This document describes the policies and procedures by which the Department of Art, subsequently referred to as the department, of the University of Delaware operates to achieve its mission. Department policies, procedures and operations are subject to and consistent with, those of the University and the College of Arts and Sciences.

1. Department of Art Mission Statement

Making art is an expansive process that we foster through our teaching, scholarship, and service. We cultivate an inclusive atmosphere of diversity, discovery, experimentation, problem-solving, and creative thinking throughout these activities. The department has a special responsibility to develop individual and collaborative artistic practices as well as critical understanding of art and design. Our students and faculty are socially and culturally engaged artists and designers who comprehend and challenge definitions and assumptions with a wide spectrum of artistic production. We activate the future.

2. Membership in the Department and Voting Privileges

The membership of the department consists of the department chair and the faculty, a subset of which comprise the voting faculty.

The faculty consists of all persons who hold 1) regular full-time tenure track and continuing non-tenure track positions, 2) full-time research/teaching temporary positions, 3) adjunct appointments in the department, 4) all persons who hold joint appointments in the department and who hold a faculty title, and 5) all faculty members with emeritus status.

The voting faculty consists of all faculty members who are teaching full-time in the department on a tenured, tenure-track, continuing non-tenure track, or temporary faculty appointment. Faculty who are applicants for a departmental position are not eligible to vote in the search in which they are a candidate.

3. Responsibilities of the Faculty

The department faculty are responsible for producing quality creative research, providing innovative teaching, and pursuing scholarly activities related to department. This mission includes graduate and undergraduate education and relevant areas of service to the department, university, community and profession. The department faculty is responsible for developing a vision that informs the future growth and development of the department, and for periodically reassessing the department’s vision. All new degree
programs and changes in existing programs require the approval of the voting faculty in the department. Some of the other rights and responsibilities of the faculty are outlined in the following sections.

4. Department Organization and Operation

4.1 Officers of the Department

A. The Chair is the chief administrative officer of the department. Responsibilities of the Chair include: providing leadership to the department in achieving its mission; administering the policies and procedures of the University and the department; overseeing and determining allocation of the departmental budget and the use of departmental space; administering faculty workloads as based on the individual abilities of faculty members and department, college and University needs; conducting annual personnel appraisals; and acting as the primary representative of the department within the institution and in the profession at large. The duties of the Chair are described in further detail in the University’s Policy Guidelines for Department Chairs and Academic Program Directors. http://www.udel.edu/provost/chr-ad/duties.html

In accordance with university regulations, the Chair is appointed by the President, normally for a five-year term, upon the recommendation of the Dean and the Provost. The department participates in the appointment process by presenting its recommendation to the Dean’s office. Such recommendation is advisory in nature and requires a majority of those faculty members voting at a duly constituted department meeting, provided that the majority is equivalent to more than half of the voting membership of the department. The appointment is renewable.

The Chair serves ex officio on all department standing and ad hoc committees. The Chair shall preside over faculty meetings.

B. The Undergraduate Program Coordinators (Fine Arts BFA, Visual Communications BFA, and Foundations) are appointed by the Chair to an annual renewable term and perform those functions assigned by the Chair. These functions may include; coordinating and scheduling undergraduate curriculum (including Professional and Continuing Studies classes), handling undergraduate student complaints and grievances, coordinating exhibition planning, visiting artist programs, and assisting with public relations and recruitment events. The Undergraduate Program Coordinators represent the Chair at meetings and events that the Chair is unable to attend. Other duties of the Program Coordinators are negotiated with the Chair and communicated to the department.

C. The Graduate Education Coordinator is appointed by the Chair to an annual
renewable term and performs those functions assigned by the Chair. Duties assigned by the Chair may include; coordinating graduate admissions and funding (in consultation with the Chair), coordinating and implementing graduate program curriculum issues, the scheduling of graduate course offerings in coordination with the Undergraduate Program Coordinators, coordinating graduate advisement, handling graduate student complaints, grievances and TA assignments. Other duties of the Graduate Coordinator are negotiated with the Chair and shall be communicated to the department.

D. Studio Area Heads are appointed by the Chair for an annual renewable term for each of the department’s studio areas. The Studio Area Head’s responsibilities may include: administering the area’s operating budget; assisting the facilities staff in maintaining related facilities, equipment, and supplies; and overseeing issues related to safety. Provide leadership for studio related curriculum direction and development in collaboration with Program Coordinators. In areas with more than one faculty member, the Studio Area Head will also be expected to communicate information and solicit input with other colleagues in the area. Colleagues will be expected to support the Studio Area Heads as needed: attend meetings, and be available to help maintain the studio facility.

4.2 Department Committees

Robert’s Rules of Order will be used as a framework to guide all departmental voting matters in meetings. Each committee meeting will be documented by written minutes; such minutes will be filed in electronic and hard copy forms with the department’s Assistant to the Chair.

4.2.1 Executive Committee

The Executive Committee advises the Chair on behalf of the faculty in the administration of the department. This committee is composed of five members of the faculty, each elected for a two-year term by a majority vote from within the voting faculty. The Chair of the department acts as chair of the Executive Committee. The Chair is a non-voting member of the Executive Committee. The Chair sets the agenda of the EC and solicits input from the EC in setting the agenda. The primary responsibilities of the Executive Committee are to advise the department Chair concerning the general administration of the department and to make recommendations to the faculty as a whole. Such advisory functions may include: the development and implementation of initiatives affecting research and educational activities of the department, long range strategic planning, the periodic review of departmental organization and documents (such as the bylaws), space allocation and use of existing and new sources of funds. All standing and ad hoc committees will report to the Executive Committee, who in return will report to the faculty of the whole as needed.

4.2.2 Academic Affairs Committee
The Executive Committee will act as the Academic Affairs Committee. This committee is responsible for reviewing and coordinating all aspects of the department’s undergraduate curriculum. Any review of program, curriculum, or course content change will be directed to or start in this committee. The EC will then make a recommendation to the faculty of the whole.

4.2.3 Undergraduate Admissions Committee

The Admissions Committee will be elected by the faculty with one member of the Executive Committee convening and serving on the committee. The committee will elect a chair of the committee. The committee is responsible for overseeing all undergraduate admissions, procedures, policies and review of portfolios. The committee reports to the Executive Committee.

4.2.4 Promotion, Tenure and Peer Review Committee

The Promotion, Tenure and Review Committee is appointed by the Chair for each personnel matter as needed, the Chair will appoint the chair of the committee. Peer Review Committees make a recommendation directly to the Chairperson. For promotion and tenure decisions the committee makes a recommendation to the faculty, eligible faculty members then vote on the decision. The department’s recommendation is then passed on to the Chairperson. The committee uses the standards delineated in the department’s Promotion and Tenure Document and relevant sections of the University Handbook for Faculty as a basis for all evaluations.

4.2.5 Graduate Program Committee

The Graduate Program Committee will consist of the graduate education coordinator and the graduate faculty as appointed by the department Chair. The Graduate Committee is responsible for current graduate students and the operation of the graduate program. Responsibilities of the Graduate Committee include; reviewing graduate admission applications, periodic review of the graduate program, formulation of requirements for the graduate program subject to approval of the voting faculty, and enforcement of degree requirements. The Graduate Program Committee will decide as a whole about admission decisions of new students. In addition, the Graduate Program Committee provides advice to the graduate education coordinator who makes recommendations to the department chair regarding fellowship and teaching assistantship awards for current graduate students. Other responsibilities include monitoring the recruitment efforts of each graduate training program, advising graduate students, monitoring the progress of all graduate students and ensuring the quality of the graduate student body.

4.2.6 Safety Committee

The Safety Committee will consist of Studio Area Heads and the department Facilities Coordinator. The Chairperson appoints the chair of the committee. The committee will
implement the University’s Safety Regulations and recommend changes in department policy and practice in order to promote and enhance safety.

4.2.7 Other Committees

Other standing or ad hoc committees may be formed as deemed necessary by the Chair or the executive committee. The Chair will appoint members of the committees. The department Chair will appoint the chair of ad hoc committees.

4.2.8 Department Meetings

All full time faculty members are expected to attend faculty meetings. The faculty shall meet as needed but not less than once a month. Special meetings may be called by either the department chair or at the request of the majority of the voting faculty. Each faculty meeting will have an agenda prepared by the department Chair. Although other business may be discussed at the faculty meeting, official action may be taken only on items on the agenda. Voting faculty, including those on sabbatical, may attend and participate in all faculty meetings. A quorum shall consist of a majority of the voting faculty who are not on sabbatical or leave of absence; faculty members on sabbatical or leave of absence do not count in determining a quorum. A quorum must be present at a faculty meeting for action to be taken. Voting faculty may vote on all department matters, (and those unable to attend a meeting may submit proxy votes to the Chair or the Chair’s representative). Faculty members on sabbatical retain their voting rights; a faculty member on leave retains his or her voting rights, unless decided otherwise by the voting faculty. Except where otherwise specified, binding decisions require a simple majority of the voting faculty, whether in person, by e-mail, proxy, or paper ballot. Most departmental issues are decided by secret balloting.

5. Appointments

5.1 Tenure-Track and Continuing Non-Tenure Track Appointments

Ad hoc Search Committees, appointed by the department Chair, are responsible for administering the recruitment of new tenure-track and continuing non-tenure track faculty. The Search Committees actively solicit the views of the voting faculty regarding the desired qualifications of candidates for open positions and formulate an advertisement to attract such candidates. The Search Committees review applications for the relevant position and identify finalists who are invited to campus for interviews. After each candidate's visit, the Search Committees solicit evaluations from the voting faculty, appropriate non-voting faculty, and students, and use these evaluations to formulate a recommendation that is presented to the voting faculty at a faculty meeting. A voting faculty member must attend at least one interview event for every on campus interview candidate to participate in voting for the final candidate. The voting faculty of the department as a whole ranks the candidates and recommends a selected candidate to the Chair.

5.2 Supplemental Faculty
The Chair of the department appoints supplemental faculty members.

6. Amendment

These bylaws may be amended at a duly constituted department meeting by a majority vote and are subject to the approval of the Dean, Provost, and the appointed representative of the AAUP.