

COLLEGE OF MUSIC CHARTER AND BYLAWS

Amended by the faculty May 8, 1999.

Revised by the FAC 2006, and 2008-2009.

Ratified by the College of Music Faculty, October 26th, 2009.

Revised by the FAC 2009-2010.

Ratified by the College of Music Faculty, September 1, 2010.

Revised by the FAC 2012-2013.

Ratified by the College of Music Faculty, September 24, 2013

Should there be any discrepancy between these Bylaws and University policy, the University policy shall take precedence.

PREAMBLE

The mission of the College of Music is:

To provide a dynamic, diverse, and comprehensive learning environment for both future professionals and the broader university community in which each student's fullest musical potential may be achieved.

To promote the highest standards of excellence and to generate the most significant professional impact in all areas of scholarly and artistic activity.

To cultivate new music, interdisciplinary collaborations and new approaches to scholarship, performance, and education.

To affirm the fundamental value of music in educational settings and in society at large, going beyond advocacy to enhance the musical life of the broader community, from local to international.

Subject to the authorities governing the University of North Texas, the faculty of the College of Music does hereby specify the organization of the college and the principles and procedures under which the college will operate.

ARTICLE I THE FACULTY

Section 1.1 Membership of the Faculty—All persons holding a tenured, instructional, or probationary appointment in the College of Music at the rank of Full Professor, Resident Artist, Associate Professor, Assistant Professor, and full time faculty members holding

the titles of Lecturer, Senior Lecturer and Principal Lecturer will be voting members of the faculty.

Section 1.2 Meetings—A regular meeting of the faculty will be scheduled at the beginning of each academic year. Subsequent meetings of the faculty may be held at the call of the Dean, the Council of Division Chairs, the Faculty Advisory Committee, or on written petition from twenty percent (20%) of the faculty as defined in Section 1.1.

Section 1.3 Notification of Meetings—Official notification of College of Music faculty meetings will be provided at least fourteen (14) class days in advance of the meeting and must include the Agenda. Items may be added to the Agenda by a member of the faculty if they are submitted to the Faculty Advisory Committee at least seven (7) class days prior to the meeting. Final approval of the Agenda rests with the Faculty Advisory Committee.

Section 1.4 Parliamentary Procedures—For all faculty business other than revision of the Charter and By Laws, a quorum consisting of fifty percent (50%) plus one of the voting members of the faculty must be present to conduct official business. In all parliamentary questions Robert's Rules of Order (Newly Revised Edition) will apply.

Section 1.5 Proxies—Faculty members who cannot attend a meeting may assign proxies for votes on issues. Proxies must be sent to the Faculty Chair, as defined below in Article III, Section 3.4, no less than forty eight (48) hours before the meeting.

Section 1.6 Records and Minutes—Minutes will be recorded by the Faculty Secretary at all meetings of the College of Music faculty. The minutes will be a matter of record and sent electronically to all full-time faculty within fourteen (14) class days.

Section 1.7 Organization—The Faculty Chair will preside at all general meetings of the College of Music faculty. The faculty will elect a secretary who will serve a one-year term. The faculty will elect a parliamentarian who will serve a one-year renewable term.

ARTICLE II COLLEGE OF MUSIC COMMITTEES AND COUNCILS

Section 2.1 General Provisions—The College of Music will have plenary faculty-elected committees as well as committees with a representative elected by each division. Faculty-elected committees will be the Faculty Advisory Committee and the Personnel Affairs Committee. Service on all elected committees will be staggered terms of three years. Members of plenary faculty-elected committees are not eligible for reelection until at least one academic year after the expiration of their previous term in office. Faculty may not hold simultaneous membership on more than one plenary faculty-elected committee.

Section 2.1.1 Faculty Elections—Responsibility for conducting elections will be delegated to the office of the Associate Dean for Academic Affairs with oversight by the Faculty Parliamentarian. Annual elections will be conducted in the following order:

Faculty Advisory Committee, Reappointment Promotion and Tenure Committee, Personnel Affairs Committee, elected members of the Graduate Council, Faculty Secretary, and Faculty Parliamentarian. Faculty members may have their name removed from a ballot by notifying the Associate Dean for Academic Affairs prior to the first voting period.

Annual elections will be conducted in the following order: Faculty Advisory Committee, Reappointment Promotion and Tenure Committee, Personnel Affairs Committee, and elected members of the Graduate Council.

Section 2.2 Advisory Committees

Section 2.2.1 Faculty Advisory Committee—The Faculty Advisory Committee makes recommendations to the Dean concerning planning, college structure and governance, faculty affairs, and other matters pertinent to the mission of the College of Music. The Faculty Advisory Committee may also make recommendations to members, committees, and/or officers of the University administration.

Section 2.2.2 Community Advisory Committees—The Community Advisory Committees make recommendations to the Dean concerning external relations, development and other matters pertinent to the mission of the College of Music.

Section 2.2.3 Staff Advisory Committee—The Staff Advisory Committee makes recommendations to the Dean concerning staff issues pertinent to the general operational issues of the College of Music.

Section 2.2.4 Student Advisory Committee—The Student Advisory Committee makes recommendations to the Dean concerning student issues pertinent to the mission of the College of Music.

Section 2.2.5. Advisory Council on Diversity—The Advisory Council on Diversity acts in an advisory capacity to the Dean. The council makes recommendations to heighten an awareness of diversity within the College, University, and community.

Section 2.3 Council of Division Chairs—The Council of Division Chairs makes recommendations to the Dean, Associate Deans, and Directors of Undergraduate and Graduate Studies concerning curriculum, allocation of faculty lines, policy, budget, and other matters pertinent to the mission of the College of Music.

Section 2.4 Graduate Council—The College of Music Graduate Council is responsible for all graduate programs in the College of Music and serves as the graduate curriculum committee. The council will study the deletion, modification, or addition of any graduate course, the termination, modification, or creation of graduate programs and make recommendations to the Associate Dean for Academic Affairs to ensure alignment with accreditation standards and university policies. The council administers various tasks in

consultation with the Toulouse Graduate School. Division Chairs are not eligible to be elected as at-large members of the Graduate Council. The election of the College of Music representative to the University Graduate Council is conducted by the Faculty Senate.

Section 2.5 Graduate Degree Committees—Graduate degree committees are responsible for general oversight of respective degree programs. This responsibility includes, but is not limited to, curriculum, policy related to curriculum, waivers in degree plans, graduate examinations and other items pertaining to the business of the respective committees.

Section 2.6 Undergraduate Curriculum Committee—The Undergraduate Curriculum Committee reviews the curricula of all undergraduate programs in the College of Music. The committee is responsible for reviewing recommendations concerning the deletion, modification or addition of any undergraduate course. The committee is responsible as well for reviewing recommendations concerning the termination, modification, or creation of undergraduate programs. The committee makes recommendations to the Associate Dean for Academic Affairs for approval to ensure alignment with accreditation standards and university policies.

Section 2.7 Personnel Affairs Committee and Reappointment Promotion and Tenure Committee—The Personnel Affairs Committee will be responsible for advising the Dean and/or Division Chair concerning faculty appointments, annual peer evaluation, terminations, and salary matters. The Reappointment Promotion and Tenure Committee (whose members also serve on the Personnel Affairs Committee) will be charged with the responsibility for advising the Dean regarding matters of promotion and tenure. The recommendation of the Division Reappointment Promotion and Tenure Committee, the recommendation of the Division Chair, the recommendation of the College Reappointment Promotion and Tenure Committee, and the recommendation of the Dean constitute the formal levels of review for all promotion and tenure cases within the College.

Section 2.8 Other Committees—Other standing committees may be established as deemed necessary by a majority vote of the faculty with the approval of the Faculty Advisory Committee. Ad hoc committees for matters other than grievance will be appointed by the Dean as needs arise.

ARTICLE III ADMINISTRATIVE ORGANIZATION OF THE COLLEGE

Section 3.1 Academic Divisions—Divisions are the basic organizational units of the College of Music. The divisions attend to all business related to their respective areas of responsibility and make recommendations to the appropriate College of Music committee or administrator concerning curriculum, policy, budget, and other matters pertinent to the mission of the College of Music.

Section 3.1.1 Areas—In divisions containing disparate curricular offerings, areas may be

established to define these particular offerings. Areas may be established, combined, or eliminated according to majority division vote, subject to approval of the Council of Division Chairs and the Dean.

Section 3.2 The Dean—The Dean is responsible for the academic and artistic operation of the College. The Dean shares responsibility with the faculty and staff for the definition and attainment of College goals consistent with the mission of the university, for administrative action, and for administering the various components of the College. The Dean conducts an annual review with Division Chairs and faculty regarding the affairs and business of each division and serves as the representative of the College to its many constituencies. As chief administrative officer of the College, the Dean provides leadership for the College in all its endeavors and enforces the spirit and provisions of this charter.

Section 3.3 Associate Deans—The Dean appoints Associate and/or Assistant Deans as appropriate to the administrative needs of the College.

Section 3.4 Faculty Chair—The Faculty Chair will be elected by the Faculty Advisory Committee from among its tenured members to serve a one-year term. The Faculty Chair may serve a maximum of three consecutive terms.

Section 3.5 Director of Undergraduate Studies—The Director of Undergraduate Studies is appointed by the Dean typically from tenured faculty in consultation with the Associate Dean for Academic Affairs for a three-year renewable term. The Director of Undergraduate Studies will coordinate the operation of all undergraduate programs, serve as the chair of the Undergraduate Curriculum Committee, and direct recommendations concerning undergraduate programs to the Associate Dean for Academic Affairs to ensure alignment with accreditation standards and university policies.

The review for the reappointment will involve consideration of the faculty opinion gained through a survey of the voting faculty of the College of Music.

Section 3.6 Director of Graduate Studies—The Director of Graduate Studies is appointed by the Dean from tenured faculty or a pre-tenure faculty member in his/her final year of review for tenure at their time of appointment. The appointment will be made in consultation with the Associate Dean for Academic Affairs for a three-year renewable term. The Director of Graduate Studies will coordinate the operation of the various graduate programs, serve as the chair of the Graduate Council, and direct recommendations concerning graduate programs to the Associate Dean for Academic Affairs to ensure alignment with accreditation standards and university policies.

The review for the reappointment will involve consideration of the faculty opinion gained through a survey of the voting faculty of the College of Music.

Section 3.7 Division Chairs—The Division Chairs are appointed by the Dean with appropriate consultation of the divisional faculty in accordance with procedures and

policies directed by the university. Division Chairs are appointed from among the tenured faculty. In an unusual circumstance, a pre-tenure faculty member in the division may be appointed as chair in his/her final year of review for tenure. The Division Chairs in coordination with the Dean will have academic and fiscal responsibility for their respective divisions within the policies and procedures established by the College of Music and the University.

Section 3.8 Associate Division Chairs, Area Coordinators, and Center Directors—If the size and structure of a Division require Associate Division Chairs and/or Area Coordinators and/or Center Directors, such positions may be created by the Division Chair in consultation with the Dean subsequent to consultation with all division faculty. Associate Division Chairs and/or Area Coordinators and/or Center Directors administer curricular and/or operational responsibilities as recommended by the Division Chair.

ARTICLE IV AMENDMENTS TO THE CHARTER OR BYLAWS

Section 4.1—Amendments will be initiated in one of three ways: (1) by petition containing signatures of at least twenty-five percent (25%) of the College of Music faculty, (2) by two-thirds (2/3) vote of the Faculty Advisory Committee, or (3) by the Dean.

Section 4.2—Proposed amendments will be submitted to and reviewed by the Faculty Advisory Committee during the Academic Year (Fall and Spring terms). Within thirty (30) class days, the proposed amendment will be presented in writing to the faculty with a recommendation from the Faculty Advisory Committee. Any proposed amendment(s) to the charter must be presented in writing to the faculty of the College of Music at least fourteen (14) class days before faculty discussion and subsequent balloting at a special meeting of the faculty.

Section 4.3—In order to amend the Charter and Bylaws, a quorum will consist of two-thirds (2/3) of the College of Music voting faculty. Amendments to the Charter and Bylaws will be ratified by a two-thirds (2/3) paper ballot of those faculty present.

Should a quorum not be present, a proposed amendment to the Charter and Bylaws may be sent to the entire faculty for two-thirds (2/3) ratification if approved by two-thirds (2/3) of the faculty present.

BYLAWS OF THE COLLEGE OF MUSIC

Section 1. General Provisions

- A. Standing committees will be those named in the charter.
- B. Ad hoc committees may be created by the faculty or the Dean to deal with specific issues.

- C. Advisory Committees, the Graduate Council, and the Curriculum Committee will publish the date, time, location and agenda of each meeting one week prior to the meeting. Any faculty, staff, or student may attend meetings of these committees as a non-voting individual with prior approval of the chair, and may be recognized by the chair as deemed appropriate to the agenda.

Section 2. The Faculty Advisory Committee

- A. The Faculty Advisory Committee will:
 - 1. evaluate and recommend modifications to the mission of the College;
 - 2. develop strategies with the faculty, administration, staff and students to implement the mission of the College;
 - 3. facilitate communication within the College;
 - 4. develop and implement evaluation procedures that ensure continuous assessment of governance and all organizational aspects of the College;
 - 5. receive, review, and recommend amendments to the charter and bylaws;
 - 6. receive, review, and respond to faculty grievances and proposals.
- B. Members of the Faculty Advisory Committee are elected by the faculty, and the representation consists of three persons from the full Professor/Associate Professor/Resident Artist/tenured Assistant Professor ranks, two from the untenured Assistant Professor rank, and one at-large member. The Faculty Advisory Committee elects a chair from its tenured membership at the beginning of each academic year. This person also serves as Faculty Chair. Associate Deans and Division Chairs will not be eligible for election to the Faculty Advisory Committee.

Section 3. The Community Advisory Committees

- A. The Community Advisory Committees will:
 - 1. evaluate and recommend modifications to the mission of the College as pertinent to community-related issues;
 - 2. advise the Dean on matters regarding public relations;
 - 3. advise the Dean regarding matters of fund-raising and development.
- B. Members of the Community Advisory Committees are appointed by the Dean and drawn from the Metroplex community. A Community Advisory Committee will

elect a chair from its membership at the beginning of each academic year.

Section 4. The Staff Advisory Committee

- A. The Staff Advisory Committee will:
 - 1. develop strategies to improve the efficiency of College operations;
 - 2. advise the Dean on matters regarding staff issues.
- B. The Staff Advisory Committee consists of all full time staff.

Section 5. The Student Advisory Committee

- A. The Student Advisory Committee will:
 - 1. make recommendations concerning academic programs;
 - 2. advise the Dean on matters regarding student issues.
- B. Student representatives will be chosen to represent various degree levels and curricular specializations in the College of Music. Student representatives will be elected by students in the various curricular areas of the College of Music as designated by the Dean in conjunction with the Council of Division Chairs.

Section 6. Advisory Council on Diversity

- A. The Advisory Council on Diversity will:
 - 1. oversee and encourage the development and effectiveness of student organizations, especially those that meet the needs of diverse constituencies in the College of Music;
 - 2. sponsor events that will foster a greater understanding of the importance of multiculturalism and music;
 - 3. advise the Dean on matters regarding multi-cultural and gender diversity in student activities within the College of Music.
- B. The council members are appointed by the Dean and represent diversity within the College of Music. The council, in consultation with the Dean, elects a Chair from its membership at the beginning of each two-year term.

Section 7. The Council of Division Chairs

- A. The Council of Division Chairs will:

1. consult with and make recommendations to the Dean on matters regarding administrative action, budget and other resources;
 2. advise the Dean in the allocation of faculty lines;
 3. assist the Dean as necessary in making committee appointments.
- B. The Council of Division Chairs is made up of the Chairs of the Divisions of the College of Music. The Council elects a chair at the beginning of each academic year.

Section 8. Personnel Affairs Committee

- A. The Personnel Affairs Committee will advise the Dean and make recommendations on:
1. faculty appointment, promotion, granting of tenure, and termination of appointment;
 2. uniform and equitable procedures in assessing faculty merit and salary recommendations;
 3. the implementation of adequate procedures for all faculty appeals;
 4. other personnel decisions.
- B. The membership of the Personnel Affairs Committee consists of nine tenured faculty elected by the plenary faculty. Five members of this committee, at least three of whom must hold the rank of full Professor, will function as the Reappointment, Promotion and Tenure Committee (RPTC). Not more than two faculty who hold a primary teaching assignment (by definition, the primary teaching assignment is in the division to which the faculty member is appointed) in the same division may serve on the Personnel Affairs Committee at the same time. From the membership of the Reappointment Promotion and Tenure Committee, the Personnel Affairs Committee elects an individual who will serve as Chair of both committees. Associate Deans and Division Chairs are not eligible for election to the Personnel Affairs Committee or the Reappointment Promotion and Tenure Committee.

Section 9. Graduate Council

The Council is chaired by the Director of Graduate Studies and is comprised of Chairs of the various graduate committees and the College of Music representative to the University Graduate Council. The Dean, the Associate Deans, and the Associate Dean of the Graduate School serve as ex officio members. Additionally, two at-large members of

the with Full Graduate Faculty status will be elected by the plenary faculty and will serve three-year terms. Division Chairs are not eligible to be elected as at-large members of the Graduate Council.

Section 10. Graduate Degree Committees

Members and the chairs of the graduate degree committees are appointed to three-year, renewable (staggered) terms by the Dean of the College of Music after consultation with the Director of Graduate Studies. Graduate Degree Committees include: Graduate Academic Degrees Committee, Graduate Performance Degrees Committee, Graduate Composition Degrees Committee, Graduate Music Education Degrees Committee, Graduate Jazz Studies Degrees Committee.

Section 11. Curriculum Committee

The Curriculum Committee consists of one member elected by each division. The Director of Undergraduate Studies serves as chair. An undergraduate student representative is nominated by committee members and elected by the Committee.

Section 13. Academic Divisions

The College of Music consists of the following Divisions: Division of Composition Studies, Division of Conducting and Ensembles, Division of Instrumental Studies, Division of Jazz Studies, Division of Keyboard Studies, Division of Music Education, Division of Music History, Theory, and Ethnomusicology, Division of Vocal Studies.

Faculty who have teaching and/or administrative responsibilities in more than one division will participate in, and be evaluated by, all of the divisions in which such faculty teach and/or do administrative work. The nature and proportion of such participation and evaluation for such faculty will be determined on a case-by-case basis at the time of hire among the Dean and the Chairs of the appropriate divisions. Changes to the nature and proportion of such participation and evaluation may be made at any time by unanimous consent among the Dean and the Chairs of the appropriate divisions as long as such changes are made in writing and submitted to the faculty member, the appropriate Division Chairs, and the Dean.

All divisions in which a nominee teaches and/or performs administrative service will review nominations for titled distinctions such as Regents Professor.

Section 14. Division Chairs

Division Chairs are appointed as per Section 3.7 in the Charter. Interim Appointments of Division Chairs. In cases of unexpected vacancy, the Dean may make interim appointments of a limited and specific duration in consultation with the Faculty Advisory Committee and division faculty.

Section 15. Associate Division Chairs, Area Coordinators, and Center Directors

The appointment of Associate Division Chairs and/or Area Coordinators and/or Center Directors will be made by the Division Chair subject to approval by the Dean, subsequent to consultation with all division faculty. Associate Division Chairs and/or Area Coordinators and/or Center Directors normally serve terms of three years and may be reappointed.

Section 16. Procedures for Faculty Evaluation

Section 16.1 Each division will select a Division RPTC. This Committee will either be the same as the Division Personnel Affairs Committee or a subgroup of it.

In accordance with University Policy 13.3, each division will determine the size of its Personnel Affairs Committee, subject to University Policy. The Reappointment Promotion and Tenure Committee should consist of tenured faculty separately elected from the PAC. In small or medium-sized divisions the total tenured faculty may function as a Personnel Affairs Committee of the whole, subject, however, to the proviso that the membership of the committee thus constituted consists of at least half of professors and associate professors. In cases where divisions may have fewer than five tenured professors and associate professors, division chair shall work with the division faculty in establishing the Reappointment Promotion and Tenure Committee. Additional members may be invited from other divisions by the Division Chair. If an elected divisional RPTC has fewer than five full professors, the membership will be adjusted to provide such a minimum whenever a faculty member is being considered for promotion to full professor. The full professors of the divisional RPTC and the Division Chair will discuss and determine the appointment of additional full professors, selected either from the Division or from other Divisions of the College of Music, to replace any elected Associate Professors. Such replacement will take place only for the purpose of evaluating candidacies for full professor, and will be implemented by the Division Chair.

Section 16.2 Procedures for Evaluation of Probationary Faculty and Granting of Tenure or Promotion with Tenure.

Section 16.2.1 Divisions will provide specific guidelines, subject to the approval of the College of Music RPTC, by which an application for promotion and tenure may be made. These guidelines will be in agreement with the University Workload Policy.

Section 16.2.2 During the first year, there is no reappointment evaluation. During the second year, each Division must evaluate all tenure-track faculty based on supporting materials for teaching (including the results of annual student evaluations), professional activity, and service encompassing the duration of the faculty member's appointment in the College of Music.

The evaluation (one letter from the Chair of the Division RPTC and one from the Division Chair) must be presented to the faculty member being evaluated in writing in

addition to a personal conference including the candidate, the division chair, and the Division RPTC chair.

This evaluation is forwarded to the Dean and Provost for their records, but not intended for their action. The faculty member may sign the Division Chair's letter concurring with the review or write a letter of dissent.

Section 16.2.3 The normal probationary period for assistant professors on tenure track consists of six years, within which there are two major reviews, the first of which occurs during the third year of the probationary period. The second review normally occurs during the sixth year of the probationary period. The appropriate materials from the third year review must be forwarded to the Dean and the Provost. If the review indicates that subsequent annual reviews may be needed, a fourth and/or fifth year review may be recommended. Within this second probationary period (years four, five, and six), these fourth and/or fifth year reviews must comply with the procedures specified in Section 3.10000 (of the University Policy), with these reviews to be forwarded to the Dean and the Provost.

Section 16.2.4 External letters of evaluation.

Section 16.2.4.1 External Letters: For tenure and/or promotion reviews (but not for reappointment reviews) the candidate's dossier will contain a minimum of five letters from external reviewers. These reviewers will be asked to provide a professional assessment of the candidate for tenure and/or promotion and should be contacted by the College of Music in time to allow for review of the candidate's materials. External reviewers must hold the rank at or above the rank to which the candidate aspires or have equivalent professional recognition.

The candidate and the Division Chair (in consultation with the Division RPTC) will propose names of individuals to serve as external reviewers. There will be the following lists of names of potential external reviewers: 1) a list presented by the candidate to the Division Chair and Division RPTC; and 2) a list presented by the Division Chair in consultation with the Division RPTC. The candidate may also provide names to the Division Chair of potential referees who may be unable to provide a fair and unbiased assessment. Those individuals will not be included on the final list of external reviewers. A final list of external reviewers is then compiled by the Division Chair in consultation with the Division RPTC and the Dean, in approximately equal number, from the lists submitted.

All duly solicited external reviews received by the Division will be included in the dossier. Unsolicited letters will not be accepted or considered in the evaluation. Once the dossier has been sent to the external reviewers, it is considered closed and nothing may be added, except in the highly unusual case in which a scholarly/creative work, submitted for review prior to the closing of the dossier, receives final and unconditional acceptance and such acceptance could reasonably be construed to change a negative recommendation

to a positive recommendation. In such cases, if the Provost has yet to render a recommendation, the Provost, after consulting with the Division Chair, may reopen the dossier and add the new material. If the dossier is reopened, division and college-level evaluators may revise any prior negative recommendation, based upon the new material. The dossier and all evidentiary materials (as determined by the division and candidate) for the candidate being reviewed for reappointment, tenure, and/or promotion will be considered by the Division RPTC.

Section 16.2.5 The Division RPTC will review the candidate's dossier and make a written recommendation. The committee's review will include deliberative consideration of all evidence submitted for review, including the solicited external letters. Additional written evidence will consist of any signed letters from eligible voters within the Division who are not members of the RPTC, but have examined the dossier (without external letters) and wish to provide their assessment. It is the responsibility of the RPTC to solicit these additional letters from all eligible voters in the Division. The completed RPTC review, which must be dated and signed by all members of the Division RPTC, will provide a full and frank explanation regarding their recommendation. The Division RPTC report may include a minority opinion in addition to the majority recommendation. If the recommendation is to tenure or promote, the recommendation is forwarded to the Division Chair. If the RPTC is considering writing a negative recommendation, they must notify the candidate. The candidate has the right to request a meeting to discuss his/her case with the Chair of the RPTC within five (5) calendar days of notification. The RPTC will write a recommendation to the Division Chair.

Section 16.2.6 The Division Chair will review the candidate's dossier and make a recommendation. In divisions with Area Coordinators, the Division Chair will consult with such persons when making the recommendation. If the recommendation is to tenure or promote, the recommendation is forwarded to the College RPTC. If the Division Chair is considering writing a negative recommendation, the Chair must notify the candidate. The candidate has the right to request a meeting to discuss his/her case with the Division Chair within 5 calendar days of notification. The Division Chair will then write either a positive or negative recommendation to the College RPTC. Those who receive a negative recommendation from either the Division RPTC or the Division Chair have the right to insert into their tenure dossier, before it is transmitted to the college, a letter disputing that recommendation within 3 calendar days of being notified.

Section 16.2.7 The College of Music RPTC will evaluate the entire dossier and make a written recommendation. If the recommendation is to tenure or promote, the recommendation is forwarded to the Dean of the College. If the College of Music RPTC is considering writing a negative recommendation, they must notify the candidate. The candidate has the right to request a meeting to discuss his/her case with the Chair of the College RPTC within 5 calendar days of notification. The College RPTC will write a recommendation to the Dean. The recommendation is then forwarded to the Dean of the College of Music. This recommendation is to be dated and signed by all members of the College RPTC. Minority opinions may be included.

Section 16.2.8 The Dean next reviews the dossier, including the letter from the College RPTC. After reviewing the dossier, the Dean must notify the candidate if he or she is writing a negative recommendation. The candidate may meet with the Dean within five (5) calendar days of this notification. If the Dean does not concur with the College RPTC, the reason for non-concurrence must be stated in writing.

Based on the dossier, and any further documentation requested from the Chair, the Dean makes a written recommendation to the Provost. Copies of the Dean's recommendation will be sent to the Provost, the Chair of the Division and the candidate. The Dean's letter must provide an explanation for a negative recommendation. If the candidate receives a negative recommendation, he/she may add a letter disputing such recommendation prior to the dossier's transmission to the Provost within three (3) calendar days of being notified by the Dean of such recommendation.

Section 16.2.9 Notification and subsequent appeals will be in accordance with University policy (15.1.2).

Section 16.3 Procedures for Promotion. The following procedures will be observed for promotion:

Section 16.3.1 Nominations for promotion may be sent by the Dean or by any faculty member to the Division RPTC which will provide the first level of review.

Section 16.3.2 The Division RPTC's recommendation, is sent to the Division Chair, who in turn will forward the Division RPTC's recommendation and the Chair's letter to the College of Music RPTC.

Section 16.3.3 Procedures for Promotion will parallel those outlined for Promotion and Tenure in Section A, headings 7 and 8 above.

Section 16.3 Notification and subsequent appeals will be in accordance with University Policy (15.1.3 and 15.1.20).

Section 16.4 Procedures for Annual Merit Evaluation. The following procedures will be observed for the purposes of annual merit evaluation:

Section 16.4.1 Each division will provide specific guidelines to determine merit subject to the approval of the College of Music Personnel Affairs Committee. These guidelines will be in agreement with the University Workload Policy.

Section 16.4.1.1 Each faculty member will submit to the Division Chair documentation of teaching, professional activity, and service that encompasses the specified period of evaluation. This documentation must contain the results of annual student evaluation.

Once a year and before documentation is submitted, each faculty member must consult with the Division Chair to determine the percentage of effort to be allocated in merit

evaluation process to each area of evaluation.

Section 16.4.1.2 Annual faculty updates will be evaluated by each Division PAC. The Chair of the Division PAC will forward those peer evaluations to the Division Chair for review. Each Division Chair will then forward the faculty evaluations, along with a letter of evaluation for each faculty member to the College of Music PAC for review. The College PAC then applies the existing method for the numerical assessment of faculty merit; it recommends a numerical rating for each faculty member (including those with a part-time administrative appointment) based on the materials submitted. The recommendation of the College PAC is then forwarded to the Chair. The Division Chair is responsible for assigning the final numerical rating and reporting it in writing to the faculty member. Appeals will be in accordance with University policy. The Chair will forward his/her decision(s) regarding merit and all other materials to the Dean.

Section 16.4.1.3 In cases of merit evaluation for faculty members who also hold a University recognized administrative appointment, such faculty members will submit to the Division PAC documentation of teaching, professional activity and service as it relates to the academic proportion of their load that encompasses the specified period of evaluation. The evaluation of academic activity will be evaluated through the normal peer review process of the Division PAC and the College of Music PAC. Based on these evaluations, an advisory recommendation will be submitted to the Dean, who will make the final decision. Once a year and before documentation is submitted, the Division Chair must negotiate with the Dean the percentage of effort to be allocated in the merit evaluation process to each area of evaluation.

Evaluation of activities associated with administrative appointments will be conducted independently by the Dean of the College of Music, with reference to the University Evaluation of Administrators annual survey.

Section 16.4.2 In cases where teaching responsibilities are divided between areas or divisions, the Division PAC will also solicit and forward evaluations from the other areas(s) or divisions(s) to which the faculty member is assigned.

Section 16.4.3 Each division PAC will review the documentation of each faculty member in the division. In divisions with fewer than five eligible faculty, the tenured faculty of the division, in conjunction with the Dean, will select tenured faculty from other divisions of the College to complete the membership of the committee.

Section 17. Resolution of Grievances

Unless mutually agreed by all parties in writing, the procedures outlined below must be implemented and concluded in regular Fall/Spring academic semesters.

In all matters of grievance, College of Music faculty have three venues available to them:

Section 17.1 An Alternative Dispute Resolution Program is described in the University of

North Texas Policy Manual Volume I, Section 1.7.5. The Alternative Dispute Resolution program allows for disputing parties to make a written request for mediation: “On the day that a joint request for mediation is filed by participants in a dispute, the time requirements of any applicable formal appeals policy (including the policy procedures described herein) [UNT Policy Manual Volume I, Section 1.7.2 sub-section 9] will be suspended for a period normally not to exceed [sixty] 60 continuous calendar days to allow for mediation.” In cases in which the Alternative Dispute Resolution program does not interrupt an appeal process that is time sensitive, an informal series of meetings will be held.

Section 17.2 The Office of the Ombudsman provides informal, alternative, and purely advisory, dispute resolution. The relationship between the Faculty Ombudsman and administration officials, his/her term of service, his/her duties, and constraints to his/her participation in dealing with disputes are contained in the University of North Texas Policy Manual Volume III, Section 15.1.34.

Section 17.3 In matters regarding faculty disputes other than academic freedom, reappointment, tenure, or promotion with tenure (either administrative or personnel issues), the grievance procedures of the College of Music as stated below will be followed, with or without Alternative Dispute Resolution and/or Ombudsman participation.

Section 17.3.1 A hearing will take place between/among the affected parties who may resolve the issues with or without Alternate Dispute Resolution or Ombudsman support.

Section 17.3.2 Failing resolution of the issues, a grievance procedure may be initiated by a written statement of particulars to the Dean, who will then transmit the document to the Faculty Advisory Committee, which will oversee the procedure. This statement will include the names of two persons to be chosen by the complainant for Grievance Committee membership.

Section 17.3.3 A five member ad hoc Grievance Committee will be appointed to consider the grievance. The Faculty Advisory Committee will solicit the names of two tenured faculty from the other party of the complaint and appoint them to the Committee along with the two members chosen by the complainant. These four members by majority vote will appoint a tenured member of the faculty as a fifth member who will also chair the Committee.

Section 17.3.4 If the Faculty Advisory Committee fails to appoint its representatives within fourteen (14) calendar days of the initiation of the complaint, it forfeits the case at the College level. Notice of such a failure will become part of the record of the case and the complainant may appeal to the appropriate University agency.

Section 17.3.5 Following its final selection, the ad hoc Grievance Committee will meet within seven (7) class days to hear arguments, and within fourteen (14) class days render its findings and recommendations to the Faculty Advisory Committee and the

complainant.

Section 17.3.6 In cases of a negative recommendation by the Faculty Advisory Committee, a formal meeting may be held by the University Review Committee according to policies found in the University of North Texas Policy Manual Volume III, Section 15.1.4.1 Article VI, Sections 5-6 will be followed.