

**The University of North Carolina Greensboro
School of Music Theatre and Dance
Department of Dance
Instrument of Governance**

1.1. Statement of Authority

The Faculty of the UNCG Department of Dance, hereinafter identified as the Faculty, approved this Instrument of Governance (IOG) on September 19th, 2013. This IOG is in accordance with the School of Music, Theatre and Dance (SMTD) IOG and embodies UNC Shared Governance Standards whereby Faculty participate in important decisions in the department.

1.2. Purpose

The purpose of this IOG is to codify and ensure appropriate transparency in the structures through which faculty initiate and participate in the academic affairs of the department and administrative affairs that affect the department's mission.

1.3. Approval of the IOG

This IOG shall become effective upon adoption by 2/3rds of the present and voting faculty.

1.4. SMTD DEPARTMENTS/ DEPARTMENT HEADS (SMTD IOG 3.4.1.)

The departments are the main structural units of the School. Department Heads are charged with leading and administering departments. Administrative responsibility includes, but is not limited to program oversight, management of budgeted resources, general coordination of departmental personnel and resources, and professional development of faculty, in addition to the specific duties described in the UNCG *Handbook for Faculty*.

A. Each department shall establish a governance structure in accordance with the provisions of the Code of the UNCG IOG and the SMTD IOG.

B. Departments shall be created and department heads shall be appointed to serve and assume responsibilities according to university guidelines as stated in the Administrative Guidelines document (revised 2001) available on the Provost's web page. (provost.uncg.edu).

1.5. DEPARTMENT HEAD

The Department Head executes the responsibilities cited below in consultation with administration, faculty and staff:

1. Takes an active role in teaching, research/creativity, and service
2. Exercises leadership in the articulation and implementation of a shared departmental vision and mission
3. Oversees application of department policies

4. Promotes the best interests of the department and serves as one of its representatives within the school, university and the community.
5. Initiates and finalizes departmental recommendations concerning all personnel actions.
6. In consultation with the faculty, arranges hiring of part-time instructors, guest artists and scholars as the budget allows.
7. Oversees Dance Position searches
8. Oversees department budgets for course support and other programmatic activities.
9. Delegates and manages department administrative activity
10. Coordinates departmental committees and curricular changes
11. Assumes an appropriate teaching load as determined by the SMTD Dean and department priorities.
12. Manages National Association of Schools of Dance (NASD) and Southern Association of Colleges and Schools (SACS) accreditation reporting.
13. Completes Faculty and Staff Workload Assignments and Annual Reviews

1.6. DEPARTMENT MEETINGS

The Department conducts decision-making and policy review business in faculty and faculty sub-committee meetings. Recommendations from faculty committees are brought forward to the Department Head for inclusion on faculty meeting agendas and then discussed and decided on by a quorum of the faculty. Meeting and voting quorums are 2/3 of the total permanent faculty.

Part-time instructors, guest artists, Teaching Assistants, and students do not usually attend faculty meetings, however any department individual may request to attend a faculty meeting.

The Department Head or an appointed designee acts as the recorder of the minutes at faculty meetings. A draft of the minutes and agendas are circulated prior to the next scheduled meeting for faculty review, comments and corrections. Minutes may be approved electronically or at a faculty meeting by a 2/3 majority of the permanent faculty. The Department Head will maintain electronic files of approved meeting agendas and minutes.

1.7. Amendments to the Instrument of Governance

Proposed amendments to the IOG may be submitted to the permanent faculty for consideration. The faculty shall review and vote on all proposals. Amendments approved by a 2/3rd of the voting faculty majority will become effective as soon as possible.

1.8. Suspension of the IOG

This IOG may be suspended at a Faculty meeting by approval of 90% of the members present (once a 2/3 meeting quorum is met).

1.9. Department Committee structure, assignments and duties

The Dance Faculty determines the responsibilities of Department Standing Committees. SMTD and University Committee service, although factored into Dance Workload assignments, follows the respective authority's guidelines. Ad hoc department committees, e.g., Search and Screen, MFA Thesis Committees, are formed as needed. Membership on all Department Committees is voluntary and determined in workload assignment consultations with the Department Head and Dance Faculty and may have to change according to the number of faculty members available to serve.

The Dance Department Standing Committees are: **Curriculum, Graduate, and Peer Review**. Committees shall follow the following standard protocols:

- a. Responsibilities
- b. Membership, including selection process and term of office
- c. Quorum
- d. Meetings and procedures
- e. Distribution and archiving of minutes

1.9.a. Dance Department Curriculum Committee

a. Responsibilities

- ❖ Acts as an oversight body for course and curriculum initiatives in the Department.
- ❖ Consults with Department SMTD Course and Curriculum Committee (CC) representatives to prioritize curriculum matters.
- ❖ The committee may also make curricular recommendations for final approval by the Department Head and the full faculty.

b. Membership

- ❖ Department SMTD CC representative, the Director of Graduate Studies (DGS) and one other faculty member of any rank.
- ❖ Committee assignment determined in consultation with Department Head and included as part of faculty workload.

c. Term of Office

- ❖ 2-year appointment for the additional faculty member. The DGS and SMTD CC representative remain members of the committee based on their department or school appointment terms.

d. Quorum

- ❖ 2/3 of voting members

e. Meetings and Procedures

- ❖ The committee will meet a minimum of twice a term in accordance with SMTD Course and Curriculum Committee meetings. Additional meetings may be called as necessary.

f. Minutes

- ❖ The Department SMTD CC rep is responsible for taking minutes, distributing minutes to the committee for review and approval and submitting a copy of the approved minutes to the Department Head for department records.

1.9.b. Graduate Committee

a. Responsibilities

- ❖ Acts as an oversight body for Graduate Programs admissions, changes and administration.
- ❖ The committee also makes graduate curricular recommendations for final approval by the Department Head and the full faculty.

b. Membership

- ❖ The Director of Graduate Studies (DGS), Department Head and two other faculty members of any rank.
- ❖ Committee assignment is determined in consultation with Department Head and included as part of faculty workload.
- ❖ Ex-Officio (non-voting) one-year appointment for a Graduate Student Representative as recommended by the faculty.

c. Term of Office

- ❖ 2-year staggered appointment for the additional faculty members

d. Quorum

- ❖ 2/3 of voting members

e. Meetings and Procedures

- ❖ The committee will meet at least twice a term to address committee business. Additional meetings may be called as necessary.

f. Minutes

- ❖ The DGS is responsible for taking minutes, distributing minutes to the committee for review and approval and submitting a copy of the approved minutes to the Department Head for department records.

1.9.c. Peer Review Committee

a. Responsibilities

- ❖ Act as an oversight body for Peer Review policies and procedures updates in the University, SMTD and the Department.
- ❖ Review Faculty Annual Report (FAR) forms and enter a review summary on the SMTD FAR form
- ❖ Submit merit recommendations as directed in guidelines from the SMTD Dean.

b. Membership

- ❖ Three tenured faculty
- ❖ Committee Chair and member assignments determined in consultation with Department Head and included as part of faculty workload.
- ❖ The Peer Review Committee may be supplemented with Professors of the required rank for Full Professor review as necessary.

c. Term of Office

- ❖ Rotating 3-year appointments per faculty member

d. Quorum

- ❖ 2/3 of voting members

e. Meetings and Procedures

- ❖ The committee will meet as needed over the Academic Year with the bulk of the meetings taking place in the spring term. Summary reviews will be forwarded to the Department Head by an agreed date.

f. Minutes

- ❖ The Peer Review Committee Chair is responsible for taking minutes, distributing minutes to the committee for review/approval and submitting a copy of the approved minutes to the Department Head for department records.

1. 10. Department Service Roles

Graduate Program Director, Undergraduate Program Coordinator, Director of Dance Education Programs, Peer Review Committee Chair, Technique Committee Chair

Department Service Roles are described below. Additional Department Service roles are delineated in the Dance Faculty Handbook. Responsibilities may change in consultation with the Department Head.

1. 10.a. Director of Graduate Studies: 1 course release per semester

The Director of Graduate Studies in Dance oversees the graduate programs in Dance and is responsible for a number of activities during the year. Further details of the position are available in the Appendices of the Dance Faculty Handbook:

- Plans orientation and advising sessions for new grads during orientation week.
- Maintains contacts with the Graduate School.
- Consults with the Dance Education Coordinator to maintain the interface between Dance Education and the other graduate programs.
- Schedules and oversees second year students of portfolio review process and due dates (DECEMBER 1).
- Schedules, in consultation with the Department Head, regular evaluation meetings with the Graduate Committee.
- Maintains the calendar and bulletins circulated by Graduate School
- Handles intake of new students
- Tracks continuing student registration
- Works with administrative assistant and head to determine waivers for all in state and out of state graduate students.
- Updates handbooks, webpages and graduate brochures as needed.
- Manages graduate programs recruitment and admissions.
- Collects COMPLIANCE ASSIST data at end of every semester; maintains a grid that shows student learning as distributed across various courses; integrates data into COMPLIANCE ASSIST; provides upkeep and adjustments to COMPLIANCE ASSIST.

m. Advises international students and helps them negotiate the application processes and transition to the university; reviews policies and processes regarding international students.

1.10.b. Undergraduate Coordinator: 1 course per year release (usually spring)

The Undergraduate Coordinator oversees the management of the B.A. and B.F.A programs in Dance:

- a. Oversees Spartan Orientation, Advising & Registration (SOAR)
- b. Head Advisor and coordinator for advising and registration
- c. Manages transfer students and executes course substitutions within the transfer process
- d. Manages course enrollment with the Department Enrollment Manager
- e. Advises the Head on schedule in accordance with programs of study
- f. Responsible for Undergraduate (UG) Handbook language/changes
- g. Conducts Undergraduate Auditions
- h. Oversees Placement classes for non-majors
- i. Advises all pre-dance students
- j. Provides support and handles all details with Registrar's Office on Graduation Clearance
- k. Consults and oversees nominations for Student Excellence awards

1.10.c. Director of Dance Education

The Director of Dance Education oversees Dance Education programs at the undergraduate and graduate levels. Further details of the position are available in the Appendices of the Dance Faculty Handbook:

- a. Advises students in the MA distance education (MADE), MA theories and practice (dance education focus), Post Baccalaureate program and the BA/BFA k-12 licensure when necessary.
- b. Prepares Plans of Study (POS)
- c. Attends to state (NCDPI) and national (NCATE) requirements for licensure as they are interpreted by UNCG.
- d. Writes the NCATE/DPI reports for accreditation of the program.
- e. Attends Teachers Academy Council of Program Coordinators meetings and contribute to initiatives as requested.
- f. Reviews and/or contributes to sections of Departmental annual report, Departmental accreditation reports (NASD, SACS), and all other administrative reports related to the Dance Education programs.
- g. Works with Department Head and Department of Continual Learning for scheduling all courses.
- h. Oversees recruitment and admissions of students for MADE program and MA Theories and Practices (dance education) program.
- i. Establishes and maintains relationships in community with teachers, principals, district and state arts coordinators.

1.10.e. Peer Review Committee Chair

The Peer Review Committee Chair coordinates the submission by faculty and the evaluation by the peer review committee of faculty members' Faculty Annual Review (FAR) forms:

- ❖ The chair ensures that committee members receive faculty FAR forms and any supporting materials from the faculty.
- ❖ Informs the committee of relevant department, school, and university policies concerning faculty evaluation, and makes sure that the reviews are completed in a timely manner for submission to the Department Head.
- ❖ In consultation with the Head, the Peer Review Committee Chair coordinates departmental discussion about any issues and questions that may arise concerning the formal evaluation of faculty.

1.10.g. Dance Technique Committee Chair

The Dance Technique Committee Chair oversees the implementation of Dance Technique Content Guidelines within the Department:

- a. Conducts and directs Mid Semester Technique Review (MSTR)
- b. Conducts and vets Appeals Process for MSTR
- d. Updates Technique Committee guidelines yearly
- e. Offers technique teacher orientations yearly or as needed
- f. Works with the Department Head and other technique teachers to observe and mentor technique Teaching Assistants per department guidelines.
- g. Organizes meetings for Technique instructors and Dance Technique Committee
- h. Consults with attending faculty on placement at the undergraduate auditions.

1.11. DEPARTMENT SERVICE REPORTS

The Director of Graduate Studies, Undergraduate Coordinator and the Director of Dance Education submit yearly reports at the spring dance faculty retreat. The report contains a summary of committee activity for the year and projected initiatives for the next academic year.

School of Music, Theatre & Dance
Department of Dance
IOG Organization Chart

