**Bylaws of the Department of Art**

 **University of Wisconsin Oshkosh**

 **Approved May 8, 2018**

All actions or decisions of the Department must be in accord with policies and procedures of the Board of Regents; University of Wisconsin System Policies; and the University of Wisconsin Oshkosh Faculty and the Faculty and Academic Staff Handbook. In governing Departmental affairs, the above named sources take precedence over these bylaws.

**Article I. MEMBERSHIP**

**Section 1. Definition of Department of Art Membership**

Departmental membership is defined in the Faculty Constitution Article I, Section 1 and Article VIII, Section 3.

**Section 2. Areas of Emphasis**

The Department of Art has six areas of emphasis: 2D Studio, 3D Studio, Art Education, Art History, Design and Interdisciplinary Media Arts. A Department member’s emphasis shall be determined by the published job description at the time of hire, degree specialization, training/professional experience, and teaching experience.

**Section 3. Involvement of Students**

In accordance with the Wisconsin open meetings law, students may attend all open Department meetings.

**Article II. RIGHTS AND RESPONSIBILITIES OF MEMBERS**

**Section 1. Rights and Responsibilities**

Faculty have the rights and responsibilities defined in Article VIII, Section 4 of the Faculty Constitution. Department members and the Priebe Gallery Director and Curator of Collections have both the right and responsibility of full participation in the Department’s academic and educational policy and curriculum and Departmental governance.

**Section 2. Voting**

All decisions in Department meetings shall be determined by majority vote of voting members in attendance. A majority vote is defined as one more than half of the eligible members voting. In the case of a tie vote the motion shall not pass. Curriculum issues will require the approval of a majority of **all** voting members of the Department.

Instructional Academic Staff employees with an appointment of more than one-half time and in at least the fifth semester in the Department are eligible to exercise faculty voting rights in the Department, pursuant to Gov. 6.1 of the Faculty/Academic Staff Handbook.

**Section 3. Department Meetings**

Department meetings shall be held when called by the Department Chair or by request of any Department member to place an item on the agenda for a special meeting. The Department Chair shall preside over Department meetings. A quorum shall consist of a simple majority of the voting Department members.

The sources for parliamentary rules governing the faculty are described in Article X of the Faculty Constitution. Unless otherwise defined in these bylaws, the most recent edition of Sturgis Standard Code of Parliamentary Procedure shall govern all Department meetings. Minutes will be kept of Department meetings.

With some exceptions, such as sudden emergencies, six-calendar days notice shall be given for any Department meeting. Voting shall not normally be permitted on items not on the agenda. The agenda shall be prepared and distributed by the Chair. Items shall be determined by the Chair or by the request of any member of the Department.Such requests shall be honored as soon as it is possible to add the item to the agenda or to call a meeting.

### Article III. OFFICES

**Section 1. Chair**

*A. Selection of Chair*

The procedure for selection of the Chair is described in Article VIII, Section 6 of the Faculty Constitution. If the office of the Chair becomes vacant, a replacement shall be selected according to the procedure in Article VIII, Section 6, of the Faculty Constitution. The Chair shall be appointed for a three-year term.

*B. Recall of Chair*

The procedure for removal of a Chair is described in Article VIII, Section 6 of the Faculty Constitution.

*C. Duties and Responsibilities*

The responsibilities of the Chair are defined in Article VIII, Section 5, of the Faculty Constitution. The Chair shall serve as the non-voting chair of the Executive and Budget Committees.

**Article IV. COMMITTEES**

**Section 1. Governance**

The Department of Art shall operate as a representative form of governance with elected committee members empowered to act on behalf of the Department as a whole.

The Department of Art shall be organized into standing committees; with ad hoc committees, as determined necessary by the Executive Committee. Unless otherwise stated each committee shall elect its own chair and recorder. The actions of all Department committees shall be recorded in minutes which shall be given to the Academic Department Associate in the Department Office, posted electronically and made available to the Department members. All members of the Department of Art may attend any committee meeting in a non-voting capacity. The only exception to this is meetings that deal directly with personnel matters.

The term of office for a standing committee shall be two years, with one-half of the members being elected each year. In the case of a new committee one-half shall be elected to one year terms and one-half elected to two-year terms. Unless otherwise noted, committee members may succeed themselves.

Each committee will consist of five members, one from the Studio areas of 2D, 3D, and IMA; one from Art Education, one from Art History; one from Design; and one at-large. Any emphasis lacking an adequate number of faculty to serve on a committee (e.g., should there be only one Art Education Professor who is serving as Department Chair), will fill the vacancy by selecting a member at-large.

The sources for parliamentary rules governing the faculty are described in Article X of the Faculty Constitution. Unless otherwise defined in these bylaws, the most recent edition of Sturgis Standard Code of Parliamentary Procedure shall govern all Department committee meetings.

Unless otherwise noted, the election of Department standing committees shall be at the first full Department meeting in the fall semester.

**Section 2. Committee Voting**

All decisions in Department committee meetings shall be determined by majority vote of voting members in attendance. In Department committee meetings the decision of the majority of eligible members voting shall be the decision of the Department, unless otherwise defined in these bylaws.

**Section 3. Standing Committees and Their Duties**

*A. Personnel Committee*

1. The Personnel Committee consists of all tenured members of the Department.

2. Duties and Responsibilities:

1. The Committee shall make recommendations for renewal/non-renewal of tenure track faculty and forward its recommendation to the next level of review.
2. The Committee shall make tenure decisions on tenure track faculty and forward its recommendation to the next level of review.
3. The Committee shall serve as the Post-Tenure Review Committee, and consists of all tenured members of the Department except the faculty member who is being evaluated for Post-Tenure Review. The committee shall make a recommendation and forward it to the next level of review.
4. The Committee shall review all Departmental Curriculum Modification Requests and Reports and make a recommendation to the COLS Dean.

*B. Promotions Committee*

The Promotions Committee consists of all those Department members who hold a higher rank than the person being considered for promotion. The Committee shall make a recommendation and forward it to the next level of review.

*C. Executive Committee*

1. The Department Chair shall serve as the chair and a non-voting member of the Executive Committee.

2. The Executive Committee shall be elected during the first week in May of each year, with three members elected one year (for a two year term), and two members elected the subsequent year (for a two year term).

3. Eligibility for the Executive Committee shall be attained after one complete year of department membership. At least three of the elected members must be selected from faculty holding tenure when possible.

4. Duties and Responsibilities:

1. Develop department policy, vote on policy recommendations, and when necessary, forward policy recommendations to the appropriate committee or the full faculty.
2. Serve as a departmental grievance committee, either at the request of the chair or any member of the Department.
3. Provide a forum for appeal and reconsideration of decisions affecting the Department.
4. Serve as the nominating committee for all other standing committees. A slate of committee nominees shall be presented at the first full Department meeting in the fall semester.
5. Schedule all classes taught by faculty and academic staff.
6. Determine academic staff assignments throughout the academic year. Between the last day of spring semester and the first day of fall semester, as needed, the Chair shall determine academic staff assignments.
7. Identify, as necessary, vacant faculty positions and possible new positions,complete the appropriate documents, and bring them for approval to the Department.

*D. Merit Committee*

1. The Merit Committee consists of four tenured or tenure-track faculty members, one from the Studio areas of 2D, 3D, and IMA; one from Art Education, one from Art History; one from Design; Faculty members in their first year of service are not eligible to serve on the Merit Committee.

2. Members shall be elected to two-year, non-consecutive terms.

3. Terms shall begin in the first year of the new merit cycle.

4. Duties and responsibilities are outlined in the Department of Art Merit Policy.

*E. Budget Committee*

1. The Department Chair shall serve as the chair and a non-voting member of the Budget Committee.

2. Duties and Responsibilities:

1. Oversee the Department of Art budget allocation for supplies and equipment, vending, student assistant, work-study, and LTE (models and lab technician).
2. Distribute area budget allocations, student assistant and work-study allocations.
3. Review requests for additional funding from the Department budget and ensure Department needs are reviewed and priorities met.
4. Review requests and make recommendations for expenditures from donations and/or external funds.

*F. Curriculum Committee*

1. The Curriculum Committee will consist of six members including the five members, as described in Section 1 of this Article, and the Foundations Coordinator.

2. Duties and Responsibilities: The Committee shall, on call of the Department Chair, a vote of the faculty, or the Chair of the Committee, work to formulate any changes involving the Department of Art curriculum.

3. The Committee shall elect two of its members to serve as the Department’s Post-Foundation Portfolio Review subcommittee.

1. The Post-Foundation Portfolio Review subcommittee shall oversee the distribution of information, schedule and coordination of the Review.

4. Review Post-Foundation Portfolio Review results and revise procedures as deemed necessary.

5. All curriculum changes shall be submitted for review and for possible approval of the faculty in a general Department meeting.

6. The Curriculum Committee will serve as the ad hoc Assessment Committee in bi-annual years when assessment is due.

a) The ad hoc Assessment Committee will gather the data necessary to prepare the bi-annual assessment report, prepare the assessment report, and present the report to the Executive Committee for review and approval prior to departmental level review.

*G. Search and Screen Committee*

1. A Search and Screen Committee for each prospective faculty search shall be elected for a one-year term. Each Search and Screen Committee will consist of five members as described in Section 1 of this Article.

2. Duties and Responsibilities: Each Committee will act in accordance with the policies outlined in the Faculty/Academic Staff Handbook. Each Committee will be responsible for: reviewing applications, identifying and interviewing candidates and preparing Affirmative Action materials. Each Committee’s hiring recommendation is forwarded to the Department Chair and then to the Dean.

3. Participation from all Department members is encouraged, and comments from all members will be reviewed by each Committee member before a recommendation is made.

*H.**Public Relations Committee:*

The Public RelationsCommittee consists of five Department members elected at large. The duties and responsibilities are, but are not limited to: coordinating preview day activities, developing brochures and posters for the Department of Art, attending local career days and coordinating High School Art Day. The Public Relations Committee will oversee the implementation of the post-graduate survey and present results to the ad hoc Assessment Committee.

**Section 4. Liaisons and Their Duties**

*A. CAPP Liaison*

The CAPP Liaison shall coordinate with the COLS CAPP program, review CAPP instructors, and make recommendations regarding hiring.

 *B. Health & Safety Liaison*

The Health & Safety Liaison shall ensure that the Department and all studios are in compliance with health and safety standards. The Health & Safety Liaison shall serve as a point of contact for all department members regarding these standards and any safety concerns.

**Article V. BYLAWS**

**Section 1. Ratification of Bylaws**

Approval of the bylaws requires a two-thirds vote of the eligible Department members in attendance at a Department meeting, who choose to vote, and approved in accordance with current university procedures by the Faculty Senate.

**Section 2. Amendments to Bylaws**

Proposed amendments to the bylaws can be placed on the agenda of a Department meeting at any time, by any member of the Department. To become effective, any amendment must be passed by a two-thirds vote of eligible Department members in attendance, who choose to vote, and approved in accordance with current university procedures by the Faculty Senate.

**Section 3. Review of the Bylaws**

The bylaws will be reviewed at least every five years. The College of Letters and Science Dean’s Office faculty Committee will review these by-laws before submission to Faculty Senate.

**Article VI. SOS Policy**

To meet procedural expectations during periods of review, the Student Opinion Survey (SOS) is the accepted evaluation form in the Department of Art. The Department of Art uses the approved Department of Art form of SOS for both faculty and instructional academic staff.

Tenured faculty should submit scores from at least 50% of classes taught in the period under review. Tenure track faculty and instructional academic staff should submit scores from every class taught during the period under review.

SOS scores shall constitute no more than 50% of the total teaching evaluation. The College mean will serve as a contributing benchmark for performance expectations. A table that summarizes data for all SOS scores submitted should accompany submitted the SOS reports and should cover questions 4-14.

The Department of Art SOS policy is in accordance with the Department of Art Policy on Reappointment, Tenure and Promotion, the Department of Art Post Tenure Review Policy, the Department of Art Merit Policy, College of Letters and Science Policies on Reappointment and Tenure, and Post-Tenure Review Policies, and with FAC 6.6.

Approved by Faculty Senate – May 8, 2018