Mission Statement:

To educate and prepare music students for productive lives as teachers, performers, composers, scholars, and citizens, while also inspiring students of all degree programs to develop an appreciation for the place of music in a culturally diverse world.

ARTICLE I. NAME

The name of this unit shall be the School of Music, hereafter also referred to as “School”. The School of Music shall function as one of the academic units in the College of Humanities, Arts and Sciences and operates under the general policies and procedures of that College and the University.

ARTICLE II. DEPARTMENTAL ORGANIZATION

Section 1. Director

The School of Music shall have as its chief executive officer a Director. The Director shall be appointed by the University administration after consultation with the Music faculty. The Director reports to the Dean of the College of Humanities, Arts and Sciences. As the chief executive officer of the School of Music, the Director is responsible for its ongoing operations, programs, and objectives. More specific duties include the following:

a. Call meetings of the School of Music; establish the agenda and chair those meetings.
b. Establish the manner in which department business is handled.
c. Prepare the budget and make recommendations pertaining thereto.
d. Prepare annually, or more often, a list of equipment needed by the School to be forwarded to the Dean of the College of Humanities, Arts and Sciences.
e. Review continually the objectives, programs, and priorities of the School of Music; analyze the extent to which they are being achieved; and initiate or review proposals for changes.
f. Make recommendations to the Dean for establishment and continuation of budget lines for faculty and staff positions, including merit pay increase.
g. Monitor the conduct of searches for new faculty, and supervise the procedure by which faculty are evaluated for reappointment, promotion and tenure.
h. Recommend candidates for faculty appointments, reappointments, promotion, and tenure to the Dean of the College of Humanities, Arts and Sciences.
i. Allocate existing space and facilities; formulate space and utility requests.
j. Supervise the maintenance of school records and files.
k. Establish ad hoc committees to review or study special problems in the School of Music.

l. Represent the School of Music to the rest of the University, to the public, and to the national scene of higher education in music.
m. Engage in fund-raising activities for the School of Music.
Section 2. Associate Directors

The Associate Directors are recommended by the Director to the Dean of the College of Humanities, Arts and Sciences after consultation with the faculty of the School of Music. The Associate Directors will be reviewed by the faculty and the Director at the beginning of the third year in office. Reappointment should be the result of the positive reaffirmation of confidence by both reviewing parties.

Section 2.1. Associate Director of Undergraduate Studies (50% time) reports directly to the Director. Duties are assigned by the Director and normally include the following:

a. Represent the Director in his/her absence.
b. Administer the undergraduate scholarship program.
c. Curriculum committee chair (ex officio).
d. Supervise undergraduate handbook revisions.
e. Oversee undergraduate curricular documents.
f. Oversee the development and publication of all undergraduate promotional materials in liaison with the Office of Marketing and Public Relations.
g. Develop information and administer recruiting programs.
h. Coordinate all undergraduate advising in the School of Music. Advise freshman music majors.
i. Supervise production of all unit reports with regard to instruction, including the Dean’s annual report.
j. Monitor copy for undergraduate catalogue.

Section 2.2. Associate Director of Graduate Studies (33% time) reports directly to the Director. Duties are assigned by the Director and normally include the following:

a. Chief advisor for the School/Liaison between graduate students and faculty.
b. Oversee advisory/diagnostic exam.
c. Supervise and certify graduate requirements.
d. Verify plans of study.
e. Supervise comprehensive/final exams.
f. Oversee comprehensive/final exam request procedures.
g. Chair the graduate faculty.
h. Graduate curriculum committee chair (ad hoc member).
i. Supervise graduate catalogue revisions and editions.
j. Oversee area curriculum documents.
k. Assign graduate committee members.
l. Serve as liaison officer with the Graduate College.
m. Develop information and administer recruiting programs.
Section 3. Divisions

In order to function as a comprehensive School of Music, some interconnection is necessary. The divisions are not independent units but interdependent and intersecting entities within the comprehensive program.

Section 3.1 Divisions Defined:

The present divisions are: Composition/Music Theory, Large Ensembles and Conducting, Liberal Arts Core, Jazz Studies, Keyboard, Music History, Music Education, String, Voice, Woodwind/Percussion, Brass.

Section 3.2 Establishment of Divisions

Any group of faculty members who perceive themselves as fulfilling the definition of a Division as stated above, and who believe that they can better accomplish their educational mission by so doing, may petition the Division Council to establish a new Division, dissolve an old Division, or merge, split, or redefine existing Divisions. The petition should be in writing and should state why the proposed action is desirable and how it will benefit the School of Music. The same sort of petition may also come from an individual faculty member or from the Director. The Division Council will report the petition to the faculty with its recommendation for, against, or to amend the proposed action. Two thirds of the voting faculty is needed to pass such an action.

Any faculty member who wishes to do so may petition the Division Council for membership in a Division other than, or in addition to, the one to which he/she is normally assigned. As a rule such a change or addition will reflect the faculty member’s teaching assignment and program of scholarship, research, or performance. A majority of both the Division Council and the Division(s) in question is needed to effect the change.

Section 3.3 Functions of each division:

a. Recruit students to the Division/School of Music.
b. Design and recommend degree requirements of Division majors to the curriculum committee.
c. Implement approved curriculum.
d. Engage in both short-range and long-range planning.
e. Consult with other divisions on matters of common concern. For such meetings the Divisions involved select one person to organize, chair, and report on the meeting.
f. Consult with the Director in regards to faculty searches or other issues, when appropriate.

Section 3.4 Division Chairperson
a. Types
   There are two types of Division Chairs: those appointed by the Director (Liberal Arts Core and the two Associate Directors) and those who are elected to the position (Ensembles/Conducting, Jazz Studies, Keyboard, Music History, Music Education, String, Theory/Composition, Voice, Brass and Woodwind/Percussion.)

b. Appointment and Reapprontment
   Division Chairs in the second category are elected for three-year renewable terms by the Division Members. Division chairs are reviewed and elected every three years. The Director may, after consultation with all members of the Division, call for an election of a divisional chairperson before the end of the three-year period. Reappointment should be the result of a positive reaffirmation of confidence by both the Director and the Division in question.

c. Duties of the Division Chairperson:
   a. Recommend instructors of courses and applied lessons in the Division.
   b. Call meetings of the Division faculty.
   c. Consult with the Division faculty, and report the results of such consultation to the Director and/or Associate Directors in matters where appropriate such as: recommendations for admission of undergraduate and graduate students, recommendations for scholarships, recommendations for teaching and research assistantships, teaching loads, research assignments, and curriculum requirements.
   d. Schedule classes and room assignments in consultation with the Director.
   e. Assist the Associate Director in revising those sections of the University catalogue that pertain to the division program.
   f. Forward to the curriculum committee recommended curricular revisions.
   g. Serve as a member of the Division Council.

Section 3.5 Division-Council will consist of all division chairpersons within the School of Music, Associate Director of Undergraduate Studies and Associate Director of Graduate Studies. The council will advise the Director and Associate Directors in matters pertinent to each division.

ARTICLE III. THE FACULTY

Section 1. Faculty Defined

Any person who holds faculty rank in the School and who shall carry at least a one-half (50%) appointment over an academic year or full (100%) appointment for a semester, shall be considered a member of the School of Music faculty and entitled to all the rights and privileges pertaining thereto. Members of the faculty who hold the rank of Instructor, Assistant Professor, Associate Professor, and Professor are members with vote; members with visiting, adjunct or emeritus rank are members without vote. Exceptions to non-voting status may be made by a vote of the faculty.
Section 1.2  Graduate Faculty

a. Advises the Associate Director of Graduate Academic Affairs on matters concerning all aspects of the graduate curriculum and its students.
   1) Oversees the various graduate curricula and reviews each periodically, with a view toward recommending timely changes to the School of Music faculty.
   2) Reviews admissions requirements and recruitment programs of graduate students and makes recommendations for presentation to the faculty and, when appropriate, the Graduate college.
   3) Institutes periodic scrutiny of graduate examinations and recital procedures and requirements, particularly as they relate to faculty committee participation and responsibilities.

b. Committee assignments are made by the Director with consultation of the Associate Director of Graduate Studies. Chairpersons are elected by the members of the committee.

Section 1.3  Qualifications for Initial Appointment or Academic Promotion

1.3.1  Rank of Instructor
   a. Successful completion of all requirements for the doctorate except the dissertation or completion of a master’s degree, or comparable achievement. This is a temporary appointment.

1.3.2  Rank of Assistant Professor
   a. An earned doctorate or its professional equivalent. The School of Music recognizes significant professional achievement as equivalent to the earned doctorate.
   b. Demonstrated ability as a teacher.
   c. Demonstrated ability for academic scholarship, musical performance, musical composition, and/or other comparable creative work.
   d. Shows promise of ability to make a significant contribution to the educational program of the School of Music.
   e. Shows promise of capacity to obtain tenure and promotion in this University.

1.3.3  Rank of Associate Professor
   a. Clearly demonstrated record of accomplishment in teaching, in scholarship, composition, and/or performance, and in service.
   b. A demonstrated record of significant scholarly productivity as evidenced through publication, performance, composition, or other modes of contributing new knowledge.
   c. Evidence from outside the University of recognition of accomplishments.
   d. Shows promise of capacity to attain full professorship.
   e. Contribution and promise of future contribution to the educational program of the School.
f. Clear support for promotion from School of Music colleagues at the tenured level.

1.3.4 Rank of Professor
   a. Demonstrated continuous record of excellence in teaching, in scholarship, composition, and/or performance, and in service.
   b. Established record of continued significant scholarship as evidenced through publications, performances, compositions, or other modes of contributing new knowledge.
   c. Evidence of broad recognition of scholarly and professional significance.
   d. Clear support for promotion from School of Music colleagues holding this rank.

Section 1.4 Tenure at Rank

Awarding of tenure requires the same documentation and review procedures as promotions in rank.

Section 1.5 Procedures for Regular Appointment

1.5.1 Filling a faculty vacancy – When a vacancy occurs or a position is created, the Director will appoint a search committee and designate a faculty member as chair. The Office of Compliance and Equity Management “Faculty Recruitment and Hiring Guide” is to be followed in all recruiting and hiring procedures. The Search Committee will consult the most recent version of this document for appropriate current hiring procedures. A link to a PDF of this document may be found at: http://www.uni.edu/equity/hiring.shtml An appropriate position description will be formulated by the committee and forwarded to the Director and Dean for approval.

1.5.2 Circulating Position Description - see item 3 (Position Announcements/Advertising) of the “Faculty Recruitment and Hiring Guide”.

1.5.3 Reviewing Applications - see items 4-5 (Applications and Screening and Selecting Applicants…) of the “Faculty Recruitment and Hiring Guide”.

1.5.4 Interviewing and Committee Recommendation of Candidates - see item 6 (Interviews) of the “Faculty Recruitment and Hiring Guide”. On-campus interviews of the top candidates are to be held in all but extraordinary circumstances. All faculty and students of the School of Music will have an opportunity to meet with each candidate, and to attend a lecture, recital, master class, or other appropriate presentation, and to provide comments to the search committee. Following the interview or interviews, a meeting of the search committee will be held again to evaluate the candidates and to determine whether an appointment to the faculty can be recommended to the Director of the School of Music. The committee’s report will be
provided to the director in writing, outlining specific strengths and weaknesses of each candidate sent forward for the position. If in agreement, each committee member must read and sign off on the report. A signed minority report may also be written by any member to accompany the committee’s report.

1.5.5 Recommendation of Appointment of Candidate - see Faculty Search Recommendation Form (updated). The search committee’s written report, including any minority reports, along with the Director’s recommendation, will be forwarded to the Dean in a timely fashion.

1.5.6 Appointment of Candidate – The selection of a candidate should be made as early as possible. After May 1 the appointment of an individual currently teaching at any other NASM-member institution is prohibited by NASM unless approval is given by the individual’s administrative head (usually the music executive). See current NASM Code of Ethics.

ARTICLE IV. COMMITTEES

Section 1. Standing Committees

Section 1.1 Curriculum Committees

1.1.1 Duties – The Curriculum Committees (Undergraduate and Graduate) report directly to the faculty of the School of Music and makes recommendations on at least the following:
   1) Monitor various curricula in order to determine whether each is in compliance with NASM guidelines and with School of Music objectives.
   2) Evaluate proposals from the divisions for new courses, existing curricula, and expansion of curricula.
   3) Review on a continuing basis the appropriateness of courses listed to fulfill School of Music degree requirements. Substantial changes in required courses, involving content, mode of presentation, and prerequisites, are subject to approval by the music faculty. Proposed changes will first be submitted to the appropriate Curriculum Committee(s) for its study and response. Separately approved processes are in effect for the operation of the Curriculum Committees.

1.1.2 Membership
The Curriculum Committees shall be composed of a minimum of five members elected at-large by and from the School of Music.
1.1.3 Term of Office
All elected members of the Curriculum Committees, except those elected to fill unexpired terms, shall take office on the last day of the Spring semester, and shall serve until their successors have been elected and taken office. The members shall serve three-year staggered terms.

1.1.4 Election of Members
Members of the Curriculum Committees shall be elected from the faculty, without regard to rank, and the election shall be supervised by the Associate Directors.

Section 1.2 Scholarship Committee
The Scholarship Committee shall consist of ten faculty members to be elected (by majority vote of those voting) as follows: one each from the following divisions – Brass, Keyboard, Percussion, Composition, Music Education, Strings, Voice, Woodwinds, Jazz, Large Ensembles plus one ex-officio member (Associate Director of Undergraduate Studies). The Scholarship Committee shall publish its policy statement with respect to the awarding of scholarships in general, its criteria for awarding specific scholarships. The Committee shall announce audition dates and make recommendations to the Director. The Associate Director for Undergraduate Studies shall record and assist in monitoring all departmental scholarships which are to be awarded in the name of the School. The Scholarship Committee shall report and be directly responsible to the Director.

Section 1.3 Professional Assessment Committee
Procedures and responsibilities relative to the assessment of faculty for purposes of making recommendations as to promotion, tenure, retention, dismissal and salary increases are detailed in the School of Music Professional Assessment Procedures (revised annually) and the Master Agreement (ratified biennially).

Section 2 Ad hoc Committee
Both the Director and the Division Council may establish ad hoc committees to review or study special problems in the School of Music.

ARTICLE V. Ratification and Amendments
These By-Laws shall be approved by a two-thirds vote of those faculty members present and voting. Approval of amendments to the By-Laws shall require the same procedure. These By-Laws are subject to the University of Northern Iowa Policies and Procedures Manual.

Ratified by the School of Music faculty:
February 24, 2014