CHAPTER 1

Organization of the Department of Music

The Department of Music, one of six academic units in the College of Fine Arts, is an accredited institutional member of the National Association of Schools of Music.

Section 1. Delegated Authority

1.1.1 The Board of Regents delegates to the faculty of the University of Nevada, Las Vegas (UNLV), thus the faculty of the Department of Music the authority and responsibility to create a set of Bylaws to govern internal operation and for organizing itself in accordance with institutional bylaws and for recommending policy on matters of faculty welfare, on the rights of faculty under the University and Community College System of Nevada Code, and on faculty involvement in the University's primary missions of teaching, research, and public and community service. (Chapter I, Section 1.4, Subsection 1.4.4 and Subsection 1.4.5 of the University and Community College System of Nevada Code) and UNLV Bylaws (Chapter I, Section 1). The University and Community College System Code of Nevada and the University of Nevada, Las Vegas Bylaws take precedence over any inconsistency with the Department of Music Bylaws.

Section 2. Academic Units

The Nevada System of Higher Education authorizes the Department of Music to offer the following degrees:

1.2.1 Undergraduate Degrees

1.2.1.1 Bachelor of Arts in Music (History and Literature, Recital)

1.2.1.2 Bachelor of Music (Composition, Jazz Studies, Music Education, Performance)

1.2.2 Graduate Degrees

1.2.2.1 Master of Music (Performance, Composition/Theory, Music Education, Conducting)

1.2.2.2 Doctor of Musical Arts (Applied Music)

Section 3. Purpose of the Bylaws

1.3.1 The purpose of the Department of Music Bylaws is to define the organization, policies, and procedures of the Department of Music not identified and delineated in either the NSHE
Board of Regents Handbook, the University of Nevada, Las Vegas Bylaws, or the UNLV College of Fine Arts Bylaws.

1.3.2 Amendment of Department of Music Bylaws. An amendment to the Department of Music Bylaws may be proposed by: 1) placing the proposed amendment on the agenda of a regular meeting of the Department with distribution of the proposed amendment to each Department member at least one [1] week prior to the meeting; or 2) placing the proposed amendment on a secret mail ballot within one [1] month following the meeting at which the amendment is introduced.

1.3.2.1 Department Approval. Department of Music member acceptance of the proposed amendment requires the approval of two-thirds of the full-time faculty eligible to vote.

1.3.3 Suspension of Department of Music Bylaws. Suspension of any procedural clause, except for amendment by secret ballot, may be accomplished at any Department of Music meeting by securing approval from two-thirds of the full-time faculty eligible to vote.

1.3.4 Changes in Organization of the Department of Music. Proposed changes in the existing organizational structure of the Department of Music may be initiated by the members of the Department of Music and must be approved by a two-thirds majority of the full-time faculty eligible to vote by ballot.

1.3.4.1 Approval. Proposals for change in the existing organizational structure of the Department of Music shall be forwarded to the Chair for approval, and then sent to the Dean, Executive Vice President & Provost and the President for approval.

CHAPTER 2
Administrative Structure of the Department of Music

Section 1 Department Chair

Responsibilities of the Department Chair include, but are not limited to:

2.1.1 General Administration
a. Serves as principal administrative officer for the Department; represents the Department to the Dean, and other administrators, through regular administrative channels.
b. Chairs the Executive Committee and meetings of the faculty of music.
c. Consults with faculty regarding program and curricular development.
d. Reports to the Dean of the College of Fine Arts.
e. Serves as the Institutional Representative to the National Association of Schools of Music.

2.1.2 Personnel
a. Determines faculty assignments, workloads, and staff assignments.
b. Recommends faculty appointments, promotions and tenure as outlined in the NSHE Code, the UNLV Bylaws, and the Department of Music Bylaws.
c. Hires PTI faculty, when possible in consultation with appropriate area faculty.
d. Writes faculty and staff annual evaluation reports and recommends faculty for merit consideration.
2.1.3 Budget
a. Plans annual budgetary expenditures and, in consultation with the faculty of music when appropriate, allocates and controls available funds.

2.1.4 Other
a. Represents the Department of Music in the community and throughout the state of Nevada.
b. Represents the Department of Music at state, regional and national conferences, and in state organizations.
c. Represents the Department of Music on the College of Fine Arts Executive Committee.
d. Responds to concerns referred by faculty, students, University officials, and outside constituents.
e. Serves as ex-officio member of all Department of Music committees.

2.1.5 Appointment. The appointment of the department chair will be determined by a simple majority vote of the full-time faculty eligible to vote. Upon request, voting may be done by secret ballot. The individual recommended for the position of Chair is forwarded to the Dean for approval and then to the Executive Vice President & Provost and President for final approval.

2.1.6 Term. The length of term of office shall be three (3) years except as otherwise negotiated by the Dean, Executive Vice President & Provost, and President, with the approval of a simple majority of the full-time faculty eligible to vote. The old term of office will terminate on the last day of June and the new term of office will begin on the first day of July. The chair may be re-appointed.

2.1.7 Removal. At the formal written request of two-thirds of the full-time department faculty members, removal of the chair shall be considered by the Dean of the College and may be forwarded to the Executive Vice President & Provost and President for final action.

2.1.8 Evaluation. The faculty will evaluate the department chair annually by means of a formal, anonymous evaluation instrument. Completed evaluations will be collected by the Dean’s office. The Dean is responsible for communicating the evaluation information to the chair.

2.1.9 The Chair of the department is empowered to make any decisions necessary to fulfill her/his responsibilities consistent with the policies adopted by the Nevada System of Higher Education, the University of Nevada, Las Vegas, the College of Fine Arts, and the faculty of music.

Section 2 Assistant Chair

2.2.1 The Department Chair may appoint an Assistant Department Chair after a selection process in which full-time members of the department submit applications to the Chair. The Chair will make the selection in consultation with the Dean of the College.

2.2.2 Responsibilities of the Assistant Chair include, but are not limited to:
a. Serves as representative of the Department Chair, and is responsible for the general administration of the Department, in the absence of the Department Chair.
b. Supervises performance/service scholarship process, including distribution, notification, and documentation.
c. Supervises Web Grading, including submission of grades by University deadline, coordination of independent study/special topics grading, and full completion of term grade submission.
d. Supervises Music Scheduler, including facility and concert scheduling, Convocation scheduling, and printed program preparation.
e. Supervises Facilities/Security personnel, including coordination of work requests in response to facility concerns.
f. Supervises Piano Technician.

2.2.3 The length of term of office shall be three (3) years except as otherwise negotiated by the Chair, Dean, Executive Vice President & Provost, and President, with the approval of a simple majority vote of the full-time faculty of music. The old term of office will terminate on the last day of June and the new term of office will begin on the first day of July.

2.2.4 In the event that the department chair is incapacitated, the assistant chair shall serve as chair for no more than thirty days. If the chair is incapacitated for more than thirty days, an interim chair must be elected using the same method established for electing the department chair.

Section 3 Graduate Coordinator

2.3.1 The Graduate Coordinator must be a member of the graduate faculty.

2.3.2 The Department Chair appoints the Graduate Coordinator with the consent of the appointee.

2.3.3 The term of office shall be for three years. Appointment shall not exceed six years of continuous service.

2.3.4 The Graduate Coordinator manages matters pertaining to graduate study in music including:
a. Administering the graduate curriculum, comprehensive and qualifying examinations;
b. Overseeing graduate admissions, student progress and eligibility;
c. Serving as liaison between the Department of Music and the Graduate College, serving on the Graduate Council, and serving on at least one committee within the Graduate College, and
d. Chairing the Department of Music Graduate Committee.

Section 4 Undergraduate Coordinator

2.4.1 The Department Chair appoints the Graduate Coordinator with the consent of the appointee.

2.4.2 The term of office shall be for three years. Appointment shall not exceed six years of continuous service.

2.4.3 The Undergraduate Coordinator shall be responsible for matters pertaining to undergraduate study in music including:
a. Coordinating the undergraduate registration and advising.
b. Training advisors, in conjunction with the Chair, as needed in aspects of curriculum and academic advising.
c. Convening semester music major meetings with Chair and Assistant Chair.
d. Sending letters to applicants to keep them informed of their application status, auditions and/or placement tests, scholarships, service awards, or other Department of Music financial aid offers.
Scheduling and coordinating of semester juries.

**CHAPTER 3**

**Faculty Organization of the Department of Music**

**Section 1 Academic Faculty**

3.1.1 Full-time members are tenured academic faculty, non-tenured academic faculty, and non-tenure-track academic faculty under full-time teaching or research professional contract and holding professional rank. Full-time members have one vote in departmental affairs.

3.1.2 Lecturers, Visiting Lecturers, and Faculty-in-Residence are full-time, non-tenure-track faculty members who are appointed under special circumstances at the professional level and hold professional rank. Lecturers, Visiting Lecturers, and Faculty-in-Residence, defined as Rank I in the NSHE Code, Section 5.11.1, are ineligible for tenure. (See UNLV Bylaws, Chapter I, Section 4.3.1). Except in matters of personnel (i.e., hiring, retention, tenure, and promotion), Lecturers, Visiting Lecturers, and Faculty-in-Residence have one vote in departmental affairs.

3.1.3 PTI faculty members in the Department of Music are adjunct part-time, non-tenure-track instructors with varying teaching loads. Except in matters of personnel (i.e., hiring, retention, tenure, and promotion) PTI faculty teaching above 50% FTE have one vote in departmental affairs. PTI faculty teaching below 50% FTE are non-voting members of the faculty of music.

**Section 2 Areas**

The Department of Music is divided into nine areas: Winds and Percussion, Strings, Keyboard (Piano and Organ), Music Education, Voice, History, Composition and Theory, Jazz Studies, and Ensembles.

3.2.1 Area Duties. Areas shall set proficiency requirements, jury schedules, recital review schedules, and audition schedules (in coordination with the Recruitment and Scholarship Committees). Areas shall recommend to the faculty as a whole through appropriate standing committees any alterations in curricula, new programs, enrollment goals, and other matters that impact the area and/or the Department of Music.

3.2.2 Area Coordinators. An Area Coordinator shall work with faculty in each area. The Director of Bands, Director of Choral Studies, Director of Jazz Studies, Director of Opera Workshop, and the Director of Orchestras will jointly serve as Area Coordinators for the Ensembles area. The Director of Jazz Studies will serve as Area Coordinator for Jazz. Area faculty shall elect the other seven area coordinators. Unless contractual, appointment shall not exceed six years of continuous service.

3.2.3 In areas containing only one faculty member, the role of coordinator is assigned by default.

3.2.4 Area Coordinator Responsibilities. Area Coordinator responsibilities include:

a. Representing the area needs to the Department Chair and/or Assistant Chair, and recommend course and curricular changes specific to the area to the undergraduate, curriculum, and graduate committees.

b. Chairing area meetings.
c. Serving as the primary representative of students in the area.
d. In consultation with all faculty within the area, considering the needs relative to admission, scholarship allocation, advising, and recruiting, and communicating these needs to the appropriate administrator and/or departmental committee.
e. Serving as an advisory group to the Department Chair;
f. Recommending to the Department Chair or Assistant Chair changes in either the scheduling of classes or the distribution of instructional assignments.

Section 3 Responsibilities of Members of the Faculty of Music

Faculty members of the Department of Music recognize that there may be differing opinions among members when discussing personnel and other issues. Members are expected to observe confidentiality when discussing personnel matters. Discussions and decisions concerning personnel and other sensitive issues shall be based on verifiable data. Members are expected to speak with honesty, integrity, and collegiality, and to bear in mind constantly the responsibility of serving the highest common good of the Department.

3.3.1 Full-time faculty shall be responsible for:
   a. Translating programs into cost amounts in order to request necessary funding.
   b. Establishing priorities within the departmental budget after funding by the College.
   c. Electing the Chair of the Department.
   d. Serving on department committees. Lecturers, Visiting Lecturers, and Faculty-in-Residence may serve on all Department of Music committees. However, because of their teaching loads, they are not required to serve.

3.3.2 Full-time faculty are responsible for recommending to the Department Chair the hiring of full-time tenure-track and non-tenure-track faculty. The faculty of music shall approve all full-time appointments, and shall be consulted when possible and appropriate concerning part-time appointments.

3.3.2.1 Only tenured and tenure-track faculty and faculty in residence (excluding chairs and directors, assistant and associate deans and deans) may serve on departmental/unit personnel committees, attend personnel committee meetings at which recommendations for promotion, tenure, merit or annual evaluations will be made, or vote in such meetings (UNLV Bylaws, Title 5, Chapter 6, Chapter III, Section 6.1.A).

3.3.2.2 In the Department of Music, however, only tenured and tenure-track faculty may serve on the Personnel Committee.

3.3.2.3 Only faculty with tenure may vote on the tenure of others (UNLV Bylaws, Title 5, Chapter 6, Chapter I, Section 4.3.4).

3.3.3 Full-time faculty are responsible for recommending to the Department Chair the prioritization of new faculty positions. Only faculty qualified to vote in departmental affairs may be present during discussion of prioritization issues and may vote on prioritization issues. Upon request, voting on position priorities may be done by secret ballot.
Section 4  Graduate Faculty

3.4.1 Graduate faculty shall be selected on the basis of their qualifications and the needs of the program by the Graduate Committee and must be approved by the entire graduate faculty.

3.4.2 The Graduate Committee shall consist of the Graduate Coordinator who serves as committee chair, the department chair (ex-officio), and five graduate faculty members.

3.4.3 The Graduate Committee may at any time review the members of the graduate faculty and recommend personnel changes to the graduate faculty. Such changes must be approved by a majority vote of the entire graduate faculty.

3.4.4 The Graduate Committee reviews departmental graduate admission policies, originates curricular proposals affecting graduate students, monitors graduate instruction, advising, and program planning, selects students to receive graduate assistantships, and reviews other matters pertaining to the academic concerns of graduate students and graduate programs in the Department.

Section 5  Departmental Committees

3.5.1 The Department Chair appoints committees and committee chairs with the following exception:
   a. Personnel Committee members elect the Personnel Committee Chair.

3.5.2 Committee Membership

3.5.2.1 Tenured and tenure-track faculty members serve on committees as needed by the Department of Music.

3.5.2.2 Except for the Personnel Committee, Lecturers, Visiting Lecturers, and Faculty-in-Residence may serve on all Department of Music committees. However, because of their teaching loads, they are not required to serve.

3.5.3 The Department of Music shall have the following standing committees:
   a. Curriculum Committee
   b. Executive Committee
   c. Graduate Committee
   d. Personnel Committee
   e. Recruitment Committee
   f. Scholarship Committee
   g. Undergraduate Committee

3.5.3.2 The Department shall establish ad hoc committees as needed.

3.5.4 Curriculum Committee

3.5.4.1 The Curriculum Committee evaluates and makes recommendations concerning the structure of existing degree programs and courses, evaluates and makes recommendations concerning new degree programs and courses, addresses accreditation issues, addresses National Association of Schools of Music (NASM) issues, updates catalog copy, and edits degree check sheets as needed.
3.5.5 Executive Committee

3.5.5.1 The Executive Committee shall consist of the Department Chair, Assistant Chair, Graduate Coordinator, Undergraduate Coordinator, and two coordinators from areas not represented by the Assistant Chair, Graduate Coordinator, or Undergraduate Coordinator, nominated by the Department Chair and confirmed by the faculty in each area, for a term of two years on a staggered basis so that one area coordinator is appointed each year.

3.5.5.2 The Executive Committee serves in an advisory capacity to the Department Chair on matters of budget, mission, and other issues as needed, opens lines of communication between the Department Chair and the faculty, discusses pertinent proposals and philosophies, and amends departmental bylaws as needed.

3.5.6 Graduate Committee

3.5.6.1 The Graduate Committee shall consist of the Graduate Coordinator who serves as committee chair, the department chair (ex-officio), and five graduate faculty members from areas not represented by the Graduate Coordinator.

3.5.6.2 The Graduate Committee may at any time review the members of the graduate faculty and recommend personnel changes to the graduate faculty. Such changes must be approved by a majority vote of the entire graduate faculty.

3.5.6.3 The Graduate Committee reviews departmental graduate admission policies, originates curricular proposals affecting graduate students, monitors graduate instruction, advising, and program planning, selects students to receive graduate assistant positions, and reviews other matters pertaining to the academic concerns of graduate students and graduate programs in the Department.

3.5.7 Personnel Committee

3.5.7.1 Only tenured and tenure-track faculty and faculty in residence (excluding chairs and directors, assistant and associate deans and deans) may serve on departmental/unit personnel committees, attend personnel committee meetings at which recommendations for promotion, tenure, merit or annual evaluations will be made, or vote in such meetings (UNLV Bylaws, Title 5, Chapter 6, Chapter III, Section 6.1.A.

3.5.7.2 In the Department of Music, however, only tenured and tenure-track faculty may serve on the Personnel Committee.

3.5.7.3 The Personnel Committee shall consist of five faculty members. All members, including the committee chair, shall vote on all decisions.

3.5.7.4 The Personnel Committee functions in an advisory capacity to the faculty and to the Department Chair. The primary responsibilities of the Personnel Committee include recommendations regarding faculty retention, tenure and promotion.

3.5.7.5 No Personnel Committee member shall serve more than two consecutive years. Initial appointment to the Committee shall consist of three members for a one-year term and two members for a two-year term.
3.5.7.6 The membership of the Personnel Committee, whenever possible, shall be representative of each area intrinsic to the discipline.

3.5.7.7 The Personnel Committee shall elect its chair annually. Tenure-track faculty may not serve as chair.

3.5.7.8 The Personnel Committee shall, when so charged, review and present to the faculty the criteria for promotion and tenure. The resulting criteria shall constitute both an interpretation of the University Code and the College Guidelines, and the sense of the faculty. These criteria shall constitute the basis of evaluation by the Personnel Committee, the Faculty and the Department Chair.

3.5.7.9 The Committee Chair and the Department Chair will determine the schedule of required personnel reviews in accordance with dates established by the Executive Vice President & Provost and the Dean of the College of Fine Arts. Evaluations by the Personnel Committee will precede the Department Chair’s annual faculty evaluations.

3.5.7.10 Faculty members on leave from the department will be contacted by reasonable means for all issues involving retention, tenure, and promotion so that a proxy may be delivered to the Department Chair by voting date.

3.5.8 Recruitment Committee

3.5.8.1 The Recruitment Committee coordinates marketing and recruitment strategies that benefit the Department; coordinates the development of materials for use in department-wide recruitment; coordinates off-campus performances with recruitment opportunities, and serves as liaison with appropriate campus offices (e.g., Admission Office, Performing Arts Center, Reprographics, University News & Publications, etc.).

3.5.9 Scholarship Committee

3.5.9.1 The Scholarship Committee oversees the reallocation of scholarships. In coordination with the Recruitment Committee, the Committee sets the audition dates for the Department of Music and administers the audition day’s activities.

3.5.9.2 The Scholarship Committee reviews the procedures for awarding. The Committee reviews student academic and artistic development to determine continuation of scholarship support.

3.5.10 Undergraduate Committee

3.5.10.1 The Undergraduate Committee reviews departmental undergraduate admission policies, curricular proposals affecting undergraduate students, undergraduate instruction, undergraduate program planning, examinations, and all other matters pertaining to the academic concerns of undergraduate students and the undergraduate programs of the Department.

3.5.10.2 The Committee shall assure that undergraduate policies and procedures of the Department remain consistent with expectations of the College of Fine Arts.
3.5.11 Position Search Committee

3.5.11.1 Search committees serve in a screening and advisory capacity to the Hiring Official or Search Reviewer. The Department Chair will appoint a minimum of three faculty members for each search and will appoint the search committee chair. The UNLV Human Resources FACULTY & PROFESSIONAL STAFF SEARCH GUIDELINES will govern all Search Committee work.

Section 6 Departmental Meetings

3.6.1 Regular meetings of the Department of Music faculty are scheduled monthly in September, October, November, December, February, March, April, and May. However, the Chair may call other meetings of the Department of Music as frequently as necessary during the regular academic year. At least one week’s notice must be given before meetings are held.

3.6.2 The Chair shall call a Department of Music meeting upon written request to her/him signed by at least six (6) members of the faculty of music who have one vote in departmental affairs. Such meeting shall then be held no later than twenty (20) calendar days after receiving the petition.

3.6.3 All faculty members should be notified of meetings by written memorandum or E-Mail at least two days prior to the meeting. Notification should include the purpose of the meeting, and, if possible, an agenda.

3.6.4 Minutes shall be taken of each departmental meeting. Copies of such minutes shall be distributed to departmental members no later than one week following the meeting.

3.6.5 A quorum shall consist of a simple majority of members who have one vote in departmental affairs in addition to the chair. Proxies must be submitted in writing. A quorum for all Personnel decisions shall be 2/3 of the full-time faculty eligible to vote. Absentee ballots must reach the department chair by the voting deadline.

3.6.6 All decisions made by the faculty of music (see Chapter 3, Section 1), except those affecting changes in By-Laws (see Chapter 1, Section 3), shall be by majority vote of the faculty eligible to vote. The Chairperson may vote only in the case of a tie, or to cause a tie.

Section 7 Robert’s Rules of Order

3.7.1 Proceedings of the Department of Music shall be conducted according to the most recent edition of Robert’s Rules of Order, except where they conflict with these Bylaws, which shall take precedence.