

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

1.1. Statement of Authority

The Faculty of the UNCG Department of Theatre, hereinafter identified as the Faculty, approved this Instrument of Governance (IOG) on April 17, 2014. 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 a 2/3rds majority of the voting Faculty. Voting Faculty are all tenured and tenure-track Faculty and all full-time non-tenure track faculty.

1.3.1 Amendments to the Instrument of Governance

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

1.3.2 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.

1.4. 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 of Theatre

The Department's mission is to educate and train undergraduate and graduate students as professionals in the fields of performance (acting, directing), design and technology, theatre for youth, and theatre education. The Department is dedicated to student-centered teaching, creative expression, research, and service. The Department strives for excellence in mutually supportive undergraduate and graduate education with the aim of producing both exemplary liberal arts graduates and students with the skills, training, and talent to work professionally as artists, teachers, scholars, technicians, managers, and advocates. (**Appendix A**)

1.5.1 Department Head

The Department Head is the administrative head of the Department of Theatre. The Department Head provides leadership and oversight in matters relating to personnel, Faculty workload, annual reviews, program development, resource management, support services, public relations and external funding.

The initiation and evaluations of all policies and actions of the Department, and the representation of the Department at the administrative level of the School, are additional responsibilities of the Department Head.

The Department Head may delegate duties to various Administrative associates (Chief Administrative Secretary and Department Secretary) and Faculty associates, committees, and Area Coordinators, and s/he is expected to consider the advice and recommendations of Faculty in making decisions. But, except where explicitly stated otherwise in School and University regulations, the Department Head has the ultimate authority and responsibility for the actions of the Department of Theatre.

1.5.2 Basic Structure

a. **Department Faculty** - as the main body of governance in the Department, the **Faculty** assumes academic and production leadership positions in administration of the Department. The responsibilities of the Faculty shall be:

- Act as the legislative body of the Faculty for matters in the purview of Faculty. In shared governance, this is typically curriculum, graduate programs, awards, promotion and tenure considerations and guidelines, research, and governance
- Respond to recommendations of the Department Head, Area Coordinators, and Standing Committees
- Advocate policies that reflect Faculty concerns
- Adopt and amend the Department of Theatre's Instrument of Governance

b. **Divisions** - the Department of Theatre is comprised of two principle administrative areas with assigned Area Coordinators.

- The Performance Division – administered by the **Performance Coordinator**
- The Design Division – administered by the **Design Coordinator**

Where actions of the two divisions are collaborative through implementation of the Department's production season, necessary administration is assigned to the **Production Coordinator**.

Where actions of the two divisions are in support of the Bachelor of Arts degree track, necessary administration is assigned to the **Academic Coordinator**.

These Area Coordinators of the Department shall have administrative duties and responsibilities determined by the Department Head. These duties and responsibilities shall be consistent with the Department's Instrument of Governance and the rights and obligations of the Faculty.

c. **Area Coordinators** – the Area Coordinators are charged with leading and administering the divisions of the Department and, also, the interactions of these divisions as they relate to the Production Season and the Bachelor of Arts degree track.

For the **Performance Coordinator** and the **Design Coordinator**, administrative responsibility includes, but is not limited to:

- Scheduling and chairing regular meetings of area Faculty and Staff
- Implementation of area degree tracks
- Curriculum development and implementation
- Recruitment of graduate and undergraduate students
- Scheduling of student reviews, production forums, and debriefings
- BFA/MFA Program assessment

For the **Production Coordinator**, administrative responsibility includes, but is not limited to:

- Management of the production budget
- Supervision and maintenance of production facilities
- Direction of production Faculty and Staff supervisors
- Creation and distribution of the academic year Production Calendar
- Coordination of activities and processes pertaining to technical rehearsals
- Scheduling and chairing of production planning meetings
- Coordination of Production/Classroom/Rehearsal use of theatre spaces

For the **Academic Coordinator**, administrative responsibility includes, but is not limited to:

- Implementation of the Bachelor of Arts degree track
- Scheduling of student advising and reviews
- Coordination of BA Capstone Projects
- BA program assessment

2.1 Department Business

The Department conducts decision-making and policy review business in Faculty and Faculty sub-committee meetings.

2.1a Faculty Meetings

a. Responsibilities

Recommendations from Faculty are brought forward to the Department Head for inclusion on Faculty Meeting agendas and then discussed and decided on by a majority vote of the Faculty. Voting Faculty not in attendance at a Faculty Meeting may vote by proxy, by letter, or by electronic/digital means. 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.

b. Membership

The Department Head, all full-time tenured and tenure-track faculty, and full-time non-tenure track faculty. Non-full-time instructors, guest artists, teaching assistants, Department Staff and students do not usually attend Faculty Meetings. However any department individual may request permission to attend a Faculty meeting should they so desire.

2.1b Administrative Council

a. Responsibilities

The Administrative Council shall serve as an advisory body to the Head on matters of importance to the Department. Such subjects shall include, but not be limited to, planning for the Department

and its constituent divisions and programs, programmatic initiatives and review, budgetary planning and analysis, and responses to University, School or other external initiatives.

b. Membership

The Department Head and Area Coordinators. Other Faculty or individuals may be invited as needed to conduct business.

2.2 Department Committee Structure and Service Responsibilities

The Theatre Faculty determines the responsibilities of Department Standing Committees.

2.2.1 Standing Committees

2.2.1a Season Selection Committee

2.2.1b Curriculum Committee

2.2.1c Peer Review Committee

2.2.1d Super Saturday Committee

2.2.1e NYC Actor's Showcase Committee

2.2.1f Scholarship Committee

2.2.2 Ad Hoc Committees

Ad hoc Department committees are formed as deemed necessary in the conduct of Department Business.

2.3 Department Service Roles

Department Service Roles are listed below. Responsibilities may change in consultation with the Department Head.

2.3.1a Director of Graduate Studies

2.3.1b Honors Program Representative

2.3.1c SOAR Expo, SOAR Advising

2.3.1d Student Advising – MFA, BFA, BA

2.3.1e Acting Internships (Triad Stage, NCSF??), NCSA Film Auditions

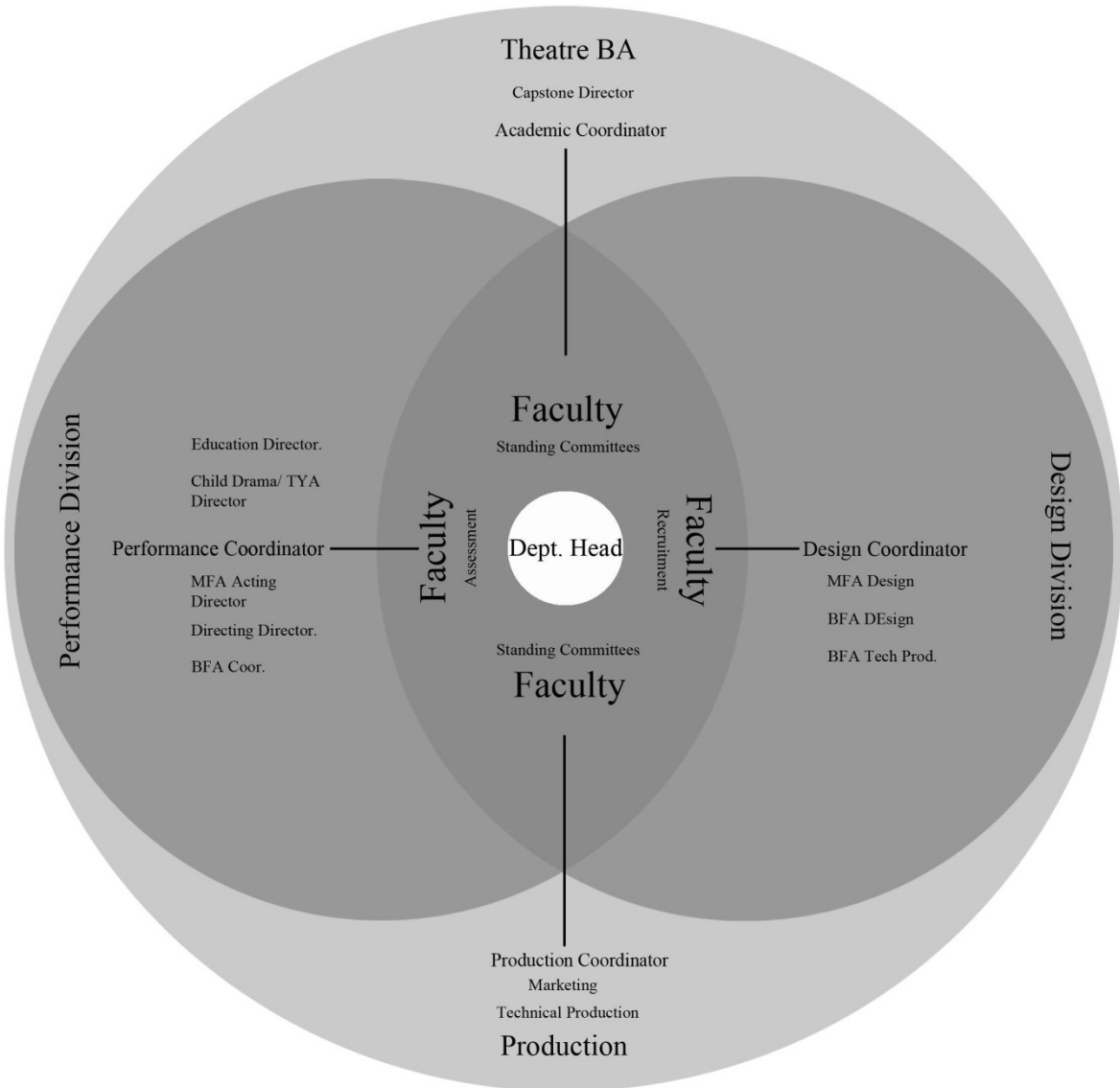
2.3.1f Theatre Angels, On-line newsletter, Opening Nights, University Events

2.3.1g Library Liaison

2.3.1h SETC Display, Party

2.3.1i Production Rights, Royalties, and Contracts

2.3.1j Annual News Letter, Alumni List Serve



Appendix A – Mission Statement

The Department supports the following goals and objectives:

1. **To enhance the high quality and reputation of M.F.A. concentrations in Acting, Design, Directing, and Theatre for Youth.**

Objectives:

- a. To ensure that the curriculum meets National Association of Schools of Theatre (NAST).
- b. To recruit and retain a distinguished, professionally active Faculty.
- c. To offer challenging, relevant, and advanced graduate level courses.
- d. To maintain a varied, diverse, high-quality, graduate-level co-curricular production program that provides students with ample opportunities to work in a professional, creative, collaborative environment.
- e. To promote regular contact with the professional world through the use of guest artists/Faculty, internships, residencies, and field studies.
- f. To maintain nationally competitive assistantships and scholarships to recruit and retain the best graduate students.

2. **To provide excellent undergraduate preparation and training in the pre-professional B.F.A. programs in Acting, Design and Theatre Technology, Technical Production, and in a liberal arts oriented B.A. in Drama.**

Objectives:

- a. To ensure that the curriculum meets National Association of Schools of Theatre (NAST).
- b. To ensure that all undergraduates receive an appropriate education in the liberal arts so that they learn to think critically and creatively, communicate clearly both orally and in writing, have an informed acquaintance with the mathematical and experimental methods of the sciences, are knowledgeable in history, literature, and the arts, and have an informed understanding of moral and ethical issues.
- c. To offer challenging and relevant undergraduate courses tailored to the objectives of the Department's different undergraduate degree programs.
- d. To maintain a varied, diverse, high-quality, co-curricular program that provides students with ample opportunities to work in a professional, collaborative environment.
- e. To promote regular contact with the professional world through the use of guest artists/Faculty, internships, residencies and field studies.

3. **To offer the best preparation in North Carolina for students pursuing the B.F.A. in Theatre Education with Teacher Licensure, and the M.Ed. in Theatre Education.**

Objectives:

- a. To ensure that the curriculum meets National Association of Schools of Theatre (NAST), State Department of Public Instruction and National Council for the Accreditation of Teacher Education (NCATE) accreditation standards.
- b. To provide students with ample opportunity to participate in a varied, diverse and high-quality co-curricular production program.
- c. To provide students who are pursuing licensure with extensive field experience prior to their student teaching.
- d. To recruit and retain students with the motivation, intelligence, talent, and skills to be good teachers.

4. **To offer outstanding courses in fulfillment of University and School of Music, Theatre and Dance requirements.**

Objectives:

- a. To maintain the quality of courses specifically designed for non-majors.

- b. To offer introductory and advanced courses in history, theory, literature, and writing that are open to students outside the Department.
 - c. To contribute to special School of Music, Theatre and Dance initiatives and programs.
5. **To stimulate and promote Faculty excellence in teaching, creative expression, and scholarship.**

Objectives:

To reward Faculty achievements.

- a. To support Faculty development and renewal through research leaves, participation in conferences and master classes, travel, and external creative and scholarly activity that enrich both the Faculty and the Department.
 - b. To encourage Faculty participation in seminars, classes and programs focused on teaching and learning.
 - c. To promote an on-going, Departmental conversation about teaching and create a supportive environment for reflection and experimentation.
6. **To promote productive, creative collaboration among the Faculty and between Faculty and students.**

Objectives:

- a. To encourage and support scholarship and creative activities which involve the collaboration of students and Faculty.
 - b. To maintain a high-quality and diverse co-curricular, theatre production program that culturally enriches the campus, the Triad community, and the southeast region.
7. **To promote productive, creative collaboration and interaction between the Department, other units within the University, and community organizations.**

Objectives:

- a. To maintain and enhance cooperation and joint projects between the Department of Theatre and the other departments in the School of Music, Theatre and Dance.
- b. To encourage creative interaction with community organizations and agencies.
- c. To provide service to K-12 Theatre Education programs.

8. To provide University and Community Service

Objectives:

- a. To promote Faculty participation in the life of the institution through involvement in special programs and service on School of Music, Theatre and Dance and University committees.
- b. To maintain the Department's tradition of Faculty involvement and leadership in state, regional, and national professional associations.
- c. To provide professional consultation to external agencies and individuals in the community, state, region,