

# BYLAWS OF THE SCHOOL OF MUSIC

Last Updated: May 7, 2021

## I. NAME

The name is THE SCHOOL OF MUSIC of the College of Fine and Applied Arts of the University of Illinois at Urbana-Champaign.

## II. MEMBERSHIP

### A. MEMBERS

Members of the School of Music shall consist of Faculty (as defined by University of Illinois statutes) with the academic rank of Professor, Associate Professor, Assistant Professor; Specialized faculty (as defined by Provost Communication No. 25); other academic professionals with teaching appointments and the Director of the School of Music.

### B. VOTING

Members with voting privileges in meetings and with the right to participate in all School of Music electoral processes shall consist of those members holding an academic appointment of at least fifty-one percent. Members on leave retain their voting privileges but, like all Members, must be full participants in meetings at which votes are taken.

## III. OFFICERS

### A. DIRECTOR

#### 1. Appointment

The Director of the School of Music is appointed annually by the Board of Trustees upon recommendation of the Dean of the College of Fine and Applied Arts, the Chancellor, and the President. On the occasion of each recommendation, the Dean is required by the University of Illinois Statutes to seek the advice of the Members.

#### 2. Duties

The Director shall have the authority to determine matters relating to the School of Music that do not properly come under the supervision of the College of Fine and Applied Arts, larger University administrative units, or are not otherwise assigned in these Bylaws. These matters shall include, but not be limited to, matters of budget, personnel, musical and curricular activities, and the development of appropriate resources to support the mission of the School. The Director shall (1) call meetings of the Members to consider questions of School and subunit governance and educational policy at such times as the Director or the Executive Committee shall deem necessary, but not less frequently than once in each semester, and preside at such meetings; (2) formulate and present policies to the Membership for its consideration, but this shall not be interpreted to abridge the right of any Member to present

any matter to the Membership; (3) make reports on the work of the School; (4) have general supervision of the work of the students in the School; (5) be responsible for the educational use of the buildings and rooms assigned to the School, and for the general equipment of the School; (6) serve as the medium of communication for all official business of the School with the College, the students, and the public; (7) represent the School in conferences, except that additional representatives may be designated by the Director for specific conferences; (8) prepare the budget of the School in consultation with the Executive Committee of the School; (9) serve as the level of appeal for all decisions within subunits of the School; and (10) recommend the appointment, reappointment, non-reappointment, and promotion of the academic staff, after consultation with the Executive Committee or Promotion Committee, as appropriate. Such recommendations shall normally originate within the academic subunits of the School of Music, and shall be presented by the Director for transmission with the Director's recommendation to the Dean of the College.

### **3. Evaluation**

The Membership shall cooperate with the Dean when the Dean seeks advice on the annual appointment of the Director. In addition, the performance of the Director of the School of Music shall also be evaluated in a comprehensive manner in the fourth year of an initial appointment and every five years thereafter. One component of this evaluation must include the solicitation of the views of the entire Membership and staff of the School of Music. It may also include solicitation of input from students.

## **B. ASSISTANT AND ASSOCIATE DIRECTORS**

### **1. Appointment**

Assistant and Associate Directors and Coordinators of Graduate and Undergraduate Studies shall be appointed by the Director in consultation with the Executive Committee and an ad hoc committee established for evaluating candidates.

### **2. Duties**

The duties of Assistant and Associate Directors shall be assigned at the discretion of the Director of the School of Music.

## **IV. AREAS**

### **A. DEFINITION**

1. The subunits of the School of Music shall be called Areas.
2. The School of Music shall contain the following Areas:

Composition-Theory  
Conducting  
    Band  
    Choral  
    Orchestra  
Jazz  
Keyboard

Accompanying  
Organ/Harpsichord  
Piano  
Piano Pedagogy  
Lyric Theatre  
Music Education  
Musicology  
Strings  
Voice  
Woodwinds, Brass, and Percussion  
    Woodwinds  
    Brass  
    Percussion

3. Each area may establish subarea governance structures respecting disciplinary specialization as indicated above in IV.A.2.

## **B. AREA MEMBERSHIP**

1. The membership of each Area shall consist of all School of Music Members assigned to that particular Area by the Director with the concurrence of a majority of the current members of the Area in question.
2. Every Member of the School of Music except the Director must be a member of at least one Area.
3. Any Member of the School of Music may become an affiliate of one or more Areas with the concurrence of a majority of the current members of the Area in question.
4. A Member of the School of Music may change Area membership with the consent of the Director and the concurrence of a majority of the current members of the Area in which membership is being sought.
5. Each Area shall collaborate in a manner that respects the integrity of disciplinary specializations within the Area, especially regarding curriculum and student financial support.
6. Any Member of the School of Music who is an affiliate of more than one Area will be a voting member in only one Area for Executive Committee elections, and a maximum of two Areas for Area Chair elections. Members with affiliations in more than one Area will have a designated primary and secondary area for voting purposes, in consultation with the School of Music's Director and the applicable Area Chairs. The Member's Area voting designations will not change without permission from the Director of the School of Music and applicable Area Chairs.

## **C. AREA CHAIR**

### **1. Duties**

- a. Each Area shall have a Chair whose duties shall include convening and chairing Area meetings and communicating the advice and recommendations of the Area membership to the Director.

- b. Each Chair shall coordinate the Area's course offerings and teaching assignments with members of the Area and communicate with Academic Affairs in a timely manner.

## **2. Eligibility**

- a. Except as noted in Paragraph b., below, only full-time, tenured members of the Faculty who have been duly assigned to membership in a particular Area, with concurrence as stated in IV.B.1., may be proposed, confirmed, selected, or appointed as Area Chair of that same Area.
- b. When an Area includes no full-time, tenured member, or when no full-time, tenured member of an Area is willing to serve as Chair, the majority of its members may select, or the director may propose, as provided in section IV.C.3. (Appointment) a non-full-time member, a non-tenured member, or a full-time, tenured member of another Area as Chair. In such cases, the Area Chair's term will be one year, with possibility of renewal.

## **3. Appointment**

- a. Area Chairs shall be appointed in one of the following two ways:
  - i. The Director shall propose a Chair after consultation with each member of the Area and shall obtain confirmation of the nominee by a majority vote of the members of the Area.
  - ii. Areas may choose, by majority vote, to select their nominee by ballot; the nominee shall then be appointed by the Director.
- b. With the concurrence of the majority of the Area members, the Director may name an Acting Chair in case of the regular Chair's absence, leave, or non-participation in Summer Session.

## **4. Term**

- a. Area Chairs shall ordinarily serve a term of three years, but may be reappointed or reelected according to the procedures stated in Section IV.C.3.a. No Faculty member who has served as Area Chair for two consecutive terms shall be eligible to serve additional successive terms unless approved by a unanimous confidential vote of members of the Area.

## **D. FACULTY APPOINTMENTS AND PROMOTIONS**

1. Each Area shall make a recommendation to the Director in each case of appointment to the School of Music Membership of a potential member, or reappointment, non-reappointment, or promotion of a current member of that Area. Such recommendations shall be furnished to the Director by the Chair of the Area, internal review committee, or search committee and shall be forwarded to the Dean along with the recommendation of the Director and that of any search committee.
2. Recommendations concerning candidates for promotion to the rank of full professor shall be provided by only full professors, while both associate and full professors may participate in the advisory process for candidates for promotion to the rank of associate professor. Recommendations for promotion to tenure shall be provided only by tenured faculty members.

3. Recommendations for promotion within the Specialized Faculty ranks shall be provided by members of the Promotion and Tenure Committee. A Specialized Faculty at-large member shall be elected by Specialized Faculty members to join deliberations in promotion cases of Specialized Faculty members, if the School has a Specialized Faculty member of appropriate rank to review such cases. The term *appropriate rank* denotes Members senior to those seeking promotion.
4. Recommendations at the internal review for promotion or tenure shall be prepared by at least five School of Music faculty members of the appropriate rank and tenure status. In each case in which the Area of a candidate for promotion or tenure includes fewer than five members of the appropriate rank and tenure status, the Director, acting on nominations from the rank-and-status-appropriate Area members, if any, shall create a five-person internal-review committee consisting of all rank-and-status-appropriate members of the Area in question supplemented by the necessary number of rank-and-status-appropriate faculty members from other Areas. If required by this subsection, an Ad Hoc Review Committee shall furnish to the Director the initial recommendation in the given case of promotion or tenure, as provided in Section IV.D.1.
5. No individual should vote on promotion and tenure committees at two different levels (school, college, or campus) with respect to the disposition of a given case. Exceptions to this principle require the prior approval of the Provost.
6. When a School of Music Associate Professor is initially proposed or wishes to be considered for promotion to Full Professor, the Director will request advisory input from the Promotion and Tenure Committee, whose establishment is described in Section VI.A.2. In advance, the candidate will prepare and provide to the Committee a Curriculum Vitae in a format that conforms to the specifications given in the Provost's Communication #9.

Normally, advisory input will occur during the semester before promotion materials and external recommendations are gathered. The Promotion and Tenure Committee will address the question: "Should the candidate proceed with this promotion review?" After receipt of input from the Promotion and Tenure Committee, the Director will provide a non-binding recommendation to the candidate concerning the promotion process.

## **E. COURSE OFFERINGS AND CURRICULA**

Each Area shall have the sole right and responsibility to determine the mechanism by which it recommends course offerings and curricula, according IV.B.5. above.

1. Each Area shall have the sole right and responsibility to propose the institution, elimination, and modification of all courses within the Area's specific area of competence according to the procedures set out in Section VII of these Bylaws.
2. Each semester, each Area shall select the courses to be offered within the Area's specific area of competence and shall assign instructors to those courses, subject to the approval of the Director. This Area jurisdiction extends to courses in all curricula and degree programs offered by the School of Music.
3. A member of one Area may teach a course in another subject of competence with the permission of the other Area in question.
4. Within blocks of otherwise unspecified courses that belong to an Area's special competence,

an Area may adjust the curriculum of students majoring in its area, subject to the approval of the Undergraduate Committee or the Graduate Committee, as specified in Section VII of these Bylaws, of the Members, and of appropriate College and campus entities as necessary.

5. Each Area may establish specific requirements for doctoral-level cognates in the subject of competence, consistent with overall School and University degree requirements.

#### **F. STUDENT ADMISSION AND FINANCIAL AID**

Each Area shall have the sole right and responsibility to determine the mechanism by which it recommends student admission and financial aid according IV.B.5. above.

1. Each Area shall determine the acceptability of students intending to pursue a degree with a major within the Area's domain of competence, providing these candidates for admission fulfill all other School of Music and University requirements.
2. Each Area shall initiate recommendations for financial aid for students majoring in the Area's domain of competence.

#### **G. GRADUATION REQUIREMENTS**

Each Area shall administer graduation requirements, such as recital evaluation, composition portfolio, student teaching, large ensemble participation, etc., that have been approved by the Members or Graduate Faculty of the School of Music and that belong to the Area's domain of responsibility.

### **V. REVIEWS OF MEMBERS**

#### **A. ANNUAL REVIEW**

1. The Director, in consultation with the Executive Committee, shall review annually the contributions to the mission of the School of Music of each of its Members, in accordance with the policies and procedures set out in the then-current version of Communication No. 21 from the Office of the Provost.
2. In support of this annual review, the Director shall require, each year, from each Member a standard Activities Report in the format established by the then-current version of Communication No. 9 from the Office of the Provost. Copies of each Member's Activities Report shall be furnished to the members of the Executive Committee prior to each Member's annual review.
3. In support of the Annual Review process, the Director shall furnish to each Member of the School of Music a Statement of Expectations, which shall include a specific description of the School's missions in teaching, research and creative activity, and service.
4. The Director shall provide annual written feedback to each Member regarding how well the Member is meeting expectations. At minimum, this feedback will accompany the Director's annual salary recommendation.
5. The essential parts of each annual review, including each annual Activities Report and Director's feedback, shall be preserved in each Member's personnel file. To the extent permitted by external

law and University policies, the contents of these records shall be made available for inspection by the individual concerned. The Member may append a written response to any document in her or his personnel file.

6. A Member who believes she or he has been aggrieved by the application of this annual review procedure may petition the School of Music Grievance Committee for redress. As provided by the University of Illinois Statutes, a faculty member may always consult the campus Faculty Advisory Committee.
7. Either the Member or the Director may call for a Broader Review to replace the standard Annual Review. This call should be grounded in the results of at least the two immediately previous annual reviews, in which a pattern reveals the need for deeper scrutiny of the record in order to more fully understand the Member's performance or to ascertain whether the annual reviews have adequately assessed significant aspects of the record.
  - a. The Broader Review should be requested, in writing, at the beginning of the annual faculty review process or at the beginning of the academic year.
  - b. The person, either Member or Director, who requests the Broader Review should submit the request to the other party (Member or Director), with copies to the members of the Executive Committee and to the Dean of the College of Fine and Applied Arts.
  - c. The document requesting to initiate the Broader Review should specify the grounds for the Broader Review and explain why these grounds have not been and cannot be adequately addressed by the Annual Review process.
  - d. The Director shall appoint an ad hoc committee to conduct any Broader Review. This committee, the Director, and the Member shall formulate, in writing, the elements and structure of the review before the process begins.
  - e. Should the Director, ad hoc committee, and Member decide that the process will include solicitation of external letters, the directions of Communication No. 9 from the Office of the Provost will be followed.
  - f. The results of the Broader Review will be considered with the other annual reviews in the School of Music during that academic year.
  - g. The Member may appeal the outcome of the Broader Review to the School of Music Grievance Committee, Executive Committee, or Director, and may continue the appeal to the Dean of the College of Fine and Applied Arts and to the campus Faculty Advisory Committee.

## **B. THIRD-YEAR REVIEW**

1. When a faculty member reaches tenure code "3" in the probationary period, a formal, written review of the faculty member's progress shall be produced during the spring semester in accordance with the then-current version of Communication No. 13 from the Office of the Provost.
2. This Third-Year Review shall include an assessment of the faculty member's strengths and weaknesses within each category of performance that will be gauged in the final tenure review, and it shall clearly state expectations for the years remaining in the probationary period.

3. The general procedure outlined for tenure review in Section IV.D.1-4 shall be employed also for the Third-Year Review. Details of the procedure, including the decision to solicit or not to solicit external letters will be determined by the Director.
4. A draft of the results of the Third-Year Review shall be reviewed and approved by the Dean of the College of Fine and Applied Arts and by the Executive Committee of the School of Music, after which the results shall be given in writing to the faculty member and made part of the faculty member's School of Music personnel file.
5. The results of the Third-Year Review do not determine future decisions on promotion and tenure.

## **VI. AWARDING OF EMERITUS/EMERITA STATUS**

The rank of Professor Emeritus/Emerita or Associate Professor Emeritus/Emerita is an honorary status granted a retired faculty member<sup>1</sup> to acknowledge a distinguished professorial career that made significant contributions to the University of Illinois School of Music (SoM) and the University at large. The SoM may recommend emeritus/emmerita status at the time of retirement or after retirement. Emeritus/Emerita status may be bestowed posthumously.

### **A. CRITERIA FOR CANDIDACY**

1. The granting of emeritus/emmerita status, a distinctive title given at the time of permanent retirement from full-time university employment (either at the University of Illinois or elsewhere), shall be determined by the Director and SoM Promotion and Tenure Committee. All policies shall be in accordance with the Policy for Awarding Emeritus/Emerita Status, Provost Communication No. 12.
2. The bestowal of emeritus status is in "recognition of honorable service to the University" (Comm. 12, "Overview"), which distinguishes it as an earned honor, not a right.
3. Consideration of elevation to the rank of Professor Emeritus/Emerita or Associate Professor Emeritus/Emerita will be based on the following criteria:
  - a. The candidate should hold the title of Professor or Associate Professor at the time of retirement;
  - b. Emeritus status will not ordinarily be granted to an individual who has served less than six years of full-time employment within the SoM.
    - i. If during the six-year period the professor works in another area of the University, the specific contribution to the SoM must be demonstrated.

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<sup>1</sup> According to University of Illinois policy, faculty includes (a) those in the professorial ranks, i.e., professors and associate professors; (b) research, clinical, and teaching faculty; and (c) teaching associates of University High School. Therefore, all references to "Professor" and "Associate Professor" throughout this policy shall be assumed to include Teaching, Clinical, and Research Professors and Associate Professors.



- c. Evidence of the candidate's significant contributions to the SoM and University through teaching, research, service, and/or public engagement.

## **B. ENDOWED APPOINTMENTS**

Endowed positions may not be held after retirement. However, the SoM may recommend that a person be bestowed the additional honorific title of Emerita/Emeritus or "Name of Endowed Appointment" Emerita/Emeritus.

## **C. DIRECTORSHIPS**

A director may retain at the time of retirement their last administrative title, followed by "Emeritus/Emerita."

## **D. PROCESSES**

1. Nominations for Emeritus/Emerita status may be initiated by the Director, a current or retired SoM faculty member (preferably from the nominee's area) who is familiar with the nominee's professional contributions and honorable service, or the candidate. Nominations are to be initiated within two years following the declaration of retirement by the candidate. The nomination must include a current curriculum vitae and a letter that provides evidence of the nominee's qualifications in the areas of teaching, research, service, and/or public engagement.
2. The Director notifies the SoM Promotion and Tenure Committee in writing that the process has been initiated. The Committee reviews the material, deliberates, and delivers its recommendation to the Director in the form of a committee vote tally. In the case of a positive recommendation, the committee will also provide a written evaluation, which the Director will review and decide whether to advance the nomination to the Dean. That process begins with the Director's completion of the Transmittal for Emeritus/Emerita Status Request and the writing of a brief letter of support. (The "Transmittal form for Emeritus/Emerita Status Request" may be found on the Provost's website.) The Director sends the form, letter, and any necessary supporting materials to the Dean. The recommendation will then be reviewed by the Dean and Provost, and upon their approval it will be submitted to the Board of Trustees via the President.
3. If Emeritus/Emerita status is requested in more than one unit, all relevant units and colleges must review the candidate.

## **E. EMERITUS PRIVILEGES**

The privileges associated with having been granted the rank of Professor Emeritus/Emerita or Associate Professor Emeritus/Emerita are as follows:

1. Lifetime listing indicating the rank of Professor Emeritus/Emerita or Associate Professor Emeritus/Emerita in University catalogues and directories;
2. Physical and online library access privileges via an I-card that includes the emeritus/emmerita title;
3. Email access per University policies related to retired faculty and staff;

4. Participation in University public ceremonies and processions with use of appropriate regalia;
5. Based on space and/or resource availability and the recommendation of the Director, and with the concurrence of the Dean and Provost, use of office and/or studio space; equipment, and other campus facilities to support creative and/or scholarly work and/or educational activities; and
6. Authorization to serve on thesis committees or engage in other research or educational activities within the SoM based on permission of the Director and with recommendations from the thesis advisor and committee.

## **F. OBLIGATIONS**

Emeritus/Emerita faculty are expected to uphold the SoM mission and vision in their professional activities. Emeritus/Emerita faculty have an obligation to cite the University of Illinois School of Music as their academic affiliation when university resources and/or university facilities are used in the performance of their professional or scholarly activities.

## **G. LENGTH OF TERM**

The appointment of Professor Emeritus/Emerita is for life, subject to University standing regulations on conduct and performance.

## **H. ADJUNCT AND PART-TIME SERVICE**

1. Emeritus/Emerita faculty are eligible to be appointed as adjunct studio faculty or part-time lecturers, according to the guidelines of the University. Retired faculty who plan to return part-time to teach in a department are encouraged (but not required) to seek emeritus/emmerita status. Similarly, faculty who plan to continue their research activities in a department are encouraged to seek emeritus/emmerita status. The unit also may consider providing a 0% research faculty position, especially if the faculty member plans to apply for external funding.
2. Emeritus/Emerita faculty are encouraged to contribute their knowledge and skills to the intellectual and cultural life of the university. The SoM Administration shall provide an environment which encourages Emeritus/Emerita faculty to continue to make contributions to the campus consistent with funding and the desire of the Emeritus faculty member.

## **VII. COMMITTEES**

### **A. STANDING COMMITTEES REQUIRED BY THE UNIVERSITY OF ILLINOIS**

#### **1. Executive Committee**

##### **a. Duties**

The Executive Committee shall have the responsibility to advise the Director on the formulation and execution of School policies and in matters of the budget, the relative size of faculty salary increases, and any other matters brought to it by the Director or any Member of the School of Music. Members shall act as liaisons between the Director and

the Areas for the purpose of communicating non-confidential administrative actions pertinent to the school. The Director shall provide the Executive Committee with any budgetary information that any member of the committee requests. The Executive Committee shall encourage participation in all areas of the operation of the School of Music.

**b. Membership**

The Executive Committee shall consist of ten elected Faculty members, one from each Area. All Faculty members with the rank of Professor or Associate Professor and with at least a fifty-one percent appointment in the School shall be eligible to serve.

**c. Term**

A term is defined as two years. No Faculty member who has served on the Committee for two consecutive terms shall be eligible to serve a third successive term.

Terms shall be rotating. Five members will be elected each year for two-year terms.

**d. Election**

- i. Elections shall take place in the spring semester for a committee to begin serving at the beginning of the following academic year.
- ii. Elections shall be administered by the Director's office. Ballots will be distributed one week prior to the deadline for receipt of completed ballots in the Director's office. A system to prevent the use of proxies or other irregularities shall be implemented by the Director's office. Votes shall not be cast or counted cumulatively.
- iii. The initial Area ballots shall include the names of all eligible Faculty members in the Area, except those who have previously indicated an unwillingness to serve to the Director's office, as well as a description of the duties of the Executive Committee.
- iv. The top two vote getters shall stand for election in the next round. Anyone who is planning to be on leave during the two-year term period who indicates willingness to serve thus commits to full participation during the leave period. Any not willing to serve shall be replaced by those receiving the next highest number of votes in the initial balloting. The willingness to serve of replacement nominees shall be ascertained by the Director's office.
- v. The Area Members shall be presented with a final ballot containing the names of the nominees in their Area willing to serve resulting from the initial balloting. The elected Members will begin serving their two-year terms at the beginning of the next academic year. Ties shall be broken by the Director.
- vi. The Director's office will inform the Members of the election results within two working days of the deadline for receipt of final ballots. The entire election process, from distribution of initial ballots to Member notification, shall be completed within a three-week period.
- vii. If an elected member vacates a seat on the Committee, the vacancy shall be filled by one of the following methods, to be determined by the Director: the person receiving

the next highest number of votes in the most recent election; special election; the seat will remain vacant until the next election and added to the number of those needing to be elected.

- viii. A record of the votes shall be kept in the Director's office for a minimum of six years and made available to the Members upon request.

## **2. Promotion and Tenure Committee**

### **a. Duties**

The Promotion and Tenure Committee shall advise the Director on faculty and specialized faculty promotion and tenure cases, third-year reviews, and the granting of emeritus/emerita status.

### **b. Membership**

The Promotion and Tenure Committee shall consist of seven tenured members, at least five of whom shall be full professors, and one Specialized Faculty at-large member to join deliberations in promotion cases of Specialized Faculty.

### **c. Term**

A term is defined as two years. Among tenured Faculty, no Faculty member who has served on the Committee for two consecutive terms shall be eligible to serve a third successive term.

Terms shall be rotating. In even-numbered years, four members will be elected for two-year terms. In odd-numbered years, three members will be elected for two-year terms.

### **d. Election**

- i. Elections shall be completed during the spring term for a committee to begin serving at the beginning of the following academic year, to be held following the election of the Executive Committee.
- ii. Elections shall be administered by the Director's office. Ballots will be distributed and submitted one week prior to the deadline for receipt of completed ballots in the Director's office.
- iii. The initial ballot shall include the names of all eligible Faculty members who are willing to serve, as well as a description of the duties of the Promotion and Tenure Committee. The Members shall be asked to vote for up to the number of committee members needing to be elected (i.e., four in even-numbered years, three in odd-numbered years), and for one Specialized Faculty at-large member to be elected by Specialized Faculty members to join deliberations in promotion cases of Specialized Faculty.
- iv. The nominees (eight in even-numbered years, six in odd-numbered years, more in the case of ties) receiving the highest number of votes shall be asked individually by the Director if they will serve if elected. Faculty members planning to be on leave during the two-year term period who indicate willingness to serve thus commit themselves

to full participation during the leave period. Any faculty members not willing to serve shall be replaced by those receiving the next highest number of votes in the initial balloting.

- v. The Members shall be presented with a final ballot containing the names of those, willing of the appropriate rank, to serve who received the highest number of votes. The Members shall be asked to vote for up to the number of committee members needing to be elected (i.e., four in even-numbered years, three in odd-numbered years). The four (in even-numbered years) or three (in odd-numbered years) receiving the highest number of votes shall be elected and begin serving their two-year terms at the beginning of the next academic year. Ties shall be broken by the Director.
- vi. The Director's office will inform the Members of the election results within two working days of the deadline for receipt of final ballots. The entire election process, from distribution of initial ballots to notification, shall be completed within a three-week period.
- vii. If an elected member vacates his/her seat on the Committee, the vacancy shall be filled by the person who received the next highest number of votes in the election.
- viii. A record of the votes shall be kept in the Director's office for a minimum of six years and made available to the Members upon request.

### **3. Grievance Committee**

#### **a. Duties**

The Grievance Committee shall consider formal grievances from Members concerning actions or policies of the School of Music or of any of its administrators, support staff, members, or professional associates. In particular, grievances that allege violations of the *Bylaws of the School of Music* shall be brought to this Committee. Excluded from consideration by this committee are (1) grievances related to discrimination by reason of, race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service, which should be made to the University's Office of Diversity, Equity, and Access; (2) grievances that relate to academic freedom and tenure, which should be brought before the Senate Committee on Academic Freedom and Tenure; and (3) grievances and appeals that arise from the tenure review process, which are mentioned in IV.D. and are described in detail in Communication No. 9 from the Office of the Provost.

#### **b. Membership**

The Committee shall be comprised of five tenured Faculty members, elected by the Members through a single round, simple majority ballot. Any member named as appellant or respondent in a specific case will be replaced for that case only, on an ad hoc basis, by the Director.

#### **c. Procedures**

- i. The formal grievance shall be explicitly state in writing. The respondent(s) shall be given the opportunity to reply in writing. The appellant shall be given the opportunity to reply to the respondent(s) in writing.
- ii. All committee deliberations shall be confidential.
- iii. The appellant shall have the right to be accompanied by an advisor of her/his choice at any and all stages of the grievance process.
- iv. Grievance procedures shall proceed in a timely manner; time-frames and concluding point will be specified at the outset of each proceeding.
- v. The findings of the Grievance Committee shall be communicated in written form to the appellant, the respondent(s), and the Director. If the respondent is the Director, the findings shall be communicated in written form to the Executive Committee of the School of Music and to the Dean of the College of Fine and Applied Arts. A copy of the findings shall be placed permanently in the School of Music personnel file of the respondent(s) and removed only if the Committee's findings are specifically reversed by the campus Faculty Advisory Committee, to which either the appellant or the respondent(s) may appeal.

#### **4. Fairness in Grading Committee**

##### **a. Duties**

The Fairness in Grading Committee shall follow the procedure for review of alleged capricious grading as described in the *Code of Policies and Regulations Applying to All Students* current at the time of review. It shall also serve as a School of Music Appeals Committee to hear appeals of findings and/or penalties for infractions of academic integrity in cases in which the penalty is less than a failing grade for the course. In this role it shall follow the procedure for such appeals described in the current *Code*.

##### **b. Membership**

The Committee will be comprised of five tenured Faculty members, elected by the Members through a single round, simple majority ballot. Any committee members having a possible conflict of interest regarding a specific case will be replaced on an ad hoc basis by the Director.

### **B. OTHER STANDING COMMITTEES**

#### **1. Duties**

Each standing committee shall carry out those tasks assigned or delegated to it by the Director or appropriately brought to it by any Member. Each committee shall make its recommendations to the Director and shall provide a report to the Members on its activities at least once each academic year.

## 2. Appointment

Standing committees of the School of Music, with the exceptions of the Executive Committee, the Promotion Committee, and the Fairness in Grading Committee, shall be appointed annually by the Director after consultation with the Executive Committee. When appointing members to these committees, the Director shall endeavor to ensure a wide range of viewpoints and experience and to enable all Members who so desire to participate in School of Music governance. The size of each committee shall be determined by the Director. All standing committees, with the exceptions of the Executive Committee and the Promotion Committee, shall include at least one student representative.

## 3. List of Standing Committees and Responsibilities

**The Technology Advisory Committee** provides advice to the Director on matters concerning instructional and research technology and assists Members in gaining access to appropriate equipment.

**The Graduate Committee** shall include the Coordinator of Graduate Studies as an ex officio member. The Committee provides advice to the Director on new and revised graduate course and curriculum proposals for submission to the Members, the College of Fine and Applied Arts, and the Graduate College. The Committee also makes recommendations on graduate student petitions.

**The Music Library Committee** represents the interests of the Members to the Music Library professional staff in all areas of library operation.

**The Performance Studies and Activities Committee** acts to enhance and facilitate cooperation and mutual awareness among those Members primarily concerned with performance.

**The Undergraduate Committee** shall include, ex officio, the Coordinator of Undergraduate Studies. The Committee provides advice to the Director on new and revised undergraduate course and curriculum proposals for submission to the Members and the College of Fine and Applied Arts.

**The Lyric Theatre Advisory Committee** shall meet at least once per semester to review matters pertaining to School of Music faculty and students who are stakeholders in Lyric Theatre productions. The Committee shall be chaired by the Director of the School of Music and shall include the Lyric Theatre Area Chair, Director of Orchestras, Director of Choral Activities, Director of Bands, Illinois Modern Ensemble conductor, and Area Chairs of Voice, Strings, and Woodwinds, Brass, and Percussion.

## 4. Formation of New Standing Committees

After consultation with the Executive Committee, the Director may formally constitute a new standing committee and charge it with specific tasks/responsibilities in all cases in which this is appropriate.

## **C. AD HOC COMMITTEES**

### **1. Duties**

An ad hoc committee shall carry out those tasks assigned to it by the Director and shall report on its work to the Director and, at the option of the Director, to the Members at large.

### **2. Appointment**

Ad hoc committees may be appointed and their charges assigned by the Director. An ad hoc committee may not be appointed to perform tasks normally assigned to a standing committee.

## **VIII. CURRICULA AND COURSES**

### **A. DEGREE PROGRAMS**

Implementation and revision of undergraduate degree programs shall fall under the jurisdiction of the Undergraduate Committee; graduate degree programs under the Graduate Committee.

#### **1. Undergraduate Degrees**

Proposals for new or revised undergraduate degree programs may be submitted by any Member. Consideration of such proposals shall begin with the Area(s) teaching the courses that constitute the major field of that degree. Upon recommendation of the Area(s), the new or revised program shall be considered by the Undergraduate Committee, which shall report its recommendations to the Membership. The Faculty shall, by vote, make its recommendation to the Director. If passed, the proposal, with the Director's recommendation, shall then be forwarded to the Dean of the College of Fine and Applied Arts.

#### **2. Graduate Degrees**

Proposals for new or revised graduate degree programs may be submitted by any member of the Graduate Faculty holding an appointment within the School of Music. Consideration of such proposals shall begin with the Area(s) teaching the courses that constitute the major field of that degree. Any alteration in the degrees of Master of Music in Performance and Doctor of Musical Arts in Performance and Literature must be considered by all Areas providing instruction in performance. Upon recommendation of the Area(s), the new or revised curriculum shall be considered by the Graduate Committee, which shall report its recommendations to the Faculty. The Faculty shall, by vote, make its recommendation to the Director. If passed, the proposal, with the Director's recommendation, shall then be forwarded to the Dean of the College of Fine and Applied Arts.

### **B. COURSES**

1. Courses in Music that are available only to undergraduates fall under the jurisdiction of the Undergraduate Committee; those that are available only to graduate students are under the Graduate Committee; those available to both undergraduate and graduate students are under both committees.

2. A proposal for a new or revised course may be submitted by any Member. Initial consideration



of the proposal shall take place within the Area of which the person assigned/proposed to teach the course is a member. If other units are involved, the Area shall consult with the other units, as required on the Course Outline form, and shall forward its recommendation to the appropriate committee. Each of the committees shall consider the proposed course or revision and make its recommendation to the Director. In the case of courses available only to undergraduate students or available to both undergraduate and graduate students, the course proposal shall be presented at a Faculty meeting. Upon the recommendation of the Members, the proposal may either be referred back to those who submitted it for revision, or forwarded to the Dean of the College of Fine and Applied Arts with the Director's recommendation. In the case of courses available only to graduate students, the Director may forward the proposal to the Dean of the College of Fine and Applied Arts or consult with those Members holding membership in the Graduate Faculty before making a recommendation.

### **C. ACCREDITATION**

All curricula and courses in the School of Music shall conform to the letter and spirit of all current guidelines and requirements of the National Association of Schools of Music.

## **IX. MEETINGS OF THE MEMBERS**

### **A. ORDINARY MEETINGS**

The Members of the School of Music shall meet at least once during each semester. The Director may call additional meetings as needed. The Members shall receive written notice of the meeting and its agenda no less than seven calendar days in advance of the meeting.

### **B. SPECIAL MEETINGS**

The Director shall call a special meeting of the Members at the request of a simple majority of the Executive Committee or upon receipt of a petition signed by ten Members. The request or petition must include the agenda for the meeting, and debate and action at the meeting shall be limited to that agenda. The meeting must take place no later than two weeks after the Director's receipt of the request or petition and no less than seven calendar days after the Members have been sent notice of the meeting and its agenda. The entirety of each period described above must occur while classes are in session during the Fall or Spring semester.

### **C. EMERGENCY MEETINGS**

The Director may call an emergency meeting of the Members. Notice of the meeting and its agenda must be delivered to the Members no less than one full working day prior to the time of the meeting. Debate and action shall be limited to that agenda.

### **D. PROCEDURES**

#### **1. Agenda**

For ordinary and emergency meetings, the agenda and order of business shall be established by the Director. The agenda and order of business for special meetings must be contained in the request or petition calling for such a meeting. Any item of business submitted by a standing committee shall be included on the agenda for the next meeting, as shall any item or

resolution filed by three or more Members, provided that such items or resolutions are submitted at least seven calendar days prior to the meeting at which they will be considered.

## **2. New Business**

Items not included on the agenda may be introduced as new business by any Member. Items introduced as new business may be discussed or referred to committee, but no final action may be taken until a subsequent meeting, unless the Director has declared the item to be an emergency item and has provided at least 24 hours' notice to the Members that action will be taken at the emergency meeting.

## **3. Quorum**

A quorum shall consist of two-fifths of the number of persons included under the definition of Members, reduced by the number of Members on leave. The Director's office shall determine this number at the beginning of each semester.

## **4. Voting**

A vote may be taken at a meeting only if a quorum is present. Only Members who are present at a meeting may vote on any matter during the meeting. Voting shall ordinarily be by voice vote, but a vote by show of hands may be requested by any Member. A motion to employ a paper ballot is not debatable and shall require a simple majority.

## **5. Rules of Order**

All meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, the implementation of which is the responsibility of the Parliamentarian.

## **E. MINUTES**

The minutes of every meeting shall be recorded and distributed by the Director's office to the Members prior to the next meeting.

## **X. INTERPRETATION AND EXECUTION**

- A. It shall be the responsibility of the Director of the School of Music to interpret and execute these Bylaws.
- B. Members of the School of Music may appeal the Director's interpretation and execution of these Bylaws to the Executive Committee of the School of Music, and beyond the School of Music, according to principles articulated in the University of Illinois Statutes.

## **XI. AMENDMENT OF THESE BYLAWS**

- A. A petition for amendments to these Bylaws must be signed by at least ten Members, must include the exact wording of the proposed change, and must be submitted to the Director of the School of Music. The Director shall then schedule a meeting of the Membership to act upon the proposed amendment. The Members shall receive the exact text of the amendment at least two weeks before

the meeting.

- B. The proposed amendment shall be presented as a formal motion, which will be open for discussion and amendment. Amendments to the main motion will require a majority vote for passage, while the main motion will require a two-thirds affirmative vote of those present, which must also exceed one-half of the number of Members eligible to vote in a given semester.