work output that is highly recognized on the University level and indicates increased visibility, (performances), publication, lectures, etc.

“Good” - This rating is given when research/creative activities are of a consistently high level of desirable productivity and devotion to the creative process is evident.

“Marginal” - Rating given when a professor adheres to and undertakes creative tasks which demonstrate reasonable outcome and potential for artistic growth.

“Unacceptable” - Given when a professor displays little or limited development in the area of productive creative/research activity.

SERVICE:
To receive a designation of “Outstanding”, the faculty member evidences significant service at the departmental, college, university, and professional levels: may include area, state, regional, national and/or international levels.

To receive a designation of “Very Good”, the faculty member evidences significant service at the departmental, college, and university levels which may also include service at the state level and above.

To receive a designation of “Good”, the faculty member evidences notable service at the departmental and college level.

To receive a designation of “Marginal”, the faculty member evidences reasonable service at the departmental level.

To receive a designation of “Unacceptable”, the faculty member evidences little or minimal service at any level. (April 1997)
Appendix E

Expectations of Professional Rank

(April 2010)

According to the University Policy and Procedures for promotion, retention and tenure, faculty must be evaluated on teaching, creative activity and scholarly research and service.

A. **Assistant Professor:** M.F.A. degree and/or extensive professional experience is expected.

   An assistant professor is expected to have command of artistic and/or scholarly aspects of the dance discipline as a whole. Expertise in more than one area is crucial and he/she is expected to produce original work of high quality. The assistant professor should exhibit maturity of character and possess good leadership skills in the direction of students in performance and choreography and in at least one of the academic disciplines. The majority of student and peer evaluations should rate the assistant professor in the top two categories as an instructor. A person holding this rank is expected to show willingness to assume appropriate levels of committee work and other non-teaching responsibilities.

B. **Associate Professor:**

   The associate professor, in addition to the qualifications listed above, should exhibit continual growth in creative work and/or professional contributions recognized beyond the university, regionally and nationally. The associate professor should be rated, on average, in the top two categories by the majority of colleague and student evaluations in the areas of teaching and mentoring students. A person holding this rank should be capable of excellent leadership in the areas of administration, the graduate program, committee work and in serving as a mentor to junior faculty, thus providing a higher degree of service to the school, college and university. An associate professor should also have a working knowledge of the university system and organization, as well as an understanding of the role of the school within the institution of higher learning. Faculty at the rank of associate professor are eligible to be considered for promotion to full professor after serving as tenured faculty for a minimum of six years. (Amended 4/6/10. See Criteria for Tenure and Promotion of College Bylaws.)

C. **Professor:**

   Having fulfilled the requirements of the ranks of assistant and associate professor, one holding the position of full professor should exhibit a broad understanding of the field of dance as well as an authoritative command of his/her specializations. This individual’s expertise in his/her field should be acknowledged through the continuing production of scholarly work or creative activity such as choreographing, reconstructing dance works from past or present repertoire and/or performing. A full professor should continue to contribute to the development of the undergraduate and graduate programs and curriculum through course development demonstrating the kind of teaching expertise and professional dedication that will serve as a model for both students and colleagues. One holding the rank of full professor is expected to actively contribute in guiding the School of Dance toward short and long-term goals as well as making outstanding professional contributions to the university and the professional dance community at large.
THE UNIVERSITY OF OKLAHOMA

Weitzenhoffer Family College of Fine Arts

Appendix E.

School of Musical Theatre
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The University of Oklahoma
A. Max Weitzenhoffer School of Musical Theatre

By-Laws

May, 2000

The provisions outlined herein are consistent with the regulations found in the University of Oklahoma’s Faculty Handbook. These By-Laws and policies are subject to the current laws and actions of the University of Oklahoma’s Board of Regents and other University policies and procedures as described in the Faculty Handbook and as subsequently revised. Each bylaw is intended to be interpreted and applied in a manner consistent with the current Regents’ policies and actions. In the event of a conflict, the Regents’ policies and/or those stated in the current Faculty Handbook shall take precedence.

VISION: The vision of the A. Max Weitzenhoffer School of Musical Theatre is to be nationally recognized as one of the leading musical theatre training programs at the undergraduate level as evidenced by graduates working professionally as performers, creative artists and holding positions within the entertainment industry.

Section I. Mission

The mission of the A. Max Weitzenhoffer School of Musical Theatre is to provide an excellent education, training and varied production experiences to selected students to assure them the opportunity to be artistically competitive on a national level upon graduation from the University of Oklahoma. The school is committed to the development of new musical properties, working in cooperation with professional producers, companies and creative leaders in the field, in addition to regularly presenting works from the standard musical theatre repertoire. The school is a comprehensive and balanced interdisciplinary BFA degree-granting unit within the University of Oklahoma’s Weitzenhoffer Family College of Fine Arts, working closely with the Schools of Dance, Drama and Music.

Section II. Organization

While a free-standing unit within the Weitzenhoffer Family College of Fine Arts and the University of Oklahoma, the Weitzenhoffer School of Musical Theatre is organized and recognized as an interdisciplinary program working collaboratively with the Schools of Dance, Drama and Music in both curricular and artistic matters. Resources, including space allocations, production calendars, personnel and other programmatic concerns, will be shared through advance planning and mutual agreement.
Section III. Membership

The membership of the School of Musical Theatre shall consist of all faculty holding an academic appointment with the rank of Instructor or above, including all part-time and adjunct appointments. The full faculty shall vote on all matters with the exception of Committee A members and other personnel and budgetary issues as described in the Faculty Handbook (tenure, promotion, etc.). The voting body for Committee A elections shall consist of all tenured and tenure-track members of the faculty.

Section IV. Meetings of the School

The School of Musical Theatre full faculty meetings shall normally be held on the second Wednesday of the month during the academic year. At least three full faculty meetings should be held during the Fall and Spring Semesters of each year. All tenured and tenure-track faculty are expected to attend each meeting. Visiting and Adjunct Faculty are invited to these meetings.

Additional meetings may be called by the Director or by petition of at least two members of the Musical Theatre Faculty including Visiting and Adjunct members. A quorum for the purpose of voting shall consist of one-half of the voting membership of the faculty. Student representatives may be invited to regular and/or special meetings by the Director.

A. Meeting Procedures

Minutes of each school meeting shall be kept by either a staff member or a designated member of the faculty. The minutes shall identify subjects discussed and record discussions of same as well as voting results. A copy of the minutes shall be distributed to each faculty member prior to the next scheduled meeting. Upon approval, a copy of the minutes will be sent to the Weitzenhoffer Family College of Fine Arts Dean and a copy will remain on file for school records.

B. Concerns/Agenda Items for Meetings (shall include, but are not limited to, the following):

1. academic matters
2. course content and scheduling, curriculum, and other academic concerns
3. production selection and scheduling
4. conducting searches and submitting recommendations to Committee A
5. student progress and evaluations
6. designating and awarding scholarships
Section V. Administration

Faculty and staff of the Weitzenhoffer School of Musical Theatre are expected to perform their duties within the school’s By-Laws, policies, practices and procedures. Those charged with administrative duties and responsibilities are to be clearly identified to the full school membership whether elected or appointed. Administrative personnel shall include:

A. Director

The School’s Director, subsequent to a recommendation from the school faculty, is appointed by the Dean for a three-year term which may be extended by an indefinite number of renewals. The school will be administered by the Director who will, in consultation with the Dean, define an administrative structure within the department to effectively deal with issues related, but not limited, to:

1. class scheduling
2. curriculum development
3. faculty recruitment, evaluation and retention (with Committee A)
4. budgetary planning and accountability
5. student recruitment and marketing
6. continuing education and outreach activities
7. fundraising
8. serve as school representative and as the channel of communication within, to and on behalf of the school
9. production season and cabaret selection and scheduling

B. Committee A

1. Committee A shall consist of the School of Musical Theatre Director and two elected members. The elected Committee A members shall:

   a. be full-time tenured or tenure-track faculty members at the rank of Assistant Professor or above.
   b. Serve a two-year elected term with one new person being elected each year to ensure continuity.
   c. Consist of one member from the School of Musical Theatre faculty and one “correlative” faculty member from either the School of Dance, School of Drama or the School of Music nominated and elected by the Musical Theatre faculty with the approval of the “home unit’s” Director. The rotation pattern to be followed in selecting this “correlative” faculty representation is Dance, Music and Drama. This provision is established to recognize and preserve the fundamental collaborative and interdisciplinary structure of the School of Musical Theatre.
2. Musical Theatre faculty elected to Committee A may serve a maximum of two consecutive terms.

3. The School’s Director automatically serves as the Chair of Committee A.

4. The Committee A election shall be held at the first regular school faculty meeting of the academic year. Voting shall be by secret ballot and all tenured and tenure-track faculty members must cast a vote for one of the nominees or must abstain. Votes will be solicited from faculty members not in attendance at the meeting, including those on leave.

5. Duties of Committee A are those stated in the Faculty Handbook and include, but are not limited to, preparing and transmitting formal recommendations to the Dean concerning:
   
   a. annual faculty evaluations  
   b. budget requests and allocations  
   c. increases in faculty salaries  
   d. faculty awards and honors  
   e. hiring of new faculty  
   f. tenure and promotion considerations and recommendations  
   g. such other matters as may be transmitted to Committee from time to time

6. Committee A shall provide annual written evaluation and guidance, jointly with the School’s Director, to all tenure-track faculty to aid in their efforts to obtain tenure. Additionally, all faculty, regardless of rank, will undergo annual performance review and evaluation and will be provided a written statement/form describing the results of that review. Suggestions for personal career improvement will be given as part of the individual’s annual review. These evaluations provide the primary basis for recommending annual merit increases when monies are available.

7. Minority opinions may be noted in any formal recommendation forwarded by Committee A.
Section VI. Committees

A. The Director of the School of Musical Theatre shall recommend members to all committees with the exception of those elected to Committee A. The Director may consult with Committee A and other appropriate faculty concerning appointments to standing and any ad hoc committees.

B. All committee recommendations are made by the Faculty of the School of Musical Theatre.

C. Ad hoc Committees may be established by the School of Musical Theatre as required or deemed advisable.

Section VII. Faculty Performance Evaluation

Each Committee A member and the Director of the School of Musical Theatre will review each faculty member’s performance and will provide each faculty member with a written statement describing the results of that review. Suggestions for personal career improvement will be provided as part of the individual’s annual review. These evaluations serve as the basis for recommending annual merit increases.

A. Evaluation Criteria

1. The annual evaluation period will be the calendar year - January through December.

2. The three basic areas of achievement – teaching and advising; research, scholarly and creative activities; and service – and the accompanying evidence of these achievements will be considered in the annual evaluation.

B. Evaluation Process

1. In late October, a meeting is held with all new faculty members to explain the yearly evaluation requirements, purpose, procedures and process.

2. In mid-November, individually weighted percentages, covering each of the “basic areas of achievement”, are solicited from each faculty member and reviewed by Committee A.

   a. faculty members receive a copy of the previous year’s weighted scale percentages (if applicable)

   b. each faculty member is asked to make adjustments based upon their activities during the current year
c. if Committee A disagrees with the weighted percentages submitted, it negotiates with the faculty member to achieve agreement

3. In early December, faculty members complete the following:
   a. a comprehensive descriptive report of activities of the current year, including documentation where appropriate
   b. a one-page mini-vita following University format

4. In mid-January, Committee A begins its deliberations of material presented by the faculty. Faculty Performance Evaluations are based on:
   a. criteria published and distributed by the Weitzenhoffer Family College of Fine Arts and the School of Musical Theatre
   b. year-end summary reports
   c. personal/peer observations of teaching, production process and service activities
   d. student evaluations
   e. creative accomplishment
   f. scholarly activities and publications

5. Due to the collaborative and interdisciplinary nature of and structure of the School of Musical Theatre, comments and/or developmental recommendations may be solicited from faculty representing related schools within the Weitzenhoffer Family College of Fine Arts and/or from colleagues drawn from either other institutions of the expanded professional world.
   a. An agreement shall be reached between Committee A and the individual faculty member within the school as to which school(s) and faculty members or consultants are to be contacted, either from within or outside the University of Oklahoma –along with what data is shared –prior to official contact being made.

6. Based on the above steps and process, official forms are completed, reviewed and signed by Committee A and then:
   a. individual meetings are scheduled between the Director of the School of Musical Theatre and each faculty member to review the evaluation and forms.
   b. Faculty members are asked to sign the form at the time of the meeting indicating the meeting has taken place.
7. Any faculty member disagreeing with the evaluation will be invited to meet with Committee A to discuss the evaluation process and results, after having the opportunity to respond in writing.

8. Should any disagreement continue to exist following the conclusion of step “7” above, faculty members will be informed of their right of appeal and/or grievance.

   a. more specifically, the School of Musical Theatre shall inform concerned faculty of the University’s formally adopted procedures as outlined in the Faculty Handbook (Sections 3.9 and 3.10-3.10.4).

   b. this information shall be made available to all faculty in the School of Musical Theatre prior to the process, and is discussed with all new faculty members.

C. Schedule of Deadlines

   1. Deadlines for faculty evaluation process steps vary from year to year.
   2. Approximate deadlines are:

      a. December 1 –Department requests individual faculty activities summaries from faculty members.
      b. January 5 –Faculty activity summaries due to Director for review by Committee A.
      c. Early March –Faculty evaluation forms forwarded to the Dean from schools and departments.
      d. Mid-March –Faculty evaluations forwarded to Provost from the Dean’s Office.

Section VIII. Appeal Process

A. Any faculty member of the School of Musical Theatre with a grievance may take the appropriate first step of requesting a review by Committee A with the optional inclusion of a faculty representative chosen by the person with the grievance.

B. If the measure(s) outlined in “A” above fails to reach an agreement, the faculty member with the grievance may follow procedures as indicated in the Faculty Handbook (Section 3.9).

Section IX. Procedures for Initiating Curriculum and Course Changes

A. Curriculum Approval:

   1. Requirements for all degree programs, majors within these programs and all substantive changes in these programs shall be approved by a majority vote of the faculty in a full faculty meeting.
2. All proposals must be submitted to the faculty at least one week prior to the full faculty meeting preceding final vote/action.

B. Course Approval:

1. New courses can be initiated and proposed by any member of the Musical Theatre faculty but require the approval, by majority vote, of the faculty in a full faculty meeting.

2. Sections of Special Topics and Seminars are considered temporary and do not require the approval of the full faculty.

C. Inter-School Considerations:

1. Given the interdisciplinary nature and structure of the department, it is important that curricular and course considerations, particularly as they pertain to curricular modifications, course changes or new course proposals, be discussed with appropriate administrators and faculty members from that/those schools directly impacted.

2. Discussions with colleagues from other schools, and reports covering same, shall precede any final vote/action on the part of the Musical Theatre faculty.

Section X. Changes in By-Laws

A. A motion to change the By-Laws requires a majority vote of the faculty for passage.

B. A proposed change in the By-Laws shall be put to vote when:

1. it has been distributed to the faculty in writing at least one week prior to the meeting; or

2. the motion was originally presented at the preceding meeting of the faculty or earlier.
CRITERIA FOR ACADEMIC APPOINTMENT, PROMOTION AND TENURE

I. Non-Tenure Track Appointments:

A. Instructor
   1. A person shall be appointed as an Instructor on a term contract as a non tenure-track appointment.
   2. The instructor shall show special ability in his or her area and shall have earned the terminal degree or present evidence of strong professional accomplishments.
   3. An appointment as Instructor shall indicate that the School of Musical Theatre believes that the person possesses the abilities to contribute to the school in special ways for a finite, specified time.

B. Assistant, Associate, and Professor Limited Appointments:
   1. Persons with ranks higher than Instructor may be appointed for limited time periods in the following cases:
      a.) for sabbatical replacements;
      b.) for visiting appointments;
      c.) in the case of faculty exchanges.
   2. Persons with such limited appointments will be expected to perform at the level of their rank, as specified below, during the time of their appointment.
   3. Such persons will usually not be expected to serve on University committees, but may be asked to serve on committees within the School of Musical Theatre.

C. Renewable Term Appointments
   1. In response to current and changing needs within the profession the School of Musical Theatre can recommend and make appointments under conditions other than tenure, tenure-track, or limited appointments.
   2. These appointments will be in the form of Renewable Term Appointments and may carry, but are not limited to, titles such as Artist-in-Residence, Weitzenhoffer Professorship, or any of the currently recognized faculty ranks.
   3. The Renewable Term appointments will be made for multi-year terms, generally for 3-5 years, and may be renewed as mutually agreed upon following performance reviews.
   4. Appendix III contains the criteria for evaluating these appointments and follows Appendix II, Criteria for Annual Faculty Evaluations. (Approved by the Faculty of the Weitzenhoffer School of Musical Theatre, October 19, 2005).
II. Tenure-Track Appointments:

A. Assistant Professor:
   1. An Assistant Professor is appointed on the basis of appropriate credentials or demonstrated promise as a teacher, artist or scholar.
      a.) The School of Musical Theatre may recognize notable professional experience as equivalent to the terminal degree.
      b.) The Assistant Professor rank is generally considered to be one offering the artist, teacher and/or scholar the opportunity to develop his or her potential, and demonstrate effectiveness in teaching, creative work and/or scholarship.
   2. Teaching effectiveness should be reflected not only in teaching evaluations, but in student performance.
   3. The Assistant Professor shall be evaluated on his or her performance in all areas of teaching, advising, professional service, creative activities or scholarly achievements, and University and public service.
      a.) Research in Musical Theatre includes creative activities as well as historical or critical scholarship.
   4. The Assistant Professor is expected to serve on committees in the School of Musical Theatre, and to fulfill any other duties specified in the terms of his or her appointment.
   5. University-wide committee work should be kept at a minimum before tenure is earned.

B. Associate Professor:
   1. Promotion to or appointment as Associate Professor depends upon demonstration of effective teaching, based on a command of the subject matter and techniques, and the ability to communicate one’s knowledge to students.
   2. A candidate for the Associate Professor rank must also offer evidence of appropriate and substantial research or creative work.
   3. There should be clear evidence that he or she will continue to contribute to the field at a high level of achievement.
   4. A recommendation for promotion to the rank of Associate Professor will mean that the candidate’s peers believe in his or her potential for further growth.
   5. Promotion to Associate Professor brings with it increased committee and administrative responsibilities.
   6. Generally, the recommendation to promote to the Associate Professor rank will be made after the candidate has spent six years at the Assistant Professor rank demonstrating high levels of achievement.
C. **Professor:**
   1. Promotion to full Professor generally follows at least six years of excellent achievements as an Associate Professor. (Amended 4/6/10 – see IX. Criteria for Promotion and Tenure of the College Bylaws.)
   2. Promotion to Professor is dependent upon demonstrated recognition, by peers in the School of Musical Theatre and within the candidate’s profession, of his or her stature and distinguished professional achievements.
   3. Such promotion requires evidence of superior teaching and advisement.
   4. A candidate’s contribution to his or her field shall be recognized as being of substantial consequence by colleagues in the profession, other institutions as well as at the University of Oklahoma.
   5. His or her work on committees and in other forms of University, professional and public service should continue to be substantial.

III. **Criteria for Tenure:**
   A. Annual evaluations of non-tenured but tenure-track faculty persons shall clearly demonstrate achievements above and beyond the minimally acceptable performance levels as outlined in Section II of Appendix Two of this document.
   B. In some instances, specific levels of attainment may be specified in the initial letter of appointment of the tenure-track faculty member.
   C. Subsequent evaluations must clearly address the tenure-track faculty member’s strengths and deficiencies with regard to expected levels of performance and, if applicable, with regard to Graduate College faculty status.
   D. This annual evaluation of the tenure-track faculty member will be written by Committee A and the Director separately from the annual faculty evaluation and will be presented to the tenured faculty for review.
   E. This annual evaluation of the tenure-track faculty member will be done using all available appropriate material and will include an assessment of his or her progress in the areas of teaching, research/creative activity and service. Documentation or supporting evidence by the untenured faculty member is to be presented to the tenured faculty for their review.
   F. The granting of tenure is an endorsement by the faculty that the probationary faculty members have clearly demonstrated the qualities necessary to join the ranks of the permanent faculty. Therefore, it is the responsibility of candidates for tenure:
      1. To provide concrete evidence of substantial achievements in research and/or creative activities as demonstrated by publications, performances, director/chorographic/music direction/conductor appointments, or production development of high professional quality on a regional and national level;
      2. To demonstrate mastery of teaching including a comprehensive knowledge of subject matter and techniques along with an ability to communicate that knowledge to students; and,
      3. To show an appropriate understanding of the role of service for a tenured faculty member and to demonstrate a willingness to participate in those service activities.
G. When considering the candidate for tenure, the faculty will consider all relevant material including the potential of the candidate to continue to develop and work effectively as a professional colleague.
The A. Max Weitzenhoffer School of Musical Theatre encourages all faculty members to familiarize themselves and use the criteria discussed in Sections 3.5.1, 3.6.2 and 3.6.3 of the UNIVERSITY OF OKLAHOMA’S NORMAN CAMPUS FACULTY HANDBOOK. The A. Max Weitzenhoffer School of Musical Theatre provides the following criteria as a supplement to the information found in the FACULTY HANDBOOK sections mentioned above.

I. FACULTY EVALUATIONS PROCESS:
   A. Prior to the annual evaluation process, each faculty member will receive and respond to individual percentages for each evaluation category (teaching, research/creative activity and service) on the faculty evaluation forms and as proposed by Committee A and return same to the Director. The sum of the three categories must total 100%. If there is a disagreement, the individual and the Director will meet to arrive at a mutually acceptable decision.
   B. The annual evaluation process will be as follows:
      1. All faculty submit a summary of their accomplishments in a one-page Mini-Vita and a supplemental description to Committee A and the Director by a specified date;
      2. Committee A evaluates the faculty member based on the materials submitted, the departmental criteria outlined below, and the criteria weighted percentages agreed upon by the faculty member, Committee A and the Director.
      3. A summary of the evaluation and a rating will be given to the faculty member by Committee A and the Director who also provides an explanation of the evaluation;
      4. In accordance with School policy, the faculty member is given a minimum of one week to respond to the evaluation.
      5. The evaluation will be returned to the Director with the faculty member’s signature, within the specified time with any comments that he or she wishes to affix:
      6. If the faculty member wishes to appeal the decision of Committee A, then he or she files a written notice of such an appeal at the time the evaluation is returned;
         a.) If appealed, the appeal may be either in a written format or presented in person at a meeting mutually acceptable to both the Faculty and Committee A;
         b.) Following the appeal, Committee A responds in writing within a two-week period indicating its action and the Director meets with the faculty member to explain that decision;
c.) If the faculty member is still not satisfied with the decision, he or she may appeal to the Dean of the Weitzenhoffer Family College of Fine Arts, with notice of such appeal given to Committee A when it is filed.

D. After the School of Musical Theatre faculty evaluation process has been completed, all signed evaluations with accompanying mini-vita are sent forward to the Dean of the Weitzenhoffer Family College of Fine Arts.

II. **STANDARDS FOR EVALUATION CATEGORIES:**

A. The following statements of attainment will be used by Committee A in evaluating School of Musical Theatre faculty members.

1. **Teaching/Advising:**
   a.) **Outstanding** – A rating of *outstanding* is achieved by the faculty member who stimulates students to reach outstanding and noteworthy artistic and academic levels and to achieve exceptional levels of progress. Faculty members should demonstrate superior, up-to-date knowledge of subject matter and techniques. Exceptional student development should occur through instruction (in the classroom, the studio, performance and laboratory work), advisement and consultation. Awards, nominations or citations for teaching excellence are strong indications of excellence.

   b.) **Very Good** – A rating of *very good* is given when the faculty member stimulates students to high levels of artistic and academic achievement and to strong levels of progress. In addition, evidence should be present showing strong professional communication with students, noted improvement or maintenance of a high level of teaching skills, positive student evaluation composites. Advising activities should be present showing strong professional communication with students, noted improvement or maintenance of a high level of teaching skills, and positive student evaluation composites. Advising activities should be of a comprehensive and significant nature.

   c.) **Good** – A rating of *Good*, is given when the faculty member enables students to reach satisfactory levels of progress in the classroom, studio and laboratory. Faculty member demonstrates an acceptable knowledge of subject matter and skills, effective communication with students and academic advising meets acceptable standards.

   d.) **Marginal** – A rating of *Marginal* is given when the faculty member is deficient in one or more of the following areas: Stimulating student progress, up-to-date knowledge or transmission of subject matter, or academic advising. Faculty member demonstrates need for improvement in skills to meet acceptable criteria expected of tenure-track faculty.
e.) **Unacceptable** — A rating of *Unacceptable* is given when the faculty member is not performing at a level, which contributes to student progress. The faculty member’s involvement in teaching and advising is far below the level expected of Musical Theatre faculty.

2. **Research/Creative Activities:**

   **Evaluation Criteria:**
   
   1.) Demonstration of creative imagination and artistry which stimulates and promotes a higher attainment of artistic expression, form, and intellectual development.
   
   2.) Educational and professional contributions in scope and quality to the Weitzenhoffer School of Musical Theatre, the Weitzenhoffer Family College of Fine Arts, and the University as a whole.
   
   3.) Thoroughness and adaptability of the creative/research activity process to accomplish a desired aesthetic/scholarly outcome and impact.

   a.) **Outstanding** — A rating of *Outstanding* is achieved when the faculty member’s work far exceeds the accepted artistic and/or scholarly norm, attains recognition for excellence in that work by receiving awards through reviews, individual and public response on the state, national, and international levels, and is continually and consistently involved in creative/scholarly/research endeavors of superior quality.

   b.) **Very Good** — A rating of *Very Good* is achieved when the faculty member’s creative activity, research and scholarship activity is/are above the “acceptable” artistic or intellectual norm; when the faculty member attains recognition in this area by receiving awards or through reviews, individual and public response, and/or peer acknowledgment from within the school, college and/or appropriate outside professional colleagues; and/or when the faculty member is continually and consistently involved in creative/research/scholarly endeavors of recognizable merit.

   c.) **Good** — A rating of *Good* is achieved when the faculty member’s creative/research/scholarly activities in specific projects demonstrates quality within the accepted artistic or intellectual norm and/or when there is demonstration of consistent and continual creative/research/scholarly endeavors.

   d.) **Marginal** — A rating of *Marginal* is achieved when the faculty member’s quality of creative/research/scholarly activity is below artistic and intellectual norms; when there is demonstration of less than consistent and continual creative/research/scholarly endeavors; and/or when the faculty member demonstrates little development or growth and is in need of major improvement in these areas.
e.) **Unacceptable** – A rating of *Unacceptable* is achieved when the quality and/or quantity of the faculty member’s creative/research/scholarly activity is far below minimal expectations or when there is no demonstration of development or growth in these areas.

3. **Service:**
   a.) **Outstanding** – A rating of *Outstanding* is achieved when the faculty member evidences service of particularly noteworthy significance to one’s discipline or the profession; the school, Weitzenhoffer Family College of Fine Arts and the University Community; and the community or the public at large. The faculty member also gives evidence of outstanding service to one’s discipline in the form of continued advancement of the discipline through leadership and service in the local, state, regional, national and, in some cases, international levels.
   
   b.) **Very Good** – A rating of *Very Good* is achieved when the faculty member gives evidence of significant service to one or more of one’s discipline or profession; the school, Weitzenhoffer Family College of Fine Arts and/or the University Community; and the community or the public at large. The faculty member also shows evidence of contributing to one’s discipline in the form of continued advancement of the discipline through their work on the area, state, regional and national levels.
   
   c.) **Good** – A rating of *Good* is achieved when the faculty member gives evidence of satisfactory service to one’s discipline or profession; the Department, Weitzenhoffer Family College of Fine Arts and the University Community; and the community or public at large. The faculty member gives evidence of sufficient work in the form of continued advancement of the discipline through their work on an area, state and regional level.
   
   d.) **Marginal** – A rating of *Marginal* is achieved if the faculty member does not give evidence of reasonable service contributions to one’s discipline or profession; the school, Weitzenhoffer Family College of Fine Arts and/or the University Community; and/or the community or the public at large. This rating indicates limited service and/or participation in the form of continued advancement of the discipline through their work on the area, state or regional levels.
   
   e.) **Unacceptable** – A rating of *Unacceptable* is achieved when the faculty member shows little or minimal service contributions to one’s discipline or profession; the school, Weitzenhoffer Family College of Fine Arts and/or the University Community; and/or the community or the public at large. This rating may also indicate the faculty member shows little or substandard work or participation in the form of continued advancement of the discipline through work on the area, state or regional levels.
The A. Max Weitzenhoffer School of Musical Theatre encourages all faculty members to familiarize themselves and use the criteria discussed in Sections 3.5.1, 3.6.2 and 3.6.3 of the UNIVERSITY OF OKLAHOMA’S NORMAN CAMPUS FACULTY HANDBOOK. The A. Max Weitzenhoffer School of Musical Theatre provides the following criteria as a supplement to the information found in the FACULTY HANDBOOK sections mentioned above.

A. Definition:
   1. The Renewable Term Appointee or Artist-in-Residence is an individual whose unique capabilities and/or experiences make it appropriate for the School of Musical Theatre to appoint the individual to a defined, renewable non-tenure track appointment.

B. Appointment
   1. A Renewable Term Appointee may be appointed as a non-tenure track term faculty member or Artist-In-Residence and is appointed on the basis of appropriate credentials or demonstrated expertise as a teacher, a scholar, or artist. The School of Musical Theatre may recognize notable professional experience as equivalent to the MFA for the Appointee.
   2. The Renewable Term Appointee shall be evaluated on his or her performance in all areas of teaching, advising, professional service, research/creative activities or scholarly achievement, and university/public service as appropriate and specified in his/her letter of appointment.
   3. The Renewable Term Appointee is expected to serve on appropriate committees in the School of Musical Theatre and to fulfill any other duties specified in the terms of his or her appointment.

Annual Evaluations
   1. Annual evaluations for the Renewable Term Appointee shall be conducted in the same manner as the annual evaluations for faculty as outlined in the School of Musical Theatre Bylaws.
   2. The Renewable Term Appointee will be primarily evaluated on those specific areas of responsibility delineated in the appointment letter.
Teaching
1. The Renewable Term Appointee faculty member is expected to provide inspired, expert teaching and instruction at the highest level as well as contributing to student development through advisement and consultation. Teaching effectiveness should be reflected not only in teaching evaluations, but also in demonstrated student performance levels.

Professional Scholarship or Creative Activity
1. The renewable Term Appointee or Artist-In-Residence will be expected to maintain his/her professional, scholarly or creative activity on a level appropriate to the agreed upon responsibilities of the appointment. Evaluation in this area will be primarily based on reviews, individual and public responses, and peer acknowledgement from within the unit, the college, and appropriate outside professional colleagues. The Renewable Term Appointee will be expected to be continuously involved in professional activities of quality appropriate to his or her area of specialization.

Service
1. Service is expected of a Renewable Term Appointee/Artist-In-Residence. Thus, the Renewable Term Appointee/Artist-In-Residence should demonstrate the ability and willingness to share knowledge, creativity, and artistry with students, colleagues and members of the profession.
2. While service may also include participation in regional and national professional organizations, the Renewable Term Appointee/Artist-In-Residence is expected to maintain an appropriate level of service and the profession.

AMENDMENT: Editorial revisions to bring bylaws current with name change to School of Musical Theatre. (Approved at all-college faculty meeting April 6, 2010)
THE UNIVERSITY OF OKLAHOMA

Weitzenhoffer Family College of Fine Arts

Appendix F.

Board of Visitors Charter
THE UNIVERSITY OF OKLAHOMA

Weitzenhoffer Family College of Fine Arts

Board of Visitors
Bylaws
The Board of Visitors 1993

Weitzenhoffer Family College of Fine Arts
(Adopted: April 22, 1994)
(Revised: March 1995
(Revised: August 1, 2006))

Charter

The Board of Visitors of the College of Fine Arts was initiated in 1993 by Dean David Woods, with the encouragement of former O.U. President Richard Van Horn, and the help of several interested supporters of the college. The Board of Visitors are alumni members, members from the leadership of the professions represented by the College, and community leaders that support the artistic mission of the College.

Mission

The mission of the Board is to provide advice and counsel to the leadership of the College as it endeavors to help design the artistic environment for a rapidly changing future.

Bylaws

Article I - Name

1.1 This organization shall be called the Board of Visitors of the Weitzenhoffer Family College of Fine Arts at the University of Oklahoma. On March 25, 2004, the State Board of Regents unanimously approved that the College of Fine Arts be named for the Weitzenhoffer family. This recognition was made to honor the significant impact the families of Aaron and Clara Weitzenhoffer, Max Weitzenhoffer and Ayako Takahashi Weitzenhoffer and Max Weitzenhoffer’s late wife, Dr. Frances Weitzenhoffer, have had on the arts, Oklahoma, and the life of the university and the college. The Weitzenhoffer Family College of Fine Arts shall consist of the School of Art, School of Drama, School of Music, School of Dance, and the A. Max Weitzenhoffer School of Musical Theatre.

1.2 Any use of the organization's name must have prior concurrence of the Board.
Article II - Purpose

2.1 The purpose of the Board of Visitors is to advise the President of The University of Oklahoma and the Dean of the Weitzenhoffer Family College of Fine Arts on matters pertaining to relationships with professional groups represented by the college and the advancement of the quality of professional programs of the college. The main effort of the Board of Visitors is to help with the continual improvement of the stature of the Weitzenhoffer Family College of Fine Arts. The Board is empowered to raise discretionary funds on behalf of the Weitzenhoffer Family College of Fine Arts in support of its artistic, academic, and research programs.

2.2 The individual purpose of each member of the Board of Visitors is to serve as an advocate for the arts and the college throughout the state and country.

Article III - Membership

3.1 Membership of the Board of Visitors shall consist of distinguished professional practitioners and corporate and community leaders who will be nominated by the Dean of the Weitzenhoffer Family College of Fine Arts with approval of the University of Oklahoma President. Thirty (30) members of the Board will be nominated the first year with ten (10) serving a two-year term and ten (10) serving a three-year term. The remaining ten (10) members will be nominated the second year for a three-year term. The nomination of ten (10) new members each subsequent year to the Board shall begin in the third year of the Board's existence and each will serve on three-year terms.

3.2 There shall be up to forty (40) members of the Board. Unless they are elected under the provisions of Section 3.4, members shall be elected by a majority vote of the Board membership at the spring meeting and serve a full term commencing at the beginning of the fall meeting during the year of his or her election to the Board.

3.3 A full-term membership shall be limited to three years. An individual may serve no more than two consecutive full membership terms; however, a former member may be eligible for re-election to the Board after a one-year period. An individual nominated to fill the balance of a full-term membership shall be automatically eligible for re-election to a full three-year term following the interim term and shall be subsequently eligible for a second full-term, all at the Board's discretion.
3.4 If a member resigns during his or her term, the Board may elect a new member to complete his or her term. If the Board cannot act on a new appointee, the President of the Board of Visitors of the Weitzenhoffer Family College of Fine Arts, with the approval of the Dean, has the authority to select and appoint a new member(s) to fill an unexpired term(s) subject to the ratification of the Board at its next meeting.

3.5 Names for consideration for election to the Board may be suggested to the Board. Members shall be selected from individuals whose business, professional careers, or dedication to the arts have brought them recognition for sound judgment, decisive action, and integrity.

Additionally, members shall have a knowledge of and interest in fine arts education in general and a particular interest and concern for the development, advancement, and recognition of the University of Oklahoma as an outstanding institution of higher learning. Members shall be available to attend meetings and devote the time necessary to serve the Board and the University effectively.

**Article IV - Officers**

4.1 The officers of the Board shall be President and Vice President -- each elected by a majority vote of the Board. In addition, at the discretion of the Dean, a President-Elect may be designated by the Board as well as a President-Emeritus, for terms of one year each.

4.2 The officers shall be elected bi-annually from among the members of the Board at the fall meeting.

4.3 Among the duties of the President and Vice President are:

   i) Preside at the meetings of the Board of Visitors
   ii) Act as a representative of the Board of Visitors
   iii) Represent the Board of Visitors and alumni of the college at the Fine Arts Commencement Convocation
   iv) Appoint Task Force Committees of the Board of Visitors
   v) Plan events and activities that will contribute to the visibility of the Weitzenhoffer Family College of Fine Arts

The President shall preside over meetings of the Board and provide guidance in the achievement of its goals.
4.4 It will be the duty of the Vice President to act in the absence of the President.

4.5 If the President or the Vice President are for any reason, unable to attend a meeting of the Board, the President and the Dean shall jointly designate an interim President for that purpose.

4.6 Officers shall be nominated by the Dean with the advice and counsel of the Directors of the Schools and Chairs of Departments in the Weitzenhoffer Family College of Fine Arts and shall be elected at the fall meeting of the Board to serve a two-year term commencing at the close of the fall meeting.

4.7 A member may serve more than one term as President, but not more than two.

4.8 The Vice President may serve more than one term, but no more than two.

Article V - Meetings

5.1 The Board of Visitors shall meet at least twice each year, typically in the fall and spring semesters on the campus of The University of Oklahoma.

5.2 Regular meetings shall be called on thirty days written notice. Special meetings may be convened at any time as called by the President of the Board visitors or the Dean.

5.3 A quorum shall consist of a majority of the members of the Board.

Article VI - Task Force

6.1 The President of the Board of Visitors and the Dean will jointly appoint Board Task Force Committees.

Article VII - Parliament Procedure

7.1 In the absence of any provision to the contrary in the Bylaws, all business meetings of the Board, and of appointed Task Force Committees shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order.
Article VIII - Amendments

8.1 Amendments to these Bylaws may be initiated by any Board member.

8.2 Proposed amendments to these Bylaws shall be submitted in advance to the Board and adopted by a majority vote thereof.

Article IX - Charter and Bylaws

9.1 This charter is adopted and can be amended with the approval of two-thirds of the members present and voting of the Board of Visitors and the endorsement of the Dean of the Weitzenhoffer Family College of Fine Arts and the President of the University.

9.2 Initial adoption of these Bylaws and procedures shall be by majority vote of the entire Board membership and they shall be effective from the date of adoption.
THE UNIVERSITY OF OKLAHOMA

Weitzenhoffer Family College of Fine Arts

Appendix G.

Criteria for Tenure and Promotion
CRITERIA FOR TENURE AND PROMOTION

INTRODUCTION

The narrative that follows describes the criteria for tenure and promotion in the Weitzenhoffer Family College of Fine Arts, and indicates the process by which these decisions are made. A timetable that chronicles the development of the criteria and the process is listed below:

Initial Criteria
March 6, 1974 - Initial criteria were approved

First Revision
October 27, 1976 - Initial criteria were revised in a College of Fine Arts faculty meeting.
January 19, 1977 - A revised narrative was approved by the College of Fine Arts faculty.
January 21, 1977 - Revised criteria were distributed to College of Fine Arts faculty by Dean Net Eek.
May 25, 1977 - This version was approved by Provost Barbara Uehling.

Second Revision
December 9, 1981 - The Merit Increase Process was amended by the College of Fine Arts faculty.
February 23, 1982 - The amended version of the entire criteria was changed to bring it into conformity with the Faculty Handbook by the Dean and approved by Provost J. R. Morris.
February 26, 1982 - The revised version was distributed to the entire College of Fine Arts faculty.

Third Revision
March 18, 1988 - Proposed revision was distributed to the College of Fine Arts faculty.
April 20, 1988 - Proposed revision with changes suggested by College of Fine Arts faculty was distributed.
September 21, 1988 - Revised criteria were approved in a College of Fine Arts faculty meeting.
November 14, 1988 - Proposed revision with changes suggested by Provost Joan Wadlow was distributed to the College of Fine Arts faculty.
November 29, 1988 - Revised criteria were approved by the College of Fine Arts faculty.
December 1, 1988 - The revised version was approved by Provost Joan Wadlow.

Fourth Revision
January 3, 1994 - Proposed changes in the Criteria for Tenure and Promotion were distributed by Dean David G. Woods to the faculty with the proposed College of Fine Arts Bylaws.

Fifth Revision
March, 1995 - Editorial revisions recommended by the Office of the Provost.
April 26, 1995 - Revision approved by the College of Fine Arts Faculty.

Sixth Revision
August 18, 2003 - Editorial revisions endorsed by Fine Arts Council to bring bylaws into compliance with current college academic unit structure and university policy

Seventh Revision
August 1, 2006 - Editorial revisions to bring bylaws current with name change to Weitzenhoffer Family College of Fine Arts, so voted by State Regents on March 25, 2004.

Eighth Revision
April 6, 2010 - Proposed changes in the Criteria for Tenure and Promotion.
Editorial revisions to bring Bylaws current with name change to School of Musical Theatre.
Editorial revisions to bring Bylaws current with name change to School of Art & Art History.
TENURE

The entire professional history of the candidate, both before coming to the University of Oklahoma and while at the University of Oklahoma, will be considered for granting of tenure.

Time in Rank: Tenure consideration will be given to those holding regular full-time academic rank of assistant professor or above following the appropriate probation period stipulated in the Faculty Personnel Policy enacted by the University Regents and in accord with the terms of that policy.

Ordinarily the probation period will be six years, but it may and in some cases must be less under specified circumstances. For easy first reference, the following table shows the range of probationary periods at the University of Oklahoma by rank permitted and/or required by Regents’ policy, provided that the specified conditions are met.

<table>
<thead>
<tr>
<th>Full-time Rank</th>
<th>Minimum Years</th>
<th>Maximum Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Ineligible</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Full Professor</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

Prior full-time service as instructor or in a comparable non-professional rank at other institutions of higher education and prior full-time service in temporary appointments at the University of Oklahoma will be counted as part of the probationary period if this arrangement is agreed upon in writing at the time of the first regular appointment.

Variations ordinarily depend on prior service. Typically, those persons coming to the University with previous university teaching experience and having earned tenure may be permitted to count up to three years of that experience toward the six-year probationary period. For the specific conditions, definitions, and other details, see the sections of the Faculty Handbook on probationary periods. (Sections 3.7.2 and 3.7.3.) In all cases, the provisions of the Regents’ policy shall prevail over the above table should there be any differences between them.

The probationary period will be approved by the Dean and the Provost and be stated in writing at the time of appointment as a full-time assistant professor or above.
Criteria

Evidence of significant achievement in the following three areas must be presented on the candidate’s behalf for recommendation for tenure: 1) Teaching and Advising; 2) Research, Scholarly, and Creative Activities; 3) Service. The majority of the evidence presented must be in the areas of Teaching and Advising and Research, Scholarly, and Creative Activities rather than Service. However, in the Weitzenhoffer Family College of Fine Arts, there must be evidence that the individual has made some significant contributions in the area of Service.

Specific assignments that result in different weightings are possible provided that a written understanding is prepared, approved by the Director of the School involved and the Dean, and made available to the faculty member at the time the assignment is made. A copy of this understanding should be filed in the Provost’s Office.

Teaching and Advising: The faculty member’s presentation of evidence of good teaching and advising should document that the faculty member:

1. Stimulates and involves students to high artistic and academic levels.
2. Transmits information, up-to-date materials, and techniques of a given subject matter effectively.
3. Evaluates students fairly.
4. Contributes to students’ development through instruction (in classroom, studio, and laboratory), advisement, and consultation.
5. Participates in building/developing courses, programs, and curricula.

Ultimate assessment rests on the quality of the academic and artistic work of the faculty member’s students as measured in their scholastic examinations, research, performances, and creative products. Data submitted as evidence to support these criteria should include the following:

1. List of courses taught by semester during the probationary years including call number, title of the course, credit hours, contact hours, and total number of students who complete each course.
2. Other University teaching outside the School.
3. Number of “special project” students by semester.
4. Number of advisees by year; nature and extent of advising.
5. Number of graduate degree committees served by year.

6. Number of graduate degree committees chaired by year.

7. List of titles and theses, dissertations supervised.

8. Number of titles of undergraduate evaluation committees served.

9. Graduate creative activity and research projects supervised.

10. Amount of team teaching, if any.

11. Release time granted for team teaching.


13. Awards, honors, and citations attesting to teaching excellence.

14. Recruitment of students (graduate and undergraduate.)

15. Other evidence of teaching excellence.

Research, Scholarly, and Creative Activities: The faculty member’s presentation of evidence of research, scholarly, and creative activity documentation should show that the faculty member:

1. Is judged primarily on the quality of research, scholarship, or creative activity – not quantity.

2. Is continuously involved in research/scholarly/creative endeavors.

3. Is evaluated in this area by awards, reviews, individual and public response, and peer acknowledgment from within the unit, the college, and appropriate outside professional colleagues.

Data submitted as evidence to support these criteria should include the following:

1. List of major works, performances, exhibits, productions, or projects developed or complete during the probationary years, plus significant works completed prior to that time.

2. Evidence of critical peer evaluation of the above.

3. List of major research projects (indicated funding, if applicable.)

4. List of books or monographs published.
5. List of professional articles published.

6. List of other research/scholarly/creative activity.

7. Awards, honors, and citations attesting to excellence.

8. List of papers read, when and where.

9. List of video or audio recordings published.

10. List of grants received through peer review.

11. Other evidence of research/scholarly/creative activity.

**Service:** The faculty member’s presentation of evidence of service should document that the faculty member:

1. Has participated in and contributed to the activities of professional associations.

2. Has shown quality of participation in regional, national, and/or international professional organizations.

3. Has demonstrated the ability and willingness to share knowledge, creativity, and artistry with members of the profession.

4. Has accepted a responsibility to contribute to the government of the University through timely participation on committees, councils, or other advisory groups at the School, College, or University level. *Faculty Handbook*, 3.6.3.

5. Is evaluated on the quality of such participation.

6. Is evaluated on the ability and willingness to share knowledge, creativity, and artistry with colleagues and members of the University community.

Data submitted as evidence to support these criteria should include the following:

1. List of professional organizations.

2. List of offices held in these organizations, with dates.

3. List of committee work within organizations and their accomplishments.

4. List of convention and professional meetings attended.

5. List of workshops presented, when and where.
6. List of adjudications, juries, and performances as professional service.

7. Editing or serving on editorial board for professional journals.

8. List of book reviews.

9. Evaluation of papers submitted for presentation or publication.

10. List of consulting jobs within member’s professional area.

11. Awards, honors, and citations attesting to excellence in professional service.

12. List of elected University assignments.

13. List of appointed University assignments.

14. Evidence of accomplishment in these assignments, including awards and honors attesting to excellence in University Service.


16. Other evidence of excellence in professional or university service.

Additional Criteria

Any tenure recommendation must indicate the future long-range potential of the faculty member. The faculty member’s standing in comparison to comparable faculty in professions outside the University of Oklahoma should be submitted. Also, any tenure recommendation should indicate how the faculty member recommended for tenure will fit into the five-year plans of the School, the College, and the ultimate mission of the University.

All faculty in the Weitzenhoffer Family College of Fine Arts are expected to hold the terminal degree or its equivalent in their area in order to be considered for tenure. The Master of Fine Arts degree normally is regarded as the terminal degree in studio, performance, and creative areas in Art, Drama, and Dance. The doctorate normally is regarded as the terminal degree in Music, Art History and Dramatic Literature, History, and Criticism.

In those cases where faculty members have had professional arts experience (five years minimum), but do not possess the terminal degree, this experience, verified by peer and colleague evaluation and approved by Committee A and the Dean, may be accepted in lieu of the degree. The acceptance of professional arts experience in lieu of the terminal degree is only applicable to the following areas: studio, performance and creative areas in Art, Drama, and Dance; applied music, composition, and conducting in Music.

Those persons in the Weitzenhoffer Family College of Fine Arts with extensive professional arts experience in lieu of the terminal degree must present a professional resume as part of the documentation. This resume will include professional performances, exhibitions, commissions, with dates and names of co-artists. Critical reviews, printed commentaries, and letters of testimonial from acknowledged authorities should be part of this documentation.
Process

During the probationary period, the Director* (see below) will provide each faculty member who is on probation for tenure an annual written evaluation of performance prior to the applicable notification deadline for reappointment with a copy sent to the Dean. The process for consideration for tenure will follow the Faculty Personnel Policy as approved from time to time by the University Regents.

1. Candidates should be informed that they are being considered for tenure at least five weeks before their colleagues determine their recommendation (much earlier notification is advisable.)

2. At the time of notification that a candidate will be considered, the Director should ask the candidate to submit material which will support an adequate consideration of strengths in relationship to the approved criteria used to determine tenure recommendations. The candidate should be provided with information about the types of material to be included in the packet and should be advised to consult with the Director or with senior colleagues concerning materials to include. While the Director should assume a share of the responsibility to be certain that all recommendations are initiated on the basis of full documentation, it should be made clear that primary responsibility for the contents of the packet resides with the candidate. All such documentation should be considered by any person or group making a recommendation. Confidential external evaluations will also be solicited.

3. The Director is responsible for making the candidate’s material available for review by each voting faculty member at least two weeks prior to the vote. Eligible voting faculty in the case of tenure are all tenured faculty.

4. A vote must be registered for all eligible faculty members. Preceding the vote, all applicable voting faculty who are available should meet for a discussion of the candidate’s qualifications for tenure. At the conclusion of the discussion, the vote should be taken by secret written ballot with the vote being recorded by the Director. A recommendation to Grant tenure requires a majority decision of all those polled, including those abstaining. In tenure cases, votes may only be Grant, Deny, or Abstain.

5. Committee A should prepare a separate recommendation on the candidate, stating its own recommendation with reasons. If the recommendation differs from the vote of the tenured faculty, the narrative from Committee A should address the difference, state the reasons underlying the vote on the unit, and provide thorough and documented reasons for their own recommendation. A Committee A member dissenting from the Committee’s recommendation should write “Dissent” over the member’s signature and attach a statement of the member’s reasons for dissenting. The Director should prepare a separate recommendation with reasons.

* The term “Director” is used to denote the directors of the respective units: Art, Dance, Drama, Music and Musical Theatre
6. Within a few days after the faculty vote, the Director should notify the candidate in writing of the results of the tenured faculty vote, the recommendation of Committee A, and the Director’s recommendation.

7. The Director forwards the original and nine copies of the candidate’s materials and recommendations along with a copy of the approved tenure criteria to the Dean.

8. The Dean should append his/her recommendation and forward the original to the Senior Vice President and Provost and nine copies of all materials to the Campus Tenure Committee for all tenure cases for whom recommendations were forwarded to the Dean. The Dean should inform each such candidate and the appropriate Director in writing of the Dean’s recommendation.

9. The Campus Tenure Committee shall submit its recommendation to the Senior Vice President and Provost with supporting reasons and will notify the candidate, the director/Chair of the unit, and the college dean of its recommendations. The Provost should recommend to the President on all cases sent to the Provost.

10. The President shall send to the University of Oklahoma Regents a recommendation on all tenure candidates. The President shall inform each candidate, the applicable Dean and Director, and the Provost if a recommendation for tenure will not be made.

11. Specific criteria for academic appointments, promotion, and tenure are developed and approved by each academic unit in the Weitzenhoffer Family College of Fine Arts. Refer to the appendices to the Weitzenhoffer Family College of Fine Arts Bylaws for specific promotion and tenure criteria and appointment criteria for the School of Art & Art History, School of Dance, School of Drama, School of Music, and School of Musical Theatre.

**PROMOTION**

The entire professional history both at the University of Oklahoma and at previous institutions will be considered for promotion of the individual faculty member. However, priority will be given to all those activities completed since the last promotion.

**Criteria**

The three basic areas of achievement will be utilized for consideration of promotion. These are: 1) Teaching and Advising; 2) Research, Scholarly, and Creative Activities; and 3) Service. Teaching and Advising and Research, Scholarly, and Creative Activities are of prime importance in consideration for promotion. However, Service is an important addition for consideration, and will bear greater weight for promotion than it does for either tenure or merit increases. Data submitted to support the promotion process should be similar to that submitted to support the tenure process.

Specific assignments that result in different weightings are possible provided that a written understanding is prepared and made available to the faculty member at the time the assignment is made.
Additional Criteria

Promotion is a reward for past performance and is considered a long-term award. Ultimate evaluation for promotion will be based on a continuous quality and quantity of job performance by the faculty member at the previous rank. Each level of promotion must indicate continued growth in professional maturity.

Each promotion to a higher rank requires greater depth in documentation. Recommendation of promotion before recommendation for tenure will be considered only in extremely unusual cases. In most cases, promotion from assistant professor to associate professor will be considered simultaneously with tenure. Outside confidential evaluation is necessary for consideration of promotion. Also, willingness and capability to accept responsibility and duties and to make professional decisions which positively contributed to the program are needed for promotion from assistant professor to associate professor and from associate professor to full professor.

All faculty in the Weitzenhoffer Family College of Fine Arts are expected to hold the terminal degree or its equivalent in their area in order to be considered for promotion. The Master of Fine Arts degree normally is regarded as the terminal degree in studio, performance, and creative areas in Art, Drama and Dance. The doctorate normally is regarded as the terminal degree in Music, Art History and Dramatic Literature, History, and Criticism.

In those cases where faculty members have had professional arts and/or university teaching experience, but do not possess the terminal degree, this experience, verified by peer and colleague evaluation and approved by Committee A and the Dean, may be accepted in lieu of the degree. The acceptance of professional arts experience in lieu of the terminal degree is only applicable to the following areas: studio, performance and creative areas in Art, Drama and Dance; applied music, composition, and conducting in Music.

Professional arts and/or university teaching experience normally needed by those faculty to become eligible for promotion is shown in the following table:

<table>
<thead>
<tr>
<th>Promotion to Full-time Rank</th>
<th>Professional Arts/Teaching Experience Needed for Promotion in Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor</td>
<td>6 Years Minimum</td>
</tr>
<tr>
<td>Full Professor</td>
<td>6 Years Minimum</td>
</tr>
</tbody>
</table>

Those persons in the Weitzenhoffer Family College of Fine Arts with extensive professional arts experience in lieu of the terminal degree must present a professional resume as part of the documentation. This resume will include professional performances, exhibitions, commissions, with dates and names of co-artists. Critical reviews, printed commentaries, and letters of testimonial from acknowledged authorities should be part of this documentation.
Process

Consideration of a faculty member for promotion may be initiated by: (1) Committee A or the Director* (see below), (2) request of the individual faculty member, or (3) request of the Dean or the Provost.

1. The Director, in consultation with the affected faculty and with Committee A, should determine who should be considered for promotion and should determine if any other faculty members want to be considered.

2. Candidates should be informed that they are being considered for promotion at least five weeks before their colleagues determine their recommendation (much earlier notification is advisable.)

3. At the time of notification that a candidate will be considered, the Director should ask the candidate to submit material which will support an adequate consideration of strengths in relationship to the approved criteria used to determine promotion recommendations. The candidate should be provided with a copy of the types of material to be included in the packet and should be advised to consult with the Director or with senior colleagues concerning materials to include. While the Director should assume a share of the responsibility to be certain that all recommendations are initiated on the basis of full documentation, it should be made clear that primary responsibility for the contents of the packet resides with the candidate. All such documentation should be considered by any person or group making a recommendation. Confidential external evaluations will also be solicited.

4. The Director is responsible for making the candidate’s material available for review by each voting faculty member at least two weeks prior to the vote. Eligible voting faculty for promotion from assistant professor to associate professor are all tenured associate and full professors. Eligible voting faculty for promotion from associate to full professor are all tenured full professors.

5. A vote must be registered for all eligible faculty members. Preceding the vote, all applicable voting faculty who are available should meet for a discussion of the candidate’s qualifications for promotion. At the conclusion of the discussion, the vote should be taken by secret written ballot with the vote being recorded by the Director. A recommendation to Promote requires a majority decision of all those polled, including those abstaining. In promotion cases, votes may only be Promote, Not Promote, or Abstain. Untenured faculty members at a higher rank than those candidates being considered for promotion may be asked also to vote. This is at the discretion of the Director and the vote is used in an advisory capacity only. Votes of untenured faculty members are not entered on the official record.

* The term “Director” is used to denote the directors of the respective units: Art, Dance, Drama, Music and Musical Theatre.
6. As required by Regents’ policy, each member of Committee A and the Director should individually prepare, by name, a separate recommendation for each candidate without obligation to represent a majority departmental opinion. It is essential that these recommendations specify in a brief narrative from how the candidate fulfills the unit’s and University’s criteria for promotion. For promotion cases that are to be forwarded to the Dean (see No. 8) in which the recommendation of the Director differs from the majority vote in the department, the narrative of the Director should address the difference, state the reasons underlying the vote of the unit, and provide thorough and documented reasons for the differing recommendation.

7. Within a few days after the faculty vote, the Director should notify the candidate in writing of the results of the vote, the recommendation of Committee A, and the Director’s recommendation.

8. The Director should forward all of the candidates’ materials and recommendations in promotion cases to the Dean if one or more of the three following conditions exist: (a) any recommendation to this point in the process is positive, (b) the Dean or Provost has requested consideration of the promotion or, (c) the candidate requests that the recommendation be forwarded. If none of these circumstances apply, no recommendation should be forwarded.

9. The Dean should append a recommendation and forward the materials and all recommendations to the Provost for those promotion candidates for whom recommendations were forwarded to the Dean. The Dean should inform each such candidate and the appropriate Director in writing of the Dean’s recommendation.

10. The Provost should make a recommendation to the President on all cases sent to the Provost. In determining the recommendations, the Provost may consult the Campus Tenure Committee, or any other individual or group as the Provost deems necessary. Before making a formal recommendation and notifying the appropriate parties, the Provost should let the Dean and Director know that such a recommendation is being considered and should provide an opportunity to discuss the matter with these officials if they wish. The Provost should inform each candidate and the applicable Dean and Director of the Provost’s recommendation.

11. The President should send to the University of Oklahoma Regents a recommendation on all those promotion candidates for whom the President recommends promotion. The President should inform each candidate, the applicable Dean and Director if a recommendation for promotion will not be made.

12. Specific criteria for academic appointments, promotion and tenure are developed and approved by each academic unit in the Weitzenhoffer Family College of Fine Arts. Refer to the appendices to the Weitzenhoffer Family College of Fine Arts Bylaws for specific promotion and tenure criteria and appointment criteria for the School of Art & Art History, School of Dance, School of Drama, School of Music, and School of Musical Theatre.