

**UNIVERSITY OF NORTH CAROLINA GREENSBORO  
COLLEGE OF VISUAL OF AND PERFORMING ARTS  
(CVPA)**

**School of Dance  
Instrument of  
Governance  
Updated and Approved  
August 25, 2020**

**School of Dance Support Personnel  
Update**

*Director of Dance*  
*Graduate Program Director (MA, MFA)*  
*Director of Undergraduate Studies (UGS)*  
*Academic Program Coordinator (APC)*  
*Director of Dance Education*  
*Technical Coordinator*  
*Business Coordinator*  
*Dance Music Coordinator*  
*Office and Enrollment Manager*  
*Peer Review Committee Chair*  
*Technique Committee Chair*  
*Dance Minor Adviser*

**1.1 Statement of Authority**

The Faculty of the University of North Carolina Greensboro, College of Visual and Performing Arts, School of Dance, hereinafter identified as the Faculty, updated and approved the Dance Instrument of Governance (IOG) by unanimous vote, on August 25, 2020. This IOG is in accordance with the CVPA Instrument of Governance, and embodies UNC Shared Governance Standards whereby Faculty participates in important decisions in the school.

**1.2 Purpose**

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

**1.3 Approval of the IOG**

The voting quorum for approval of the IOG will be 2/3rds of the faculty on contract for any given term.

**1.4 Quorum**

Unless otherwise noted the voting quorum will be 2/3rds of the faculty on contract for any given term.

## **1.5 School Support Personnel**

The Director of Dance, Graduate Program Director (MA, MFA), Director of Undergraduate Studies, and the Dance Education Director roles are described below. Additional school service roles are delineated here and in the UNCG Dance Faculty Handbook. CVPA standing committee descriptions are contained in the CVPA Faculty Manual. Faculty committee assignments and responsibilities may change in consultation with the Director of Dance.

### **1.5.a. Director of Dance**

UNCG administrative guidelines for the appointment of department heads, chairs and school directors states that, "service as a department head is incident to a faculty member's regular service to the University as a teacher and scholar. Appointment represents the addition of an important service responsibility rather than any change in the character of the formal appointment."

School directors are appointed by the Provost to four year terms at the pleasure of the Chancellor. The Dean acts as the position supervisor and reviews the school director annually using the same criteria for review of the dance faculty. These criteria include teaching, research, service, and Directed Professional Activity with the addition of an assessment of the director's administrative effectiveness. Appointed directors normally serve for two consecutive terms.

The director receives an appointment review at the end of their 4<sup>th</sup> year to determine re-appointment to a second four-year term. The Dean initiates this review by soliciting input from School of Dance faculty and staff to inform a recommendation to the Provost for re-appointment.

The director position is a 10.5-month contract from August 1 to June 15th. Assigned job duties may require off contract work due to end of fiscal year reconciliations and fall instructional contracting.

Director of Dance responsibilities include:

1. Promotes the best interests of the school and serves as one of its representatives within the school, university and the community.
2. Initiates and finalizes school recommendations concerning personnel actions.
3. Manages hiring of part-time instructors, guest artists and scholars.
4. Oversight of dance position searches.
5. Oversight of school budgets for course support and other programmatic

activities.

6. Delegates and manages school administrative activity.
7. Coordinates school committee and curricular changes.
8. Assumes an appropriate teaching load as determined by the CVPA Dean and school priorities. Directors are credited with a two course release (.50 FTE the equivalent of 6 credit hours) each semester. This FTE is assigned to Directed Professional Activity and documented as such in all reporting documents.
9. Manages National Association of Schools of Dance (NASD) and Southern Association of Colleges and Schools (SACSCOC) accreditation reporting.
10. Completes faculty and staff workload assignments, and annual reviews.
11. Handles informal and formal student and faculty complaints as needed.
12. Facilitates re-appointment, promotion and tenure processes.
13. Supervises office staff and personnel.
14. Supplements standing school committees as needed.

**1.5.b. Graduate Program Director (MA, MFA) (GPD) guidelines:**

Appointed by the Director of the School, and assigned .25 (the equivalent of 3 credit hours) workload credits per semester.

The Graduate Program Director (MA, MFA) in Dance oversees graduate programs in Dance and is responsible for a number of activities during the year:

1. Maintains contact with the Graduate School, especially the Associate Dean and Business Coordinator.
2. Consults with the Director of Dance Education to maintain the interface between Dance Education and the other graduate programs.
3. Schedules second year students' portfolio review process.
4. Schedules regular meetings with the Graduate Committee to:
  - a. Evaluate first year students at a spring term end meeting.
  - b. Manage 2<sup>nd</sup> year portfolio reviews

5. Maintains the calendar circulated by the Graduate School, making changes to Graduate Bulletin and proofing changes, notifying students of Summer Research Stipends and facilitates the nomination students for Outstanding Graduate Thesis/ Concert and Teaching awards.
6. Oversees Graduate recruitment, admission, advising and orientation processes (including international students).
7. Works with the Business Services Coordinator and Director of Dance to determine waivers for all in state and out of state graduate students.
8. Updates MFA handbooks annually for submission to the CVPA webpage.
9. Collects and enters Academic Assessment Reporting data for graduate programs.
10. Coordinates graduate forums with the Director of Dance.
11. Attends Directors of Graduate Study and Graduate Faculty meetings in the Graduate School.
12. Tracks potential curriculum changes for graduate students and vets and proposed changes with the faculty. Works with the Dance Course and Curriculum Committee to create and submits curriculum change paperwork
13. Attends Association of Graduate Students in Dance meetings as scheduled.
14. May serve as the CVPA Graduate Studies Committee representative.

**1.5.c. Director of Undergraduate Studies:** Appointed by the Director of Dance, the Director of Undergraduate Studies is assigned .25 workload credits (the equivalent of 3 credit hours) every semester for their service.

The Director of Undergraduate Studies oversees the BA and BFA programs in Dance, and is responsible for a number of activities during the year:

1. Assists with SOAR advising information as needed.
2. Head Advisor and coordinator for group advising and registration.

3. Manages transfer student advising and executes course substitutions within the transfer process.
3. Tracks in-coming student enrollments with the School of Dance Enrollment Manager.
4. Advises the Director of Dance and the Enrollment Manager on schedule and cohort sizes in accordance with programs of study.
5. Organizes with, the Dance Enrollment Manager and the Audition Committee bi-annual Undergraduate program entry auditions.
6. Provides support with the Registrar's Office for graduation clearances.
7. Completes Academic Assessment Reporting for Undergraduate programs.
8. In consultation with the Director of Dance makes advising assignments to cover: BA, BFA, Teaching Certification, Honors, and Study Abroad advising.
9. May serve as the CVPA Undergraduate Studies Committee representative.

**1.5.d. Academic Program Coordinator:**

Appointed by the Director of the School of Dance to meet Southern Association of Schools and Colleges standard 3.4.11. Per SACSCOC standards every undergraduate program must have an Academic Program Coordinator (APC). Currently, the role of the APC is assumed by the Director of the School of Dance in consultation with the Director of Undergraduate Studies, and the Enrollment Manager.

"Academic Program Coordinators are responsible for administration of processes related to recruitment, admission, advising, and qualifying of students in their program. They are responsible for curriculum development and review within the program. The APC is responsible for assessment of the program, and is often integrally involved in periodic program or departmental review."

**1.5.e. Director of Dance Education:**

Appointed by the Director of Dance, the Director of Dance Education is assigned .25 (equivalent of 3 credits) per semester to cover the following duties.

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:

1. Advises students in the MA in Dance Education, MA in Theories and Practice with a dance education focus, Post Baccalaureate program and the BA/BFA 12 licensure in concert with the undergraduate Dance Education adviser.
2. Prepares Plans of Study (POS) and revises curriculum as needed.

Attends to state (NCDPI) and national (NCATE) requirements for licensure as they are interpreted by UNCG.

3. Writes the NCATE/DPE reports for accreditation of the program.
4. Attends Teachers Academy Council of Program Coordinators meetings and contributes to initiatives as requested.
5. Reviews and/or contributes to sections of school annual reports, school accreditation reports (NASD, SACS), and administrative reports related to the Dance Education program.
6. Works with the Director of the Dance and Dance Enrollment Manager to schedule distance dance education courses.
7. Oversees recruitment and admissions of students for Dance Education graduate programs.
8. Establishes and maintains relationships in community with teachers, principals, district and state arts coordinators.

### **1.6 SCHOOL OF DANCE MEETINGS**

The school conducts decision-making and policy review business in faculty and faculty sub-committee meetings. Recommendations from faculty committees are brought forward to the director for inclusion on faculty meeting agendas. Meeting and voting quorums are 2/3 of the annual total number of full-time faculty.

Part-time faculty, guest artists, TAs, and students do not usually attend faculty meetings, however any school member may request to attend a faculty meeting.

The director or an appointed designee acts as the recorder of the minutes at faculty meetings. A draft of the minutes is circulated prior to the next scheduled meeting for faculty review, comments and corrections. Approval

of the minutes may be done electronically or at a faculty meeting by a 2/3 majority of the full-time faculty. The director maintains 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 full faculty for consideration. The faculty shall review and vote on all proposals. Amendments approved by a 2/3<sup>rd</sup> voting faculty majority will become effective at the beginning of the following academic year unless specified otherwise.

### **1.8 Suspension of the IOG**

This IOG may be suspended at a faculty meeting by approval of 90% of the members present.

### **1.9 School of Dance committee structures, assignments and duties**

The Dance faculty determines the responsibilities of school standing committees. CVPA and university committee service, although factored into dance workload assignments, follows the respective authority's guidelines. Ad hoc school committees, e.g., search committees and MFA Thesis committees are formed as needed. Membership on standing committees is voluntary and are determined in workload assignment consultations with the director and dance faculty.

#### **Additional School of Dance Standing Committees include:**

**Curriculum;  
Graduate Committee;  
Peer Review Committee;  
Technique Committee;  
Audition Committee**

Committees shall follow the articulate standard protocols stated below:

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

#### **1.6.a. School of Dance Curriculum Committee**

##### **a. Responsibilities:**

- ❖ Act as an oversight body for course and curriculum initiatives in the school
- ❖ Consults with CVPA Course and Curriculum Committee (CC) representatives to prioritize curriculum matters

- ❖ The committee may also make curricular recommendations for final approval by the Dance Director and the full faculty.

b. Membership

- ❖ School of Dance CVPA Undergraduate Studies representative, Graduate Program Director (MA, MFA) (GPD) and/or the Director of Dance Education.
- ❖ Committee assignment determined in consultation with director and included as part of faculty workload.

c. Term of Office

- ❖ 3-year appointment for the additional faculty member. The GPD and CVPA remain members of the committee based on their school appointment terms.

d. Quorum

- ❖ 2/3rds of voting members

e. Meetings and Procedures

- ❖ The committee will meet twice a term in accordance with CVPA CC scheduled meetings. Additional meetings may be called as necessary.
- ❖ The school CVPA representative is responsible for taking minutes, distributing minutes to the committee for review and approval and submitting a copy of the approved minutes to the director for school records.

**1.6.b. Peer Review Committee**

a. Responsibilities:

- ❖ Acts as an oversight body for Peer Review policies and procedures updates in the university, CVPA and the school
- ❖ Participates in peer class teaching observations
- ❖ Reviews Faculty FAR forms and submits a review summary on the CVPA FAR Annual Review form
- ❖ Submit merit recommendations as directed in the guidelines provided by the CVPA Dean.

b. Membership

- ❖ Three tenured faculty-one member must be at the Professor rank. Committee chair and member assignments determined in consultation with director and included as part of faculty workload.

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. Summary reviews will be forwarded to the director by a mutually agreed to 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 director for department records.

**1.6.c. Dance Technique Committee**

a. Responsibilities:

- ❖ Conducts and directs Technique Reviews
- ❖ Conducts and vets Appeals Process for Technique Reviews; Offers technique teacher orientations yearly or as needed
- ❖ Consults with the TA Mentor and technique teachers to observe and mentor technique Teaching Assistants according to school guidelines.
- ❖ Attends Undergraduate auditions

b. Membership

- ❖ Two dance faculty members-one member must be tenured
- ❖ Committee chair and member assignments determined in consultation with director and included as part of faculty workload.

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 to complete

committee responsibilities.

f. Minutes

- ❖ The Technique 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 director for school records.

**1.6.d. Graduate Committee**

a. Responsibilities:

- ❖ Act as an oversight body for graduate course and curriculum initiatives in the school
- ❖ Reviews and makes recommendations for graduate applicants
- ❖ Participates in portfolio review, first-year review and other graduate student activities such as the optional spring term campus visit for accepted students.

b. Membership

- ❖ Graduate Program Director (MA, MFA) (GPD), one or two other faculty member of any rank, Director of Dance Education if needed to consult on graduate Dance Education topics, one graduate student representative appointed by the director (ex-officio/non-voting)
- ❖ Committee assignment determined in consultation with director and included as part of faculty workload

c. Term of Office: 3-year appointment

d. Quorum

- ❖ 2/3 of voting members

e. Meetings and Procedures

- ❖ The committee will meet as scheduled by the Graduate Program Director (MA, MFA).

f. Minutes

- ❖ The GPD is responsible for taking minutes, distributing minutes to the committee for review and approval and submitting a copy of the approved minutes to the director for school records.

### **1.6.e. Audition Committee**

#### a. Responsibilities:

- ❖ Act as an oversight body for planning, managing and adjudicating undergraduate entry auditions.
- ❖ Reviews and makes recommendations for program entry
- ❖ Participates in MSTR reviews

#### b. Membership

- ❖ Director of Undergraduate Studies
- ❖ Chair of the Dance Technique Committee
- ❖ Committee assignment determined in consultation with director and included as part of faculty workload

#### c. Term of Office: 3-year appointment

#### d. Quorum

- ❖ 2/3 of voting members

#### e. Meetings and Procedures

- ❖ The committee will meet as scheduled by the Director of Undergraduate Studies.

#### f. Minutes

- ❖ The chair is responsible for taking minutes, distributing minutes to the committee for review and approval and submitting a copy of the approved minutes to the director for school records.

### **1.7 SCHOOL OF DANCE SERVICE REPORTS**

The Graduate Program Director (MA, MFA), Peer Review Committee Chair and Director of Undergraduate Studies may be asked to submit reports at term-end meetings. Using the report template the report contains a summary of committee activity and projected initiatives.

