Department of Music Studies: Instrument of Governance

Department of Music Studies-Organization and Structure

Department Head

Director of Graduate Study
Director of Undergraduate Study

Coordinator of Music Theory
Coordinator of Musicology/Ethnomusicology

Instrument of Governance

This Instrument of Governance embodies the standards of Shared Governance required by The University of North Carolina, whereby Faculty members participate in significant decisions about the operation of the School. Per provision 3.4.1 in the School of Music, Theatre and Dance (SMTD) Instrument of Governance, each department shall establish a governance structure in accordance with the provisions of the Code of the University of North Carolina, the Regulations on Academic Freedom, Tenure and Due Process, The University of North Carolina at Greensboro Instrument of Government, and the Instrument of Governance of the SMTD.

The purpose of this Instrument of Governance is to codify the appropriate structures through which the Department of Music Studies operates.

1. Department Head
The Head is appointed by the Dean of the School of Music, Theatre and Dance, in consultation with department faculty. The Head is also responsible to the Dean and through the Dean, to the Provost. Through this administrative line of responsibility the Head derives the authority to execute the responsibilities cited below.

1. lead by example in teaching, research/creativity, and service;
2. exercise leadership in the articulation and formulation of departmental missions, programs, goals, procedures, and policies;
3. implement the policies of the department and serve as the chief representative of the department;
4. promote the best interests of the department, its faculty, and its students within the School, University, and scholarly community at large;
5. represent the faculty in communication with other units of the School and University;
6. initiate and finalize departmental recommendations concerning all personnel actions;
7. make budget recommendations and manage the expenditures of departmental funds;
8. coordinate all departmental programs, allocate departmental resources, initiate and/or consider proposals for changes in the curricula; and
9. assume an appropriate teaching load assigned by the Dean, in consultation with the Head.

2. Directors and Coordinators
Directors and coordinators are appointed by the Head in consultation with the Dean and appropriate faculty. Appointments are renewable two-year terms. Directors must be tenured members of the faculty. Directors and coordinators are credited for their Service in their workload. These individuals will assume responsibilities including, but not limited, to the following:

**Director of Graduate Study:**
1. Coordinate recruitment efforts
2. Monitor curricular development
3. Serve as liaison with DGS of other music departments
4. Coordinate with Graduate School in managing applications and admissions
5. Attend Graduate School DGS meetings
6. Advise students about plans of study
7. Oversee graduate diagnostic exams in music theory and history

**Director of Undergraduate Study:**
1. Coordinate recruitment efforts
2. Monitor curricular development
3. Serve as liaison with DUS of other music departments
4. Oversee the BA degree program

**Coordinator of Music Theory**
1. Monitor curricular development
2. Oversee course offerings and scheduling
3. Recommend graduate students for assistantships and fellowships
4. Administer and grade graduate diagnostic exams in music theory
5. Call and chair regular meetings with the theory faculty
6. Conduct auditions and interviews of MM applicants and TA applicants

**Coordinator of Musicology/Ethnomusicology**
1. Monitor curricular development
2. Oversee course offerings and scheduling
3. Recommend graduate students for assistantships
4. Administer and grade graduate diagnostic exams in music history
5. Call and chair regular meetings with the musicology/ethnomusicology faculty

The Directors and Coordinators advise the Department Head as needed. They will work together to ensure equity, fairness, and consistency in all departmental matters.

**3. Department Meetings**
Department Faculty members meet as needed during the academic year (at least once per semester) to conduct the business of the Department and to discuss
issues important to the entire Department. The Head schedules meetings, prepares agendas, and presides. A quorum (for voting on action items) will constitute at least 2/3 of all faculty members with at least a .75 FTE appointment.

Meetings of tenured departmental faculty on promotion and tenure or reappointment are held in accordance with School and University regulations. Votes on these matters are conducted by secret ballot. By State law, personnel discussions are confidential.

4. **Standing Committees of the School of Music, Theatre and Dance**
   The Department will elect representatives to the standing committees in the SMTD as outlined in the School’s Instrument of Governance. The Head may be called upon by the Dean of the School of Music, Theatre and Dance to appoint representatives to certain School, University, Senate or ad hoc committees as needed. Members of standing committees will be expected to provide verbal reports of activities at each Department meeting.

5. **Faculty Annual Evaluation**
   All faculty members are reviewed annually by a committee of peers. The Faculty Annual Evaluation Committee is comprised of four people of mixed rank appointed by the Head and rotated every year. Each faculty member’s materials will be reviewed by a minimum of three individuals. A faculty member may request that an additional outside member be added to the committee.

   Evaluations are summarized and recorded on the faculty annual report form (FAR) and are based upon but not limited to the contents of the FAR, course evaluations, peer review, and service activities. These evaluations address progress to promotion and serve as a basis for recommendation for merit increases.

   The Faculty Annual Evaluation Committee will conduct post-tenure reviews as required. Post-tenure review of faculty will occur every five years. Guidelines for post-tenure review are posted on the provost’s website.

   *Music Studies Departmental guidelines on Reappointment, Tenure and Promotion* (revised April 2012) provides the long-range expectations of faculty and the benchmarks for evaluation.

6. **Amendments**
   This instrument may be amended by a 2/3 majority vote of all departmental faculty members with at least a .75 FTE appointment.

Approved by Department Faculty, April 10, 2013

* Changes from this point forward require a vote.