

## **Committee Structure of the School of Music**

In order to efficiently develop policies and make decisions regarding academic and procedural issues, the School of Music uses a system of representative committees as the structure for faculty governance. Although the regular faculty considers and votes on all curricular policies and on some other actions prescribed in University and School policies and procedures, recommendations are typically first developed by standing committees, or other ad hoc committees, and subsequently presented to the full regular faculty for final approval. Standing committees are those that have ongoing responsibilities for academic, personnel, or other non-academic policy management. Other ad hoc committees and task forces can be created to facilitate a variety of projects and responsibilities associated with functional operations in the SoM. Membership on standing committees is either specified by policy or constituted by the Director in consultation with area chairs. Membership on ad hoc committees and task forces is less formalized than for standing committees, but is commonly constituted by appointment of the Director in consultation with the Advisory Committee. Descriptions of specific committees are below.

### **STANDING COMMITTEES**

#### **Advisory Committee**

The Advisory Committee is responsible for the following: 1) development of all non-academic policies and procedures in the School of Music, 2) consideration of the appointment/re-appointment of auxiliary faculty, 3) consideration of awards for graduate assistantships and development of policies for the evaluation and mentoring of teaching/graduate assistants, 4) monitoring progress of departmental strategic planning, 5) compiling and regularly updating a faculty handbook with policies and procedures for operations of the School, 6) providing advice to the Director of the School on matters impacting the effective operation of the SoM, 7) representing the interests/concerns of areas within the broader considerations of the SoM, and 8) presenting matters raised by faculty for discussion in the advisory committee. Chaired by the Director of the School, committee membership includes the Associate Director(s) of the School and chairs from the following areas: Composition, Instrumental Studies, Jazz Studies, Keyboard Studies, Music Education, Musicology, and Vocal Studies. Members of the Advisory Committee are responsible for communicating with their areas regarding the work of this committee. Meetings of the Advisory Committee are open to all regular, lecture, and adjunct faculty except in cases where sensitive personnel issues are considered. The Director will, when possible, announce in advance the agenda of Advisory Committee meetings.

#### **Undergraduate Studies Committee**

The Undergraduate Studies Committee is responsible for all undergraduate academic matters including development, review, and revision of curriculum and degree programs administered by the School of Music. Additional responsibilities include: 1) policies and procedures for undergraduate student admissions; 2) policies and procedures for undergraduate student advisement; 3) development, review, and consideration of undergraduate exit surveys; and 4) other duties and activities as determined to be appropriate in support of the undergraduate mission and programs of the SoM. Chaired by the Associate Director for Undergraduate Studies,

committee membership includes representatives from the following areas: Composition, Instrumental Studies, Jazz Studies, Keyboard Studies, Music Education, Musicology, Music Theory, and Vocal Studies. Members of the Undergraduate Studies Committee are responsible for communicating with their areas regarding the work of this committee.

### **Graduate Studies Committee**

The Graduate Studies Committee is responsible for all graduate academic matters including development, review, and revision of curriculum and degree programs administered by the School of Music. Additional responsibilities include: 1) policies and procedures for graduate student admissions; 2) policies and procedures for graduate student advisement; 3) development, review, and consideration of graduate exit surveys; and 4) other duties and activities as determined to be appropriate in support of the graduate mission and programs of the SoM. Chaired by the Associate Director for Graduate Studies, committee membership includes representatives from the following areas: Composition, Conducting, Instrumental Studies, Jazz Studies, Keyboard Studies, Music Education, Musicology, Music Theory, and Vocal Studies. Members of the Graduate Studies Committee are responsible for communicating with their areas regarding the work of this committee.

### **Departmental Appointments Advisory Committee**

The Departmental Appointments Advisory Committee (DAAC) is responsible for considering the initial appointment of all regular faculty members, and the initial appointment and annual reappointment of all auxiliary faculty. All regular faculty (professors, associate professors, and assistant professors) in the SoM comprise the DAAC. A quorum of the DAAC shall consist of two-thirds of the members entitled to vote, except that any member unable to attend the meeting because of formal leave of absence or physical disability shall not be counted in determining the number required for a quorum. Faculty members casting absentee votes will be counted toward satisfying the required quorum. Provisions for the work of the DAAC are consistent with those provided in University PPM 9-5.

### **Departmental RPT Committee**

The School of Music RPT Committee shall be responsible for conducting RPT reviews each year. Discussion and voting shall be restricted to those who constitute the committees as follows: 1) Retention – All tenured faculty members of equal or higher rank and all non-tenured regular faculty members of higher rank than that held by the candidate for retention are eligible to participate in the consideration of, and to vote on, recommendations in individual cases on matters of retention; 2) Promotion – All regular faculty members of equal or higher rank than that proposed for the candidate for promotion are eligible to participate in the consideration of, and to vote on, recommendations in individual cases on matters of promotion; 3) Tenure – All tenured faculty members of equal or higher rank than that proposed for the candidate for tenure and all non-tenured regular faculty members of higher rank than that proposed for the candidate for tenure, are eligible to participate in the consideration of, and to vote on, recommendations in individual cases on matters of tenure. A quorum of the Departmental RPT Committee shall consist of two-thirds of the members entitled to vote, except that any member unable to attend the meeting because of formal leave of absence or physical disability shall not be counted in determining the number required for a quorum. Faculty members casting absentee votes will be

counted toward satisfying the required quorum. The Departmental RPT Committee functions under provisions of the School of Music RPT Policy and University PPM 9-5.1.

## **AD HOC COMMITTEES AND TASK FORCES**

### **Scholarship Committee**

The Scholarship Committee is responsible for making recommendations to the Director of the School regarding the distribution of revenues specified for music scholarships. Committee membership typically includes representatives from Jazz, Keyboard, Strings, Voice, Winds/Percussion, and a representative from an academic area. Members of the Scholarship Committee are responsible for communicating with faculty in their respective programs regarding the work of this committee.

### **Library Committee**

The Library Committee is responsible for developing policies for the McKay Music Library. Other responsibilities include, but are not limited to, making recommendations for acquisitions and considering matters of cooperation/coordination with the Marriott Library. Membership is not specified according to area. The Director of the McKay Library serves as a member of this committee.

### **Task Forces**

Task forces are groups assigned to pursue short-term projects in the SoM. Most work is non-academic in nature, but can include a wide variety of initiatives. Some examples of task forces might include Grants, CD Sampler, Website Design, etc.