

**DEPARTMENT of THEATRE and DANCE
GOVERNANCE AND ADMINISTRATION**

Department Mission Statement

The Department of Theatre and Dance exists to perpetuate the art of performance in Theatre and Dance by:

- preparing students to challenge artistic communities as skilled artists, capable thinkers and dynamic innovators of the theatre and dance arts
- preparing students to excel as scholars, practitioners, and teachers capable of critical thinking and passionate investigation
- providing future audiences with sophisticated appreciation of the art forms of Theatre and Dance.
- providing service as a catalyst for positive change in the local community, the state, the nation, and the world.

Decision Making

I. Faculty Meetings

The primary method of conducting the business of the Department is through regular faculty meetings. These meetings are open to everyone in the Department, although only faculty members are eligible to vote at the meetings. The faculty consists of tenured, tenure-track and full time instructors. The faculty ratifies decisions that affect the pedagogical activities of the Department. The tenured faculty reserves the prerogative to make final decisions regarding tenure and promotion and faculty governance. The responsibility for all other decisions resides with Department Chair in consultation with the faculty (see Section III). The Chair keeps the faculty informed of the financial stability, budgets, and the health and prospects of the Department with as much precision as possible. Heads of committees keep the faculty informed of all committee business.

A. Method of Convening

The date and time of each faculty meeting will be announced at the first faculty meeting of the academic year. Normally, general faculty meetings will occur once a month. Faculty must be notified more than two working days in advance of any emergency meeting, with a two-thirds majority vote to suspend the rule of advance notice.

The department chair or designate will preside over faculty meetings. The faculty will make every effort to conduct itself in a reasonable manner of decorum as generally understood in Robert's Rules of Order.

A quorum for all business is defined as a simple majority (50% plus 1) of the faculty.

B. Agenda

The agenda for each faculty meeting must be distributed to the faculty at least two working days in advance of the meeting. In addition to any new business, there will be the following permanent agenda items: Report of the Chair, Report of The Director of Graduate Studies, Report of the Director of

Undergraduate Studies, and Report of the Curriculum Committee. The Department Chair is responsible for developing and distributing the agenda. Agenda items submitted by the faculty must be in the hands of the Chair at least three working days in advance of the meeting. If items of business require a vote of the faculty, the issue to be voted on must be listed in the advance agenda. For a vote to be official, advance notice is required, unless a two-thirds majority of the faculty vote to suspend the advance notice rule.

C. Membership and Voting

The following members of the faculty shall have the right to present motions and vote at meetings of the department: all tenured faculty, tenured-track faculty, Senior Instructors, and other full time instructors after three years of employment. Visiting faculty, staff, part-time faculty, and student representatives may meet with the department as non-voting observers and may be allowed to contribute to the discussion. The full-time faculty may elect to meet in executive session at any time by a majority vote.

All matters related to employment shall be conducted by secret ballot; other votes may be by voice or show of hands unless at least two or more members present request a secret ballot.

Physical attendance is normally required for voting and proxy voting is not permitted. If the faculty member is not able to be physically present and is away on department-sponsored business or there is some other extraordinary but valid reason, that faculty member may attend and vote by electronic conference (which is defined as any method of two-way video conferencing or the like). It is the faculty member's responsibly to notify the department chair of the intent to attend a meeting electronically at least two business days prior to the scheduled meeting. Meeting times will not normally be rescheduled to allow for remote electronic attendance.

Voting by email is permitted. Under normal circumstances, voting by email must be concluded within 24 hours of the actual meeting at which the issue was debated. The faculty is aware there cannot be an expectation of privacy with electronic voting.

Departmental Administration

II. Administrative Positions

A. Department Chair

The Department Chair has direct responsibility for preparing departmental budget reports and requests. The Chair has primary responsibility in determining the allocation of departmental resources. The Executive Council as well as the general faculty have the obligation to advise the chair on the appropriate expenditure of recourses. The Chair is also the primary administrator responsible for personnel matters, and in consultation with appropriate area faculty members, hires: staff, guest artists, overhires and adjunct faculty, and conducts reviews of the staff and faculty. The Chair also serves as the Producer for departmental productions. The Chair of the Department of Theatre and Dance will oversee the coordination of the Lab and Main Stage seasons and will consult on the Dance Season.

The Chair functions as the liaison between the Department and the College and University administration.

THE CHAIR (as defined by the USC Faculty manual)

Department chairs are appointed by the dean of a school or college and confirmed by the president and the provost. The chair has a responsibility to departmental faculty in matters relating to teaching and research and is responsible also to the dean of the college and other officers of the university for implementing university policies as they apply to the affairs of the department.

The department chair is responsible for the general conduct of departmental affairs and has authority in all matters concerning appointments and non-reappointments, promotions and tenure (except as delegated to the faculty in The Faculty Manual), resource allocation, and all other matters relative to the successful implementation of the department's educational and scholarly objectives. The chair will consult with and seek the advice of appropriate committees of the faculty with respect to educational policy and departmental governance.

The Chair will be evaluated in that position every five years or at the end of the term if appointed for a specific term of office. A decision as to retention in that position will be made by the dean concerned after consultation with the departmental faculty and the provost.

B. Associate Department Chair

The Associate Chair's primary duties are in support of the overall academic programs. The Associate Chair has departmental signature authority and serves as department executive in the chair's absence. The Associate Chair is appointed by and reports to the Chair of the Department.

C. Director of Graduate Studies

The DGS serves as primary administrator over matters pertaining to graduate student and programs and coordinates efforts of area heads. The DGS is also the primary point of official contact between the Department and graduate students. In addition, the DGS serves as the coordinator of efforts to recruit students in the department's graduate programs. The DGS is appointed by and reports to the Chair of the Department. The DGS is the primary liaison between the Department and the Graduate School.

D. Director of Undergraduate Studies

The DUS is the primary administrator over matters pertaining to undergraduate students and programs. In addition, the DUS coordinates undergraduate advisement and is responsible for the daily supervision of the Department's Student Services Coordinator. The DUS conducts exit interviews and senior checks for graduation. The DUS also coordinates efforts to recruit students into the department's undergraduate program. The DUS is appointed by and reports to the Chair of the Department. The DUS is the primary liaison between the Department and the Assistant Dean of Academic Affairs and Advising.

E. Dance Program Director

The DPD is the primary administrator over matters pertaining to undergraduate dance students, programs and artistic endeavors. The DPD coordinates production work, fundraising activities, and budgetary considerations for dance. In addition the DPD coordinates with the Student Services Director for the advisement of undergraduate students in dance. The DPD also coordinates efforts to recruit students into the dance program. The Dean in consultation with the Department Chair appoints the DPD. The DPD reports to the Chair of the Department.

III. Departmental Committees

A. Executive Council

The Chair/Producer consults with the Executive Council on all academic, financial and artistic matters. The Chair and the Council meet to discuss departmental issues and procedures and together will make recommendations to the faculty.

The Chair/Producer and the Council shape the artistic vision of the Department, including: play selection, choice of guest artists, and methods for increasing national and international profile of the Department.

The Executive Council will represent all areas of the department and shall consist of five members. All voting members of the faculty are eligible for membership on the Executive Council. Membership shall be for two years and the membership periods shall be staggered.

Area representatives are nominated by the faculty that regularly teach courses in that area and elected by the voting faculty.

The Executive Council shall consist of:

- A representative of the dance program.
- A representative the graduate program.
- A representative the undergraduate program.
- A representative the production program.
- A representative from the faculty at large.

Responsibilities of the Executive Council:

- Work as part of the council to ensure that the council 's work and recommendations are in keeping with the general department mission and goals.
- The first and foremost responsibility of a council member is to try to attend all meetings.
- Review all relevant material before council meetings.
- Attend committee meetings and voice objective opinions on issues.
- Pay attention to department activities and attend events that affect or are affected by the committee's work.
- Carry out individual assignments made by the council.
- Support the Chair
- Solicit input/Represent constituency
- Represent wider department
- It is important for each member to become familiar and work with the faculty to implement university policies and procedures.

The Executive Council will determine frequency of meetings; normally the council would meet twice each month.

B. Curriculum Committee

The Curriculum Committee is responsible for making recommendations to the full faculty concerning the focus and content of the graduate and undergraduate curriculum. The committee consists of three members of the faculty. The members are elected by the full faculty to staggered three year terms. They may be reelected. The Chair of the committee is selected in a manner determined by the Committee itself. In the event of a vacancy occurring during the year, the Department Chair appoints a replacement to serve the remainder of the term. Faculty members who expect to be on leave during any part of the school year are not eligible to serve on the Committee during that year.

The Curriculum Committee supports and assists the Director of Undergraduate Studies and Dance Program Director to shape, revise, and implement the content of the undergraduate degree programs. The primary responsibility for guidance of the graduate curricula rests with the heads of each area in consultation with the Director of Graduate Studies.

C. Tenure and Promotion Committee

The T&P Committee consists of all Tenured Faculty. The department's Tenure and Promotion Committee reviews all cases related to tenure and promotion and is in charge of the review and modification of the T&P policy document.

Review and voting for initial hire to a tenure-track position is the responsibility of a special committee of the T&P committee that would include both tenured and tenure-track faculty.

All other issues regarding tenure and promotion are covered by the *Department of Theatre and Dance Tenure and Promotion Policy*.

D. Instructor Promotion Committee

The Instructor Promotion Committee consists of all tenured, tenure-track faculty and senior instructors. Review and voting for initial hire to an instructor position and promotion to senior instructor is the responsibility of this special committee.

E. Ethics Committee

The Committee will consist of three tenured members of the Department. The members are elected by tenured faculty to staggered three year terms. The Chair of the committee is selected in a manner determined by the Committee itself. In the event that a member of the DEC is a principal in a decision before the DEC, the member is excused from consideration of the decision in question and the Department Chair will replace the member for as long as that particular matter is under consideration. The DEC in collaboration with the Department Chair is also responsible for reviewing any research conducted by departmental members involving human subjects.

F. Theatre Season Selection Committee

The Theatre Season Selection Committee oversees the selection and primary scheduling of all theatre productions, and shapes artistic choices based on: (1) artistic merit, (2) pedagogical justification, (3) design/technical considerations, and (4) promotional considerations.

The Theatre Season Selection Committee consists of the Chair/Producer, the theatre representatives on the Executive Council, the Technical Director of Theatre, and up to two non-voting members designated by the Producer. In addition, the committee selects up to two non-voting student representatives (one graduate and one undergraduate). The Chair of the Committee is elected by the Executive Council, and is responsible for scheduling meetings, and insuring that each season's choices are selected in a timely manner.

The season consists of all productions in the main stage theatres (normally Drayton and Longstreet Theatres).

The faculty ratifies the decisions of the Committee as well as subsequent revision(s).

G. Dance Season Selection Committee

Selection of the Dance season is determined by the Dance Program Director, who chairs the committee, the dance performance faculty, and the Department Chair / Producer.

Final implementation is in collaboration with the Department Chair in the capacity as the department's executive officer.

H. Lab Theatre Committee

Lab Theatre Committee oversees the operation, selection, and primary scheduling of all Lab Theatre productions, and shape artistic choices based on: (1) artistic merit, (2) pedagogical justification, (3) design/technical considerations, and (4) promotional considerations.

The Lab Theatre Committee consists of the Associate Chair, the Director of Undergraduate Performance, the Lab Theatre Supervisor, and up to four voting members designated by the Department Chair – plus one non-voting student representative selected by the committee. The Chair of the committee is selected in a manner determined by the Committee itself and is responsible for scheduling meetings, and insuring that each season's choices are selected in a timely manner.

The season consists of all productions in the Lab Theatre.

I. MFA Review Committee

The MFA Review Committee consists of all graduate faculty who have primary teaching or supervisory responsibilities for MFA students and is chaired by the Director of Graduate Studies. At the end of each semester area heads meet with the Graduate director to discuss each student's progress. The Committee reviews the status and progress of all MFA students each semester and determines such things as academic probation and suspension, and other decisions pertinent to the student's academic program. Instructors are expected to report regarding their work with graduate students.

J. Tenure/ Tenure-Track Professional Development and Travel

The Tenure/ Tenure-Track Professional Development and Travel consists of three members of the tenured faculty elected by the tenured faculty. The Chair of the committee is selected in a manner determined by

the Committee itself. The committee's goal is to facilitate the department's travel policy as outlined in the department *Tenure / Tenure-Track Professional Development and Travel Policy*.

K. Instructor Professional Development and Travel Committee

The Instructor Professional Development and Travel consists of two members of the faculty – one tenured, one instructor - elected by their respective faculties. The members will co-chair the committee. The Associate Chair will adjudicate all votes that result in a tie. The committee's goal is to facilitate Instructor development.

L. Recruiting and Scholarships Committees

a) Theatre. The Theatre Recruiting and Scholarship committee is consists of no fewer than three theatre area members and is elected by the faculty at large. The Chair of the committee is selected in a manner determined by the Committee itself. The committee is chiefly responsible for organizing and implementing strategies to increase the recruiting and quality of undergraduate and graduate students. This committee also oversees all current scholarships and the development of future scholarship funds.

b) Dance. The Dance Recruiting and Scholarship committee is consists of no fewer than three dance area members and is elected by the faculty at large. The Chair of the committee is selected in a manner determined by the Committee itself. The committee is chiefly responsible for organizing and implementing strategies to increase the recruiting and quality of undergraduate students. This committee also oversees all current scholarships and the development of future scholarship funds.

M. MA / MAT Committee

The MA/MAT is chaired by the Director of Graduate Studies and consists of the Heads of the MA and MAT programs and the Director of Graduate Studies. The committee deals with all areas of MA/MAT graduate study.

N. Other Committees

Ad Hoc and other committees are appointed at the discretion of the Chair.