

COLLEGE OF MUSICAL ARTS
FACULTY CHARTER

Current as of 4/9/21

PREFACE

The BGSU Governance Documents and Collective Bargaining Agreement serve as the model and source for the administration and faculty organization of the College of Musical Arts. It is the responsibility of each faculty member and administrative officer of the College of Musical Arts to become familiar with the Governance Documents and Collective Bargaining Agreement. In the event of conflict between the College of Musical Arts Charter and the BGSU Governance Documents or Collective Bargaining Agreement, the latter will take precedence.

Rev. 10/25/19

ARTICLE I. VISION AND MISSION

VISION

At the College of Musical Arts, we believe in the transformative power of music and education, for our students, our communities, and the world. Through their dedicated musical study and practice, students in the College of Musical Arts develop their own paths and opportunities in life by expanding the boundaries of knowledge, learning, expression, and the human experience.

MISSION

Offering a comprehensive music curriculum featuring distinctive specialties in contemporary music and music education, our expert faculty guide students of all majors in the pursuit of artistic and scholarly excellence. By honoring traditions and embracing innovation, we prepare students for diverse musical lives and life-long career growth. The College of Musical Arts serves the University community and Northwest Ohio as a cultural and artistic resource, and serves the music profession in state, national and international communities through support and dissemination of creative works, performances, scholarship, and music teaching.

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ARTICLE II. ADMINISTRATIVE DUTIES WITHIN THE COLLEGE OF MUSICAL ARTS

The role of the administration in the College of Musical Arts is that described in Article II.D of the Governance Documents. The administrative duties within the College of Musical Arts shall be as follows:

- A. Dean
 1. General responsibilities of the Dean are as specified for the Dean of an undergraduate college in Article IX.C of the Governance Documents of the University.
 2. Appointment and/or evaluation of the Dean shall be carried out as specified in Article IX.B of the Governance Documents.
- B. Assistant/Associate Dean
 1. General responsibilities of the Assistant/Associate Dean are to provide administrative assistance and support to the Dean. Specific responsibilities of the Assistant/Associate Dean are assigned by the Dean.
 2. The Assistant/Associate Dean shall be evaluated annually by the Dean. Formal evaluation of the Assistant/Associate Dean by the College Council shall be undertaken every five years.
 3. When it becomes necessary to appoint a new Assistant/Associate Dean, the Dean shall consult with the College Council regarding the selection. The recommendation or findings of the Council shall be transmitted in writing to the Dean.
- C. Chairs
 1. General responsibilities of Chairs are as specified for the Chair of a Department in Article XII.C of the Governance Documents of the University.
 2. Appointment and/or evaluation of the Chairs shall be carried out as specified in Article XII.B of the Governance Documents.
- D. Assistant Dean for Graduate Studies
 1. General responsibilities of the Assistant Dean for Graduate Studies are to oversee the implementation of Graduate College policies and procedures within the College of Musical Arts, to communicate with the Graduate College on behalf of the College of Musical Arts, and to serve as the Dean's representative to the Graduate Committee.
 2. The Assistant Dean for Graduate Studies shall be evaluated annually by the Dean of the College of Musical Arts. Formal evaluation of the Director of Graduate Studies shall be undertaken every five years in consultation with the Graduate Committee.
 3. When it becomes necessary to appoint a new Assistant Dean for Graduate Studies, the Dean shall consult with the Administrative Committee regarding the selection.

- E. Director of the MidAmerican Center for Contemporary Music
 1. General responsibilities of the Director of the MidAmerican Center for Contemporary Music are to oversee the activities of the MidAmerican Center for Contemporary Music.
 2. The Director of the MidAmerican Center for Contemporary Music shall be evaluated annually by the Dean. Formal evaluation shall take place every three years in conjunction with the evaluation of the MidAmerican Center for Contemporary Music.
 3. When it becomes necessary to appoint a new Director of the MidAmerican Center for Contemporary Music, the Dean shall consult with the Vice President for Academic Affairs and the MidAmerican Center for Contemporary Music Advisory Committee.
- F. Manager of Public Events
 1. General responsibilities of the Manager of Public Events are to coordinate all public presentations sponsored by the College of Musical Arts, and to oversee publicity, outreach, promotion, and other activities assigned by the Dean.
 2. The Manager of Public Events shall be evaluated annually by the Dean. Formal evaluation of the Director of Public Events shall be undertaken every five years in consultation with the Public Events Committee.
 3. When it becomes necessary to appoint a new Manager of Public Events, the Dean shall consult with the Public Events Committee regarding the selection.
- G. DMA Coordinator
 1. General responsibilities of the DMA Coordinator are to serve on the Doctoral Committee, assist the Assistant Dean for Graduate Studies in facilitating all aspects of the DMA program.
 2. The DMA Coordinator shall be evaluated annually by the Dean of the College of Musical Arts. Formal evaluation of the DMA Coordinator shall be undertaken every five years in consultation with the Doctoral Committee.
 3. When it becomes necessary to appoint a new DMA Coordinator, the Dean shall consult with the Administrative Committee regarding the selection.
- H. Other Administrative Personnel
 1. The Dean shall determine the administrative assignments in the College office.
 2. The Dean shall, within budget limitations, and in consultation with the College Council, appoint whatever assistant administrative personnel are necessary for the effective functioning of the College office.

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ARTICLE III. THE COLLEGE OF MUSICAL ARTS FACULTY

- A. Role of the Faculty
 - 1. The faculty of the College of Musical Arts shall be responsible for effective teaching, scholarship and/or creative work, and service to the University and profession, and shall have further responsibilities as defined in the University Governance Documents, Article II.C.
 - 2. The full faculty of the College of Musical Arts shall meet approximately once each month during the regular academic year. It is the responsibility of full-time faculty members to attend faculty meetings.
 - 3. Faculty meetings shall be for the purpose of transmitting information, discussing issues important to the mission of the University and College, and voting on matters of College governance.
- B. Organization of the Faculty
 - 1. Membership
 - a. The College of Musical Arts faculty shall be composed of all persons satisfying the definition of full-time faculty in the Governance Documents Article II.C. The definition of the College of Musical Arts faculty includes those persons serving as department Chairs, and College of Musical Arts administrators with more than 50% of their contract time designated for administration, exclusive of the Dean and the Assistant/ Associate Dean. Such faculty shall have full voting privileges. The Dean and the Assistant/ Associate Dean shall be ex officio members of the College faculty, without vote.
 - b. All full- and part-time members of the College faculty, as well as administrative officers, may attend meetings of the College faculty. However, only faculty as defined in the Governance documents shall have voting privileges.
 - c. Voting rights within a department shall be limited to full-time faculty with appointment in that department, except in matters of promotion and tenure, which must comply with the Collective Bargaining Agreement, Article 14, Sections 6.4.3.1., 7.6.5, and 7.7.3.
 - 2. Officers
 - a. The Chair of the Executive Committee shall serve as Chair and presiding officer of the College faculty.
 - b. The Secretary of the Executive Committee shall serve as the Secretary of the College faculty. Minutes of all faculty meetings shall be distributed to members of the College faculty and the Vice-President for Academic Affairs.
 - 3. Meetings of the Faculty
 - a. The College faculty shall meet approximately every month during the academic year. The Dean or a majority of either the Faculty

Executive Committee or the Administrative Committee may request a special meeting of the College faculty.

- b. The agenda for meetings of the faculty shall be determined by the Dean in consultation with the Chair of the Faculty Executive Committee.
- c. With the exception of votes to amend the Charter (see Article VI), a simple affirmative majority of those voting is required for a motion to pass. Voting may be conducted in a meeting of the faculty or by mailed ballot.
- d. The meetings of the College faculty shall be governed by Robert's Rules of Order.

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ARTICLE IV. THE ORGANIZATIONAL UNITS OF THE COLLEGE

A. Departments of the College

For the sake of efficient organization, each faculty member shall be designated as being a member of a specific department. This affiliation shall normally be based upon the research and instructional interests of both the faculty member and the academic unit. Interunit assignments, when beneficial to the best interests of the College, will be made in accord with the guidelines specified in the Collective Bargaining Agreement, Article 14, Section 1.3 and 1.4.

The College of Musical Arts is organized into three departments, Musicology/Composition/Theory, Music Education, and Music Performance Studies, each headed by a department chair whose selection and responsibilities are specified in the Governance Documents, Section XII.B and XII.C.

1. Musicology/Composition/Theory Department

a. The goals of the Musicology/Composition/Theory Department are:

- 1) To educate undergraduate and graduate students in the core of musical knowledge necessary for the pursuit of a career in music teaching, performance, and composition or research;
- 2) To prepare students for graduate study in music;
- 3) To educate in depth those undergraduate and/or graduate music students majoring in composition, theory, music history, or ethnomusicology in the specific areas appropriate for these degrees;
- 4) To educate in depth those undergraduate students minoring in Recording Technology and Music Industry in the specific areas appropriate for that minor.
- 5) To serve the departments of Music Education and Music Performance Studies as well as the University as a whole through course offerings, interdepartmental programs, concert opportunities by and for students and faculty, and through lectures and concerts by visiting composers, ethnomusicologists, musicologists, theorists, and performers.
- 6) To serve the disciplines of composition, ethnomusicology, musicology, and music theory through the support of research and creative activities.

b. The Department of Musicology/Composition/Theory shall be responsible for the development and implementation of:

- 1) Common core basic musicianship courses in composition, history, theory, and world music for all music students;
- 2) Undergraduate and/or graduate curricula and degree programs in composition, ethnomusicology, history, and theory;
- 3) Courses for the general University student;

- 4) Music Technology and Recording Studios;
 - 5) Department of Musicology/Composition/Theory ensembles
2. Music Education Department
- a. The goals of the Music Education Department are:
 - 1) To provide opportunities for undergraduate and graduate students to construct knowledge about teaching and learning in music;
 - 2) To support the highest standards of musicianship in performance and pedagogy at the undergraduate and graduate level;
 - 3) To provide opportunities for undergraduate students to apply knowledge of teaching and learning in a variety of clinical, field, and pre-service experiences organized by the Department;
 - 4) To provide opportunities for graduate students to apply their knowledge of performance, conducting, and pedagogy in a variety of research, creative, and scholarly activities;
 - 5) To prepare graduate students for advanced study in music education.
 - b. The Department of Music Education shall be responsible for the development and implementation of:
 - 1) Undergraduate and graduate curricula and degree programs in music education;
 - 2) Courses to prepare elementary education majors for teaching music.
3. Music Performance Studies Department
- a. The goals of the Music Performance Studies Department are:
 - 1) To support the highest standards of performance at the undergraduate and graduate level;
 - 2) To provide quality instruction in applied music, pedagogical techniques, and repertory;
 - 3) To prepare students for graduate studies and careers in music performance;
 - 4) To encourage student independence in preparation, research, creation, and performance of music
 - 5) To encourage student performance opportunities on and off campus, and to promote a broad range of quality literature;
 - 6) To present to students the best examples of performing artistry through faculty and guest recitals, master classes, and clinics.
 - b. The Department of Music Performance Studies shall be responsible for the development and implementation of:

- 1) Instruction in performance, including studio, group, and ensemble experience;
 - 2) Undergraduate and graduate curricula and degree programs in music performance;
 - 3) Instruction in music performance and courses for the general University student.
- c. Subject to the provisions of the Governance Documents, Article XII.A, departmental organization shall be determined by the faculty and the chair. Organization of the Department of Performance Studies shall include coordinators for the specific performance areas: keyboard, voice, brass/percussion, woodwind, string.
- B. MidAmerican Center for Contemporary Music
The College of Musical Arts houses the MidAmerican Center for Contemporary Music, headed by a Director whose appointment and responsibilities are specified in the Governance Documents, Article XIII.B and XIII.C.3.
1. The goals of the Center are:
 - a. To serve the departments of Musicology/Composition/Theory, Music Education, and Performance Studies through the expansion of graduate and undergraduate curricular offerings in contemporary music, composition, and music technology; through the support of graduate study; and through the sponsorship of faculty and student research projects and interdepartmental programs;
 - b. To serve the College of Musical Arts and the University through concert opportunities by and for students and faculty, and through lectures, concerts, and residencies by visiting composers, scholars, and performers;
 - c. To serve the local community through outreach programs to area schools, and workshops for area teachers;
 - d. To serve the national and international scholarly and creative community through publications, archival resources, conferences, festivals, residencies, and research assistance.
 2. The MidAmerican Center for Contemporary Music shall be responsible for:
 - a. Sponsorship of concert series;
 - b. Support of the New Music Festival;
 - c. Support of the Music Technology and Recording Studios;
 - d. Providing research assistance to the international audience of composers, performers, theorists, and educators
 - e. Sponsorship of workshops for elementary and secondary school teachers;
 - f. Sponsorship of enrichment activities for elementary and secondary school students;

- g. Assistance in the expansion of the contemporary music collection in the Jerome Library and the development of the Archives of the MidAmerican Center for Contemporary Music;
- 3. Subject to the provisions of the Governance Documents, Article XIII.B, the center will be reviewed every three years.

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ARTICLE V. THE COMMITTEE STRUCTURE OF THE COLLEGE OF MUSICAL ARTS

A. Committees and Election Procedures

1. The standing committees of the College of Musical Arts are:
 - a. The College Council;
 - b. The Administrative Committee;
 - c. The Faculty Executive Committee;
 - d. The Committee on Undergraduate Curricula and Instruction;
 - e. The Graduate Committee;
 - f. The Promotion and Tenure Committee;
 - g. The Scholarship and Honors Committee;
 - h. The Public Events Committee;
 - i. The MidAmerican Center for Contemporary Music Advisory Committee;
 - j. The Doctoral Committee
2. Other ad hoc committees may be appointed by the Dean, the Chairs of the standing committees, or the departments in accordance with the needs of the College.
3. Election of all committees in the College of Musical Arts, with the exception of the Administrative Committee, shall be coordinated by the Faculty Executive Committee, and the election of all at-large memberships on committees shall be conducted directly by the Faculty Executive Committee. Election for all committees shall normally be conducted prior to the end of the spring term for the following academic year.
4. The terms of office of all standing committees shall begin with the first full day of classes each fall and extend until the first class day of the next fall semester.
5. Any committee vacancy shall be filled by special election held in accordance with the original procedures.
6. In the event that a committee officer must be absent from a meeting, that officer shall designate another committee member to serve in his or her stead.
7. For the purpose of voting, a quorum for standing committees shall consist of two-thirds of the committee members.

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Rev. 5/1/11

- B. The College Council
 - 1. Membership
 - a. The College Council shall consist of the Administrative and Executive Committees.
 - b. The Chair and Secretary of the Executive Committee shall serve as Chair and Secretary of the College Council.
 - 2. Duties of the College Council
 - a. To serve as a review and planning body for the College of Musical Arts;
 - b. To advise the Dean on personnel and operating budgets;
 - c. To conduct an annual survey of the full-time faculty for input on the Dean's performance and to provide the annual evaluation of the Dean as specified in the Collective Bargaining Agreement, Article 10, Section 3.2.

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- C. The Administrative Committee
 - 1. Membership
 - a. The Administrative Committee shall consist of the Dean, the Assistant/ Associate Dean, and Chairs of Departments. Additional members, on either a regular or an ad hoc basis, may be added at the discretion of the Dean.
 - b. The Dean shall serve as chair of the Administrative Committee and, when appropriate, shall appoint a secretary.
 - 2. Duties of the Administrative Committee
 - a. To assist the Dean in developing procedures and guidelines for the administrative implementation of College policy;
 - b. To serve as a forum for the discussion of external matters that affect the College;
 - c. To advise on the management of personnel, programmatic, and budget matters;
 - d. To serve as a mechanism for dealing with common administrative matters.

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D. The Faculty Executive Committee

1. Membership

- a. The Faculty Executive Committee shall consist of five full-time faculty members and the Dean as ex officio member.
 - 1) Each department shall elect a representative to serve a two-year term.
 - 2) Two members shall be elected from the College faculty at large for a two-year term.
 - 3) No department shall have more than two representatives on the Committee.
 - 4) No faculty member may serve consecutive terms.
 - 5) No faculty member shall hold simultaneous membership on Faculty Executive Committee and the Committee on Undergraduate Curricula and Instruction.
 - 6) The Dean is a non-voting member.
- b. All full-time tenured faculty members and Qualified Rank Faculty, at the rank of Associate and above, are eligible for membership after one year of service.
- c. Officers of the Faculty Executive Committee shall be a Chair and Secretary. These officers shall be elected from the faculty representatives at the first meeting of the academic year.
 - 1) The Chair shall serve as the Chair and presiding officer of the College faculty, and shall meet with the Dean to prepare agendas for Faculty Executive Committee and College faculty meetings.
 - 2) The Chair shall be responsible for initiating meetings of other standing committees of the College at the beginning of each academic year.
 - 3) The Chair shall oversee the appointment of a conciliator in cases of faculty disputes that are not otherwise governed by Article 7, Section 4-7 and Article 13 of the Collective Bargaining Agreement.
 - a) The dispute is commenced with the filing of the petition with the Chair of the Faculty Executive Committee.
 - b) Within five class days of receipt of the petition, the Chair of the Faculty Executive Committee shall appoint an impartial conciliator who will meet individually or collectively with the disputant and the respondent.
 - c) The conciliator shall have fifteen class days during which to attempt to achieve a voluntary resolution of

the dispute. If a resolution cannot be achieved in that time, he/she will report this in writing to the Faculty Executive Committee.

- 4) The Secretary shall serve as secretary of the College faculty, and shall be responsible for the preparation and distribution or posting of minutes of all meetings of the Faculty Executive Committee and the College faculty.
 - 5) The Committee shall meet approximately every other week. Special meetings may be called at the discretion of the Dean or the Chair.
2. Duties of the Faculty Executive Committee
- a. To act in an advisory capacity to the Dean, and to represent the faculty in the policy-making process;
 - b. To coordinate the election of department representatives to College and University committees, and to conduct elections for at-large members to those committees;
 - c. To serve as the standing committee on charter revision.

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Rev. 11/15/19

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- E. The Committee on Undergraduate Curricula and Instruction
1. Membership
 - a. The Committee on Undergraduate Curricula and Instruction shall consist of the Chairs of the three departments, four elected full-time faculty members, two undergraduate students, and a representative of the Dean.
 - 1) Each department shall elect a representative to serve a two-year term.
 - 2) One member shall be elected from the College faculty at large for a two-year term.
 - 3) No elected faculty member may serve consecutive terms.
 - 4) No faculty member shall hold simultaneous membership on Executive Committee and the Committee on Undergraduate Curricula and Instruction.
 - 5) The student members shall be elected by the student body each year for a one-year term.
 - 6) The Dean's representative and the student representatives are non-voting members.
 - b. All full-time faculty members of the College are eligible for membership after one year of service.
 - c. Officers of the Committee on Undergraduate Curricula and Instruction shall be a Chair and Secretary. These officers shall be elected from the faculty representatives at the first meeting of the academic year.
 - 1) The Chair of CUCI/CMA and the CMA Associate Dean attend University Undergraduate Council meetings and shall serve as the liaison persons between the College of Musical Arts faculty and the Dean in matters of undergraduate curricula, instruction, and academic policies.
 - 2) The Secretary shall be responsible for the preparation and distribution of minutes of all meetings of the Committee on Undergraduate Curricula and Instruction to the full faculty.
 2. Duties of the Committee on Undergraduate Curricula and Instruction
 - a. The Committee shall review and recommend changes in undergraduate course offerings and/or curricula.
 - 1) Changes shall be initiated in writing by the appropriate department, individual faculty members, or the Dean. New courses or changes shall be submitted on the appropriate forms. All proposals not originating in a department shall be referred to the appropriate department for approval and routing. Any proposals not originating in a department and not associated with a specific department shall be referred to the Administrative Committee.
 - 2) If the Committee has no objections to the proposal, it shall forward the proposal to the College of Musical Arts faculty.

If the Committee objects to the proposal, or any part thereof, it shall return the proposal to the department with a written statement of objections.

- 3) Faculty shall have 10 class days to review proposals forwarded by the Committee on Undergraduate Curricula and Instruction. If, after 10 class days, the Chair has received no written objections, the proposal will be considered approved and will be forwarded to the Dean. If there are written objections by a minimum of three full-time faculty members to any part of the proposal, it must be brought to the next College faculty meeting or to a special faculty meeting called by the Dean. If, after discussion, the proposal is approved by a majority vote of the full-time faculty, it will be forwarded to the Dean.
 - 4) If the Dean has no objections, the proposal will be forwarded to the appropriate administrative offices. If the Dean vetoes the proposal, of any part thereof, he or she should submit in writing the reasons for the veto to the Secretary of the Committee on Undergraduate Curricula and Instruction and the appropriate department within 15 class days.
- b. The elected faculty and student members of Committee on Undergraduate Curricula and Instruction shall serve as the Academic Arbitration Board for undergraduate music students, as specified in D.II.F.9 of the Governance Documents.

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F. Graduate Committee

1. Membership

- a. The Graduate Committee shall consist of six full-time Graduate faculty members, one graduate student, and the Assistant Dean for Graduate Studies.
 - 1) Each department shall elect two representatives to serve two-year overlapping terms.
 - 2) No elected faculty member may serve consecutive terms.
 - 3) The student member shall be elected by the graduate student body each year for a one-year term.
 - 4) The Assistant Dean for Graduate Studies and the student representative are non voting members.
 - 5) In case of a tie vote, the Assistant Dean for Graduate Studies may vote.
- b. All full-time faculty members of the College who are regular or provisional members of the Graduate Faculty are eligible for membership after one year of service.
- c. Officers of the Graduate Committee shall be a Chair and Secretary. These officers shall be elected from the faculty representatives at the first meeting of the academic year.
 - 1) The Chair shall serve as the liaison between the College of Musical Arts Graduate Faculty and the Dean of the College of Musical Arts.
 - 2) The Secretary shall be responsible for the preparation and distribution of minutes of all meetings of the Graduate Committee to all College of Musical Arts Graduate Faculty.
 - 3) The Committee shall meet as necessary at the call of the Chair. A special meeting may be called by the Chair at the request of two or more members of the Graduate Committee.

2. Duties of the Graduate Committee

- a. The Committee shall review and recommend changes in graduate course offerings and curricula.
 - 1) Changes shall be initiated in writing by the appropriate department, individual Graduate Faculty members, Doctoral Committee, or the Dean. New courses and curricular modifications shall be submitted on the appropriate forms. All proposals not originating in a department shall be referred to the appropriate department for approval and routing, except doctoral curriculum proposals, which will be referred to the Doctoral Committee for approval and routing to the Graduate Committee. Departments must certify that new degree proposals and major curriculum changes comply with current NASM standards.

- 2) If the Committee has no objections to the proposal, it shall forward the proposal to the College of Musical Arts Graduate Faculty. If the Committee objects to the proposal, or any part thereof, it shall return the proposal to the department with a written statement of objections.
 - 3) Graduate Faculty shall have 10 class days to review proposals forwarded by the Graduate Committee. If, after 10 class days, the Chair has received no written objections, the proposal will be considered approved and will be forwarded to the Dean. If there is written objection by a minimum of three full-time Graduate Faculty members to any part of the proposal, the Chair shall communicate this in writing to the Dean, who shall call a special meeting of the Graduate Faculty at the earliest opportunity. If, after discussion, the proposal is approved by a majority vote of those present, it will be forwarded to the Dean.
 - 4) If the Dean has no objections, the proposal will be forwarded to the Graduate College. If the Dean vetoes the proposal, of any part thereof, the rationale for the veto shall be submitted in writing to the Secretary of the Committee on Graduate Studies within 15 class days.
- b. The Committee shall advise the Administration on matters of admissions, retention, and policies for the masters degree program.
 - c. The faculty members of the Committee shall review applications for Graduate Faculty status. These recommendations will be forwarded to the Dean of the College of Musical Arts. If the Dean supports an application, it shall be forwarded to the Graduate College within 15 class days. If the Dean rejects an application, the rationale for the rejection shall be submitted in writing to the faculty member, the appropriate department Chair and the Graduate Committee within 15 class days.

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- G. The Committee on Promotion and Tenure Review (College Level Review Committee (CLRC))
1. Membership
 - a. The Committee on Promotion and Tenure Review shall consist of seven full-time bargaining unit faculty members:
 - 1) One full-professor elected by each of the departments of Musicology/Composition/Theory, Music Education, and Performance Studies.
 - 2) Two at-large full-professors elected by the full faculty.
 - 3) Two additional at-large members elected by the full faculty, consisting of:
 - a. One at-large member at the rank of Associate Professor
 - b. One at-large member at the rank of Qualified Rank Faculty, either Associate or Full Teaching Professor.
 - 4) Each department shall have at least one at-large member on the committee.
 - b. The term of membership shall be two years, and terms shall be staggered to contain new and continuing members. Eligible faculty may serve successive terms.
 - c. The committee shall elect a chair at its first meeting of the academic year.
 2. Evaluation of Dossiers
 - a. All members participate in discussion of all dossiers, regardless of rank, unless recused for conflict of interest.
 - b. Members vote on dossiers in accordance with unit-level voting eligibility, as established in the CBA in Article 14.
 - 1) Committee members who voted on dossiers in the candidate's home unit will recuse themselves from voting. See Article, for CBA language regarding conflict of interest and recusal.
 - 2) If any dossier under consideration has only two eligible voters on the committee, the Dean will request an eligible BUFGM from another department with the college.
 3. Duties of the Committee on Promotion and Tenure Review
 - a. Duties and responsibilities of the committee are dictated in the CBA, Article 14, Section 5.3 and the College-Level Review Committee (CLRC) Guidelines.
 - b. It shall be the function of the Committee on Promotion and Tenure Review to act as an advisory body to the Dean on all promotion and tenure considerations.
 - 1) The committee shall form its recommendation independent of the recommendations of the department and the departmental chair.
 - 2) The committee shall forward in writing to the Dean a record of the vote on each application and explanatory comments.

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H. The Scholarship and Honors Committee

1. Membership

- a. The Scholarship and Honors Committee shall consist of five full-time faculty members and the Associate Dean.
 - 1) Each department shall elect a representative to serve a two-year term.
 - 2) Two members shall be elected from the College faculty at large for a two-year term.
 - 3) Terms of membership shall be overlapping so that a minimum of two members are elected each year.
- b. All full-time faculty members of the College are eligible for membership after one year of full-time University employment.
- c. Officers of the Scholarship and Honors Committee
 - 1) The Associate Dean serves as the Chair and shall organize and conduct the agenda of each meeting.
 - 2) The Associate Dean or designee shall submit an annual report of the committee's proceedings and circulate to the College faculty and administration.
 - 3) The Associate Dean or designee shall publicize sources of various scholarship monies.
 - 4) The Committee shall meet as necessary at the call of the Chair.

2. Duties of the Scholarship and Honors Committee

- a. To deal with all matters relating to scholarship and honors, exclusive of institutional talent-based scholarships;
- b. To solicit and/or initiate nominations for the various scholarships, exclusive of institutional talent based scholarships, and to select recipients where appropriate;
- c. To recognize publicly the recipients and donors of the several scholarship and honors awards.

Rev. 2/17/95

Rev. 2/22/20

I. The Public Events Committee

1. Membership

a. The Public Events Committee shall consist of five full-time faculty members, the Chair of Performance Studies, and the Manager of the Public Events Office.

1) The Departments of Musicology/Composition/Theory and Music Education shall each elect one representative, excluding the large ensemble directors.

2) The Department of Performance Studies shall elect two representatives, excluding the large ensemble directors.

3) The large ensemble directors shall elect one representative.

4) Terms of office shall be two years.

b. Officers of the Public Events Committee shall be a Chair and a Secretary. These officers shall be elected from the faculty representatives at the first meeting of the academic year.

1) The Chair shall serve as the liaison between the College of Musical Arts Faculty and the Public Events Office.

2) The Chair, in consultation with the Manager of the Public Events Office, shall be responsible for calling meetings and establishing the agenda.

3) The Secretary shall be responsible for the preparation and distribution of minutes of all meetings of the Public Events Committee to the full faculty.

2. Duties of the Public Events Committee

a. To advise the Manager of the Public Events Office on questions of public events policy for the College;

b. To advise the Dean and the Manager of the Public Events Office on matters of scheduling, rentals, and publicity prioritization.

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- J. The MidAmerican Center for Contemporary Music (MACCM) Advisory Committee
1. Membership
 - a. The MACCM Advisory Committee shall consist of the following:
 - 1) Dean of the College of Musical Arts or designate;
 - 2) One faculty member from each Department appointed by the respective Department Chairs to serve rotating two-year terms;
 - 3) One DMA student appointed by the Doctoral Committee to serve a one year term with option for one year renewal;
 - 4) Coordinator of Music Technology;
 - 5) Manager of Recording Services/Technical Engineer for the MidAmerican Center for Contemporary Music;
 - 6) Director of MACCM;
 - 7) The Dean/designate and the Director of MACCM are Non-voting members.
 - b. Officers of the MACCM Advisory Committee shall be a Chair and a Secretary. These officers shall be elected at the first meeting of the academic year.
 - 1) The Chair shall serve as liaison between the College of Musical Arts faculty and MACCM.
 - 2) The Chair, in consultation with the MACCM Director, shall be responsible for calling meetings and establishing the agenda.
 - 3) The Secretary shall record and post minutes of all meetings of the Committee.
 2. Duties of the MACCM Advisory Committee
 - a. To advise the MACCM Director on the administration of Center activities;
 - b. To advise the MACCM Director on the budget.

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Rev. 5/1/11

Rev. 11/1/13

Rev: 9/28/18

K. The Doctoral Committee

1. Membership

- a. The Doctoral Committee shall consist of the following:
 - 1) Assistant Dean for Graduate Studies, ex officio member
 - 2) DMA Coordinator
 - 3) One mentor representative each from Performance Studies, Conducting and Composition, appointed by the Dean of the College of Musical Arts in staggered 3-year terms. No person may serve consecutive terms as a mentor representative.
 - 4) One elected faculty representative from each department, in staggered 3-year terms. No person may serve consecutive terms as a department representative.
- b. All full-time faculty members of the College who have Graduate Faculty status are eligible for membership after one year of full-time University employment.
- c. Officers of the Doctoral Committee shall be a Chair and Secretary. These officers shall be elected at the first meeting of the academic year.
 - 1) The Chair shall organize and conduct the agenda of each meeting
 - 2) The Secretary shall record and circulate minutes of each meeting to the College faculty and administration
 - 3) The Committee shall meet as necessary at the call of the Chair

2. Duties of the Doctoral Committee

- a. The Committee shall oversee admission into the DMA in Contemporary Music program, including reviewing admission requirements, pre-screening applicants for on-campus interviews and auditions, and conducting on-campus interviews and auditions.
- b. The Committee will maintain policies regarding the DMA program and serve as the adjudicating body for students requesting exceptions to these policies.
- c. The Committee shall advise the faculty and administration on matters of doctoral admissions, retention, policies and curriculum. Any changes in doctoral curriculum will be routed through the Doctoral Committee, then the Graduate Committee.

ARTICLE VI. EDITORIAL CHANGES, MANDATORY CHANGES, AND
AMENDMENTS TO THE COLLEGE OF MUSICAL ARTS CHARTER

A. EDITORIAL CHANGES

Based on the precedent established in Article XIV of the BGSU Academic Charter, editorial changes in the CMA Faculty Charter are changes in words or phrases that do not alter the meaning or intent of the sentence, paragraph, or section of the document where the changes are made.

1. Proposed editorial changes may be initiated by any member of the College of Musical Arts faculty, or may be initiated by the Faculty Executive Committee.
2. Proposed editorial changes that are initiated by faculty shall be submitted to the Faculty Executive Committee in writing. Following majority approval by the FEC, editorial changes shall be placed in the FEC Minutes with an explanation for the change(s).
3. Proposed editorial changes that are initiated by the Faculty Executive Committee, if approved, shall be placed in the minutes of the FEC with an explanation for the change(s).
4. Editorial changes to the CMA Faculty Charter may be challenged within fifteen days of publication of the action by a written petition for challenge, signed by not fewer than three of the CMA faculty and presented to any member of the Faculty Executive Committee for review.

If so challenged, an editorial change requires affirmation by two-thirds of the Faculty Executive Committee members. In the absence of faculty objection, editorial changes shall be effective fifteen class days after they have been published.

B. MANDATORY CHANGES

Changes made to the CMA Faculty Charter, to bring it into compliance with either the Academic Charter or the Collective Bargaining Agreement, shall be treated as editorial changes even if the changes appear to be substantive changes.

The procedure for approval of editorial changes shall apply.

C. AMENDMENTS

Unlike editorial changes, amendments to the CMA Faculty Charter are substantive. They alter the meaning or intent of the sentence, paragraph, or section of the document where the change(s) is/are made.

1. Proposed amendments to this Charter shall be submitted in writing by a minimum of three full-time faculty members to the Chair of the Executive Committee for inclusion on the next regular faculty meeting agenda.
2. All proposed amendments to the charter shall have two readings, the first for discussion, the second for the vote. A two-thirds affirmative vote by those present and voting is required for an amendment to be adopted.
3. Approved amendments shall be forwarded to the Dean of the College of Musical Arts for implementation, rejection, or delay. If the Dean vetoes or delays implementation of the amendment, he or she should submit in writing the rationale for the veto or delay to the College faculty within 15 class days.

Rev. 1/13/95

Rev. 3/5/21